

## Action Plan

CoNTTF's action plan provides goals to transform NTTF appointments at CSU. We are currently drafting proposals to revise the Faculty Manual to reflect these goals and anticipate bringing these changes to Faculty Council this spring. Our action plan also includes aspects of our vision that cannot be changed simply through revisions to the Faculty Manual. Some of these changes will require shifts in the faculty culture at CSU—like getting 80% of NTTF onto our recommended career path; some of these changes will require work on the part of administrators—like fairly compensating NTTF for all the work they do at the university. These goals, which cannot be written into the Faculty Manual, have been highlighted below. President Frank has charged our committee with recommending salary goals for NTTF at CSU, and so we have included those recommendations in our action plan. We hope that by including these aspirational goals in our vision, our community will start figuring out how to make them a reality.

## Three Appointment Types for Faculty off of the Tenure Track

**1. Professor of Practice Appointment**—It is expected that 80% of faculty off of the tenure track will participate in a vested career path with expectations for professional development, on-going funding to departments for these faculty positions, and resources and investments from all levels of the University.

- This appointment title may be modified depending on primary workload effort, e.g. Professor of Teaching Practice, Professor of Research Practice, Professor of Clinical Practice, Professor of Library Practice.
- This appointment is full time with 50-95% FTE workload distribution in one area (teaching, research, library, or clinical service).
- Workload distributions for this appointment will include at least 5% service.
- Expectations and responsibilities for this appointment will be stipulated in an official offer letter at the commencement of the appointment and each contract.
- This appointment will be filled through a search using OEO-sanctioned hiring processes. (Does not apply to current faculty whose appointments will be converted).
- This appointment shall participate in the annual salary exercise and University benefits and privileges as defined in the *Faculty Manual*, the same as tenure-track faculty.
- This appointment will be reviewed annually by the department chair, consistent with E.14.1 and C.2.5 in the *Faculty Manual*. Annual evaluations must indicate progress toward goals set; statements of progress-toward-promotion will serve as documentation justifying renewal.
- This appointment shall have rank and be eligible for rank promotion. Academic rank shall be independent of appointment type, and ranks for this appointment shall be limited to assistant, associate, and full. The process for rank promotions for faculty off of the tenure track shall require separate procedures from the tenure-track faculty rank promotions. The process will be explained and relevant documents provided on the Provost's website.
- This appointment will be evaluated for promotion and/or contract renewal by a Professor of Practice Evaluation Committee in each department, which may include the chair of the T&P committee or another representative of tenured faculty and a representative body of peer faculty. The majority of the committee should be faculty off of the tenure track and may come from multiple departments and/or colleges around the university if there are not enough departmental faculty off of the tenure track to form a majority on the committee. This committee will make recommendations on each candidate's progress for promotion and/or

contract renewal at the end of the 2 year probationary period and every 3 years thereafter, as required to renew 3-year contracts. Recommendations by the committee for promotion and/or contract renewal will be forwarded successively to the department chair, the dean of the college, the Provost, and the President for review and either endorsement or opposition. This appointment will typically be eligible for rank promotions to Associate after 5 years (2 yr probation and 1<sup>st</sup> 3 yr contract) and to Full after an additional 6 years (2<sup>nd</sup> and 3<sup>rd</sup> 3 yr contracts).

#### First 2 years—Probationary Period

- This appointment will have a 2 year appointment during the probationary period.

#### Years 3+--Contractual status

- This appointment in the third and subsequent years will be appointed with rolling and renewing multi-year contracts typically of 3 year terms.
- The default expectation for the multi-year contracts will be that they are renewed, unless there is just cause, as determined by a clear and systematic procedure (similar to E.14.2 and E.14.3 in the *Faculty Manual*) that requires involvement from multiple levels of administration ranging from the department's Professor of Practice Evaluation committee to the Provost's office to ensure consistency and accountability.

**2. Adjunct Faculty**— It is expected that not more than 10% of all faculty off of the tenure track will be classified as adjunct faculty, for part-time on-going department needs.

- This appointment is part-time and equal to or less than 49% FTE.
- This appointment can be ongoing but cannot be eligible for tenure or converted to other appointment types without a search.
- If this position becomes a larger need for more than 49% FTE, the department shall create a Professor of Practice or tenure-track position and open a faculty search in accordance with OEO policies.
- The expectations and responsibilities of this appointment must be detailed in an official offer letter each academic year or academic semester.
- This appointment will be reviewed annually by the department chair, consistent with E.14.1 and C.2.5 in the *Faculty Manual*.
- This appointment shall hold rank and be eligible for rank promotion. Academic rank shall be independent of appointment type, and ranks for this appointment shall be limited to assistant, associate, and full. The process for rank promotions for faculty off of the tenure track shall require separate procedures from the tenure-track faculty rank promotions. The process will be explained and relevant documents provided on the Provost's website.

**3. Temporary Faculty**— It is expected that not more than 10% of all faculty off of the tenure track will be classified as temporary faculty, for short-term part- or full-time appointments.

- This appointment may be part- or full-time, but is limited to no more than 3 consecutive semesters.
- This appointment can be ongoing but cannot be eligible for tenure or converted to other appointment types without a search.

