Chairs Council May Meeting
Follow-Up Information for Chairs, Directors, & Area Coordinators

1. **Summer Leadership Meeting:**
   Please accept the calendar invitation (June 26, 1-3) if you plan to attend. If you are unable to attend, please either coordinate with your deans' office to identify a time to obtain the information or contact Luciana Cavazos to request that the invitation be sent to an Associate Chair, Director, or Area Coordinator. You can find the questions and topics to be discussed during this meeting on pages 4-7 of this document.

2. **New Faculty Orientation:**
   You can find information about the August NFO (for all full-time faculty new to their positions as of fall 2023) and for the new September NFO (for all full-time faculty who were not on campus in time to attend August NFO) on pages 8-21 of this document.

3. **Updated Employee Leave (System Regulation 07.12) language for 9-month faculty appointments:**
   Family and Medical Leave Tracking Timelines for 9-month Faculty. Faculty members who are on a 9-month appointment will only report FML absences covering periods for which they are required to be on duty. Faculty members appointed on a less than 12-month basis observe the student holiday schedule. Faculty members on 9-month appointments who are on FML at the beginning of the fall semester will begin reporting FML on the first day faculty are required to be on duty for the fall semester. (Previous language highlighted in blue, below.)

   i. *Nine-month Faculty Reporting Periods.* 9-month faculty members will report FMLA absences for the following periods:
      1. Fall semester:
         1. FMLA reporting begins on the first day faculty are required to be on duty for the fall semester. (This used to read 9/1.)
         2. FMLA reporting ends on the day final grades are due for the fall semester.
         3. FMLA will not be reported for the period between the day final grades are due for the fall semester and the first day faculty are required on duty for the spring semester.

      2. Spring semester:
         1. FMLA reporting begins on the on the first day faculty are required to be on duty for the spring semester.
         2. FMLA reporting will not be required during spring vacation.
         3. FMLA reporting will resume the Monday following spring vacation.
         4. FMLA reporting will end on the day final grades are due for the spring semester. (This used to read 5/31.)

   ii. *Faculty on FMLA at the Conclusion of Spring.* Faculty members on 9-month appointments who are on FMLA at the end of the spring semester will not report nor be charged FMLA leave days during the summer semester. If the faculty member is not able to return to work on the first day faculty are required to be on duty for the fall semester, FMLA will resume at that time.

   iii. *Applicability of Academic Calendar.* The Annual Academic Calendar will be used to determine the exact dates for FMLA tracking.

4. **Faculty FERPA training**

The complete faculty notification and reminder schedule was included in the May Chairs Council Agenda. Here is a reminder about when Chairs, Directors, Area Coordinators and Deans' Offices will start to be copied:

Email reminder to faculty not FERPA complete	Monday, May 29, 2023	Faculty member email Department Chair copy
Email indicating out of FERPA compliance and deadline passed	Friday, June 2, 2023	Faculty member email Department Chair copy Associate Dean copy

The Registrar's Office understand that faculty teaching in Spring may separate from the University once the spring term is complete (termination ePAF). That office will make every effort to identify those faculty and remove from the list. That office will complete a communication plan for each term but must wait until instructors are added to sections to create the faculty list.

5. **Carol of Lights 2023 Preparation Information**

Sunday, November 26
Parking lots R-8 and R-2 (north of mathematics) will be closed and will remain closed until the production is cleared, on Saturday, December 2. Over the course of the week, there will be multiple semi-trucks loading and unloading equipment in this area, so it is not feasible or safe for these parking lots to remain open.

Transportation & Parking Services will provide an alternative parking solution for individuals that park in these lots, and they will receive direct communication at a later date.

Thursday, November 30
In addition to parking lots R-8 and R-2, all vehicular traffic to Memorial Circle, engineering key, science quadrangle, and administration will be closed starting at noon on Thursday, November 30 and will remain closed until the conclusion of the event on Friday, December 1.

Friday, December 1
By noon on December 1, the campus buildings listed below must be completely cleared (this includes all labs, offices, common spaces, and classrooms). The purpose of this is to reduce congestion on campus and to allow our security teams to properly secure critical areas in advance of the ceremony. For those with classes impacted and who need assistance to find an alternate classroom, please utilize your departmental course scheduling contact who will collaborate with the Office of the Registrar to explore available options. Just as we did last year, if we need to accommodate certain chemistry labs, we will do so on a case-by-case basis.

- Chemistry
- Physics and Geosciences
- Mathematics
- Maddox Engineering
- Administration
- Electrical and Computer Engineering
- IMSE
- Engineering Center
- Computer Center
- Mechanical Engineering
- Terry Fuller PETR Research Building
- Engineering & Technology Lab
- Civil and Environmental Engineering
- Holden Hall
- College of Human Sciences
- West Hall and Weeks Hall

Faculty and Staff Departure Times
Using the guidance above, it is important for each department and college to determine their own limited essential staffing needs based on Friday classes, services, and support to faculty, staff and students, university commitments, and deadlines.

Employees who work in the buildings identified above are asked to leave by noon if their work on campus is non-essential. Employees who work in other areas on campus should leave by 3 p.m. at the latest, as directed by their supervisors, if their work on campus is non-essential.

Child Development and Research Center
The CDRC will operate on a normal schedule and will not be impacted by the campus operational changes listed above.

