

AGENDA

1. Welcome
2. Approval of the minutes for Sept. 20, 2012.
3. Visit by the Provost regarding:
 - a. Faculty Appointment Categories
 - b. Support for travel courses
4. Position statement by the Senate regarding the IncludEd proposal from Follett.
5. Adjourn
6. Next regularly scheduled meeting: Oct. 18, 2012.

REPORT FROM THE HANDBOOK COMMITTEE

Handbook pieces and parts are coming in, a meeting will be held the week of October 8-12

MINUTES APPROVED FOR SEPT 20, 2012

VISIT WITH THE PROVOST

Faculty Appointment Categories

Faculty Appointment Categories
(prepared by P. Thompson for discussion purposes)

Rank	Tenure Track		Non-Tenure Track		Comments
	FT	PT	FT	PT	
Instructor			X	X	Master's Degree
Lecturer			X	X	Master's Degree plus additional study, certification, distinction
Senior Lecturer			X	X	Above plus two years experience at Catawba and excellent teaching evaluations, other
Assistant Professor	X		X	X	Highest rank awarded to non-tenure track faculty unless a higher rank is imported from another institution

					(exceptional situation)
Associate Professor	X				
Full Professor	X				
Special Categories					Visiting, Other

Notes: I do not think “adjunct” is a rank – faculty would be Part-time or adjunct at the ranks listed above.

Some consideration should be given to duties of non-tenure track and part-time faculty as related to:

- *attendance at department and college meetings

- *advising of students

- *committee obligations

- *faculty development and access to funding for travel, faculty development

All employment expectations and duration of employment should be thoroughly stated in the faculty contract.

What follows are notes from the conversation about the chart...

A few summers ago, there was an effort to come up with some categories relevant to faculty rank, status, etc... This was taken to the Deans...

The SEGS faculty is by and large left out of all faculty deliberations, etc. Yet, in some years, their programs were representing forty percent of our graduates. These people were coded full time non-tenure track...

What would happen if we hired someone for SEGS with a distinguished past? Why wouldn't we recognize that in their appointment here and code it tenure or non-tenure eligible?

Quite simply, the Deans are looking for a straightforward simple set of definitions of faculty appointments.

None of this is set in stone... it's a stab at editing the handbook. It's not the way it's necessarily going to be.

QUESTION: Some of these expectations aren't clear—excellent teaching evaluations for example...

PROVOST: People who sign an annual contract could simply request a change in their status, and point out what their qualifications are for that change in status.

We don't have any expectations for non-tenure-track faculty to participate in faculty development. That doesn't mean that these faculty members are doing that on their own, and they may indeed be eligible for promotion.

QUESTION: Would these people have to go up in front of FTPC?

ANSWER: It's possible that the faculty might want to set up a system for that...

QUESTION: What would this new matrix do for FTNE folks? Would it create four categories?

ANSWER: You could have lecturers anywhere in the institution... It doesn't have to be limited to SEGS...

QUESTION: So, you could have assistant professors who don't have to participate in the activities of the college like tenure-track assistant professors?

ANSWER: Right now, our evening and day faculty are separate entities... It may be the case that as the handbook gets revised that there needs to be a statement on how non-tenure-track asst professors are involved in the college.

For example, we have a postdoc in Biology, full time. It's a one-year appointment. Could it get renewed? Possibly... What are our expectations of them in terms of the College? That's something that needs to be ironed out...

All the deans and the provost did with the chart was point out that we do indeed have four different types of faculty... These details need to be ironed out.

We're striving for consistency in the treatment of faculty... we need clear rules.

QUESTION: It sounds like the deans in their handbook clarifying have noticed that there are some details that need to be ironed out... It sounds to me that this is something that needs to be done when we move toward clarifying faculty appointments.

ANSWER: This isn't unique to Catawba at all... It's mostly oral history on how faculty members move among appointments... It's in our best interest to put these appointments in writing...

QUESTION: Am I right in thinking that senior lecturer is the one here that doesn't already exist?

ANSWER: Yes

QUESTION: What do you see the institutional effects of this are? I assume you could reward someone for doing a good job. At the same time, does this open up opportunities for the college to hire more non-tenure track jobs... is this signaling a shift in the appointment of faculty?

ANSWER: The deans weren't thinking institutionally. They just wanted to get these appointments clarified. Simply, they want to simplify the positions for clarity.

QUESTION: Why is the senior lecturer position there? Why couldn't it be a move from lecturer to assistant professor?

ANSWER: You're digging for something that's not in our intentions. It could be redefined to move in that direction... Again, we're just trying to simplify... The senior lecturer simply is a way of recognizing some level of distinction for folks who aren't tenure-track.

It's simply a suggestion.

QUESTION: Where do librarians fit?

