

## Executive Summary of the Report of the Campus-wide Taskforce on NTTF Implementation Issues

Friday December 20, 2019

### Members of the Taskforce:

Alexandra Bernasek (Senior Associate Dean, College of Liberal Arts, Chair)  
Sarah Blessinger (Human Resource Officer, CLA)  
Jonathan Carlyon (Chair, Languages, Literatures and Cultures)  
Nick Cummings (Equal Opportunity Assistant Director, HR)  
Laurie Dean (General Counsel, Office of General Counsel)  
Joseph DiVerdi (NTTF Associate Professor of Chemistry; Chair, Faculty Council Committee on Strategic and Financial Planning)  
Debbie Fidler (Chair, Human Development and Family Studies)  
Pam Jackson (interim VP for External Relations)  
Lisa Kutcher (Chair, Accounting)  
Melissa Morgan (Records Manager, HR)  
Wes Scharf (Finance Officer, CLA)

### Members of the Executive Committee:

Rick Miranda (Provost & Executive Vice President)  
Daniel Bush (Vice Provost for Faculty Affairs)  
Benjamin Withers (Dean, College of Liberal Arts)  
Tim Gallagher (Professor, Finance and Real Estate; Chair, Faculty Council)

**Provost Miranda's charge to the Taskforce:** The Provost identified three high-priority issues for the Taskforce to consider: (1) Promotion processes (service credit\*, early promotion, former Senior Teaching Appointment Faculty promotion eligibility), (2) Expectations for service (who should have a service expectation, how is service connected with base salaries and how should a service expectation be phased in), and (3) Several issues related to appointment types, FTE and terminations (offer letters, process for changing FTE decreases, process for terminations, concurrent assignments).

**Based upon the recommendations of the Taskforce as outlined in its final report we summarize here the major action items following from those recommendations:**

#### 1. Promotions

- Review the recommendations in conjunction with feedback on how the promotion process worked this year to revise and clarify Provost policy and process and communicate that to the campus with rationales for any changes in the Spring semester. Make a communicate a decision on the eligibility for promotion of former Senior Teaching Appointment Faculty.
- Work with TILT to create guidelines for evaluating teaching effectiveness and communicate those to campus in the Spring semester.

#### 2. Service and Workload

- Review the recommendations and write up Provost policy on base service expectations. Communicate the policy and rationale to the campus in the Spring semester.
- Conduct a service audit and develop a service rubric that can be used as a guide to faculty and administrators on how to account for service in workload and how to evaluate service for

annual evaluations and promotion and communicate that to the campus in the Spring semester.

**3. Base Salaries**

Review the recommendations for base salary distinctions and write up Provost policy on base salaries. Communicate the policy and the rationale to the campus *as soon as possible*.

**4. Professional Development Release Time**

Review the recommendations and write Provost policy on NTTF Professional Development Release time specifying the amount of Provost funded release time and the process for applying for release time. Communicate the policy, process and rationale to campus *as soon as possible*.

**5. Other Administrative Issues**

- Review the recommendations and work with HR and OGC to develop and communicate Provost policy on concurrent assignments and how online classes are treated as part of workload and how faculty who teach them are compensated (in load vs. out of load). Communicate this to campus early in the Spring semester in time for hiring decisions and offer letters for new faculty and teaching assignments for existing faculty.
- Work with OGC and HR to write a Provost policy and process for terminations. Communicate that to the campus including a rationale in the Spring semester.

**6. Faculty Council Issues**

Review the recommendations with Faculty Council Executive Committee and discuss next steps in considering any potential changes to the *Faculty Manual*.