- If this appointment becomes a larger need, the department shall create an adjunct, Professor of Practice, or tenure-track position and open a faculty search in accordance with OEO policies.
- The expectations and responsibilities of this appointment must be detailed in an official offer letter each academic year or academic semester, which indicates a specific end date for the appointment.
- This appointment will be reviewed annually by the department chair, consistent with E.14.1 and C.2.5 in the *Faculty Manual*.
- This appointment shall hold rank; however, faculty may not be promoted in rank on a temporary appointment. Academic rank shall be independent of appointment type, and ranks for this appointment shall be limited to instructor, assistant, associate, and full.

## Expectations for Converted and Newly Hired Faculty off of the Tenure Track

- All faculty will be listed on departmental websites without distinction among faculty types.
- An orientation will be held each semester for all new faculty off the tenure track. This training and orientation will include all necessary information to be an engaged member of the faculty at CSU (i.e., access to resources to best serve the mission of the University, TILT services and trainings, Faculty Manual, University Catalogue, etc.).
- Colleges and Departments will offer faculty off the tenure track options for professional development such as support and resources for participation in and travel to national conferences in line with opportunities accorded to their tenure-track faculty.
- All faculty off the tenure track shall be provided adequate and consistent office space, meeting rooms, technology and technology support, summer and holiday access to library privileges, as well as other resources needed to support continuity of their work.
- All faculty off the tenure track will have access to up-to-date and well-managed computers and easily accessible printers, necessary office supplies, and other basic materials and technologies equivalent to tenure-track faculty in their departments and colleges.

## Shared Governance

- All faculty shall vote for their faculty representatives.
- All faculty shall vote in their departments and colleges on decisions that are related to their work environments and job responsibilities. Faculty off the tenure track may be excluded from tenure and promotion decisions for tenure-track faculty.
- Professors of Practice will be eligible to serve as department and college representatives on Faculty Council and its committees.

## Due Process

- All faculty shall have access to grievance procedures as outlined in Section K of the *Faculty Manual* in order to protect academic freedom.

## Compensation

- The base salary for all faculty off of the tenure track shall be part of every ensuing salary exercise, and salary increases for faculty off of the tenure track shall keep pace with tenure-track faculty salary increases.

- All non-salaried faculty off of the tenure track (which cannot include Professors of Practice) shall be paid a minimum per-course base of \$7000 starting with Fall 2017 with expectation for this base amount to rise in subsequent years commensurate with the salary exercise.
- Professors of Practice will be paid within the existing range of tenure-track faculty with a similar degree in a similar field on a similar 9 or 12 month appointment at CSU.
- Promotions to associate and full Professors of Practice will include at least a 10% salary increase.
- Professors of Research Practice should be offered bridge money that protects base salary and fringe during temporary interruptions of funding.

## Conversion and Considerations for Current Faculty off of the Tenure Track at CSU

All departments will establish procedures for conducting conversion and promotion reviews of faculty by the department's Professor of Practice Evaluation Committee based on the guidelines in the *Faculty Manual* and on recommendations for evaluation provided by the Committee on Teaching and Learning.

### Guidelines for Conversion

- All current **Senior Teaching Appointments** will be converted immediately to Professors of Practice at an equivalent or higher rank as that currently held. These faculty will be granted rolling and renewing multi-year contracts upon conversion.
- All **current special or temporary faculty who have been 50% to full-time FTE for at least 10 consecutive semesters** at CSU will be immediately reviewed for conversion to Professor of Practice appointments at an equivalent or higher rank as that currently held. These faculty will be granted rolling and renewing multi-year contracts upon conversion. When possible, these positions shall be full-time FTE.
- All **current special and temporary faculty who have been 50% to full-time FTE for 3 or more consecutive semesters** will be converted to Professors of Practice with either contractual or probationary status. Those with contracts will be converted to contractual Professors of Practice. Those converted to probationary status will be reviewed for promotion to contractual Professors of Practice within one academic year. When possible, these positions shall be full-time FTE. These faculty will receive an appropriate offer letter upon conversion.
- All **current special and temporary faculty who have been 50% to full time for less than 3 consecutive semesters** are eligible to convert to probationary Professors of Practice, Adjunct Faculty, or Temporary Faculty.
  - Probationary Professors of Practice: These faculty will be evaluated for promotion to contractual Professors of Practice upon completing their 4<sup>th</sup> consecutive semester of employment at CSU. When possible, these positions shall be full-time FTE. These faculty will receive an appropriate open-ended offer letter upon conversion.
  - Faculty whose current positions cannot be converted to Professors of Practice for specific and documented reasons will be notified of the certain ending date for the position they hold and shall be informed of any new procedures for applying to future Professor of Practice positions. Central Administration will review each case for not converting a current faculty member.
  - Adjunct Faculty may not teach more than 1-3 courses each semester, but their offer letters may be open-ended. These faculty will receive an appropriate offer letter upon conversion.
  - Temporary faculty will receive appropriate offer letters upon conversion specifying an end date for their appointments, which may not exceed one academic year or two consecutive semesters beyond their current offer letter end dates.
- All **current special and temporary appointment faculty who have been 49% or less FTE** are eligible to convert to Adjunct Faculty or Temporary Faculty.
  - Adjunct Faculty may not teach more than 1-3 courses each semester, but their offer letters may be open-ended. These faculty will receive an appropriate offer letter upon conversion.
  - Temporary Faculty will receive offer letters upon conversion specifying an end date for their appointments, which may not exceed one academic year or two consecutive semesters beyond their current offer letter end dates.