ANSWER: Librarians are institutionally-defined. At some places, they're staff. At others, they're ranked faculty. At Catawba, they're ranked faculty but we don't have expectations about tenure, etc. Librarians are not in the mix of Faculty Categories on the above handout.

STATEMENT: This is an issue that would require revision to the handbook... it's phase 2 to the handbook revision plan... Looking at adjuncts as they currently exist, I do think that having clear definitions of the ability to move from one position to another for adjuncts gives you the opportunity to reward better operating adjuncts.

PROVOST: We make no distinction whatsoever between adjunct faculty members... It's unfortunate, for example, that we can't provide salary boosts for asst to assoc professor... We don't have the money for it...

QUESTION: Is everyone who isn't tenure-track on an annual contract.

ANSWER: We made an attempt to do longer term contracts... right now, we don't have contracts that last more than a year.

STATEMENT: Voting rights (just in anticipation of future questions)... right now, the handbook says that all ranked faculty have a vote... if you introduce these categories, will they have a vote...

QUESTION: Right now, we say that non-tenure track people can't stay more than seven years...

ANSWER: Nope, that's in the past... You can have multiple one-year contracts.

QUESTION: We send away faculty that aren't quite good enough for tenure? Do we send away people who aren't on tenure-track that aren't quite good enough or can they stay for a career?

ANSWER: The institution makes a long term contract with a core of faculty, where tenure is awarded. We do that for a substantial percentage of the faculty at the College... Because of that tenure has to be very carefully and thoroughly evaluated and recommended... You're not in that position in every instance, so an institution has to rely on contingent labor to fill needs that they need, to explore possible directions for the institution (new programs) etc...

QUESTION: Is this category of faculty finished?

ANSWER: No. It's a suggestion to the committee that will be working on revisions to the handbook.

QUESTION: For the current round of revisions, we'll go with what we currently have. The above document would be a later round.

QUESTION: I could imagine the opposite direction... someone's tenure-track, don't get tenure... now after a year they must leave... would it be changed on the possibility that they would become non-tenure track?

ANSWER: Wasn't addressed? It might could, it might not... I'll just tell you that when it comes to tenure, if you look at every job out there being advertised, you'll find somewhere south of eighteen percent of them have any hope of tenure with them... Of all faculty that are currently in positions, you're looking at south of 25 percent. Tenure has radically changed. I don't think we should blow in that wind. I think to carry the mission of an institution that you have security (not in jobs) but in the community that understands the mission and can carry it forward.

Hiring a faculty is one thing... what we need to do is retain faculty. An institution has realities to face, too. And sometimes our forms and practices don't keep up and can't be applied to current realities

Support for Travel Courses

The Issue: Some faculty would love to do travel courses but setting up all of the details is time-consuming. Could there be a person on campus responsible for coordination (airfare, hotels, etc.)?

Question: A wide-variety of people across campus have been engaged with this issue in a VGOP... Eric has had conversations with lots of people and they are working on

getting something together about international travel... We're feeling out the needs of the college and what needs to be done in response.

Question: Given our current financial status, it's difficult for faculty to understand how to deal with travel... there special funds set up... then money doesn't get coordinated correctly, etc.

Provost: My office helps with this, but what we really rely on are faculty who have already experienced international travel... We don't have enough travel to dedicate a person to coordination... It would be intermittent amounts of time and that would be it. If somebody is really interested in a travel course, send them to the provost's office and we'll talk about what needs to be done. For the time being, the faculty member will have to participate extensively in the development of that travel.

Question: Isn't that a catch-22? Travel is used to recruit students. It seems to me that we need some sort of buffer in there more than we already have so that it makes things easier for the faculty member. Can't we do more than we're currently doing?

Provost: We have some programs that are fairly routine like Costa Rica that have been done enough times that there are expectations. We also have capacity to work with anyone who dreams up a new foreign travel experience. The idea of it being turnkey won't happen. You can't just dream up the course. You have to jump in and make it happen. Sabo, Hood, Fuller, etc. have done this and can help you learn how to get it done.

Question: Would it be useful to put together a checklist?

Provost: We have something like that, it's not published... All you have to do, though, is say you're interested and my office will work with you.

J-TERM/WINTER TERM QUESTION

QUESTION: At some point, will the j-term or winter term go before the faculty for a full vote to become part of the curriculum?

Provost: I don't see why not? When I first got here, I was asked to come up with ways to generate revenue. This is what I came up. And we're in our fourth year of it.

There are no requirements with that. Students aren't required. Faculty aren't required.

We've averaged 100 students, and now we're at the point where we're budgeted for 100 students.

Honestly, there hasn't been a conversation either way about voting the faculty voting.

We aren't balanced as a budget at Catawba... We are committed to benefits, etc. and to do that we've been depending on gifts... Winter term is important to budget...

ADJOURNMENT