6. **Recognition of transitions**
    a. Congratulations to our colleagues who have transitioned from interim to permanent roles:
        i. Joel Velasco in Philosophy
        ii. Keith Jones in Psychological Sciences
        iii. Callum Hetherington in Geosciences
        iv. Art Durband in Sociology, Anthropology, and Social Work
        v. Dimitri Pappas in Chemistry and Biochemistry
        vi. Jaclyn Cañas Carrel in Environmental Toxicology
        vii. Rashid Al-Hmoud in Economics
        viii. Andy Stetson in School of Music
    b. Thank you to those who are stepping down from their roles to continue service as faculty members:
        i. Tim Nokken in Political Science
        ii. Bill Wenthe in English
        iii. Kelli Cargile-Cook in Professional Communication

REMINDER: JUNE 14 CHAIRS COUNCIL MEETING WILL BE VIRTUAL ONLY! IF YOU DO NOT ALREADY HAVE THE CALENDAR INVITATION OR IF YOU NEED ANOTHER INDIVIDUAL TO BE ADDED TO THE INVITATION, PLEASE CONTACT LUCIANA CAVAZOS.

Summer Leadership Meeting:

Topic: Personnel

- Are there any plans to increase staff positions with centralized (11A006) funds? Many units are chronically understaffed due to an inability to bring new staff on with local funds.

- How does the Provost, with the deans, determine allocation of faculty lines? Chairs are often told to grow enrollment in order to be in a position to request a new line. Is there a benchmark number for this? How can chairs plan strategically without knowing what thresholds must be reached to request new faculty lines? How do the Provost and deans consider a return on investment of these lines?

- How do the Provost and deans want chairs to determine merit raises for faculty and staff? Right now, the process is not transparent. Why are there not uniform criteria for merit?

- Will merit raises for non-tenure-acquiring faculty be funded centrally? If not, why?

- What is the status of funding to address salary compression and equity issues?

- Can BrassRing prescreen for candidates who do not meet minimum requirements for hire? An inordinate amount of paperwork is required when a candidate who is not minimally qualified for a position is eliminated from consideration for that position.

Summer Leadership Meeting:

Topic: Facilities
- What is the university doing to prioritize space for new faculty and lab spaces?

- How is the university responding to infrastructure upgrades/expansions commensurate with increasing faculty, grad students, and technology needs (especially older buildings)?

- What is the plan for IT infrastructure and consistency of IT resources from building to building, classroom to classroom?

Topic: Communication
- What comes through the Provost's office versus the deans' offices? Which one has authority/responsibility if different messages are communicated?

- Can chairs (and other academic administrators) be provided with a direct help line for offices like Student Business Services, Financial Aid, IT (and other university services) rather than having to go through the same phone number that the students use? Sometimes the problems/questions chairs have are mission critical and need a much faster and more informed response than can be provided via the main help number.

Summer Leadership Meeting:

Topic: Systems Driving People

- Why do we have so many systems that do not communicate with each other? Who makes the decisions to purchase/retain systems?

- Why is there not a dashboard with every major link group, for example: Cayuse, Brassring, Blackboard, Faculty Success? Customizing dashboards for administrative groups (deans, chairs, etc) could save time for users.

- Why can't we make all necessary systems (including email and eRaider) available to new faculty upon hire rather than arrival?

- Does the university have a single required process for graduate student ePAFs? Units used to end-date these at the end of the 9-month academic year but are now being told not to. This creates confusion.

- Did we recently renew our contract with Faculty Success (formerly Digital Measures)? If so, were any faculty members asked to participate in this discussion?

Topic: Miscellaneous

- What is the Provost's position on the university's responsibility to develop faculty after hire and tenure?

- What are the Provost's and deans' positions on faculty workload? Has there ever been a full audit across all colleges and departments to review significant disparities? Does anyone review what chairs are entering in the "other" category?

- We would love a more systematic approach on how to grow more. Chairs are told to grow enrollment, federal funding, graduates, etc. Within what framework? What is the goal or target?

- Is there a preferred approach to unit-level budget management? Some colleges keep all funding at deans' level. Others allow chairs to control their own unit's budgets. This leads to substantial confusion when chairs are trying to use each other as resources to problem-solve.

CDAC Working Group Members

Shannon Bichard, Associate Professor, Advertising and Brand Strategy, College of Media & Communications

Scott Burris, Professor, Agricultural Education and Communications, College of Agricultural Sciences and Natural Resources

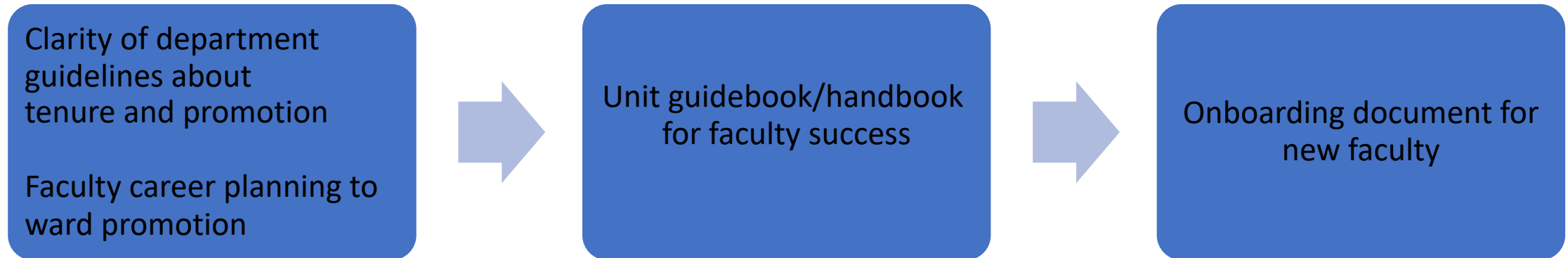**Nikhil Dhurandar**, Professor, Nutritional Sciences, The College of Human Sciences

Nikki Kantelis, Associate Professor of Practice, Energy Commerce & Business Economics, The Rawls College of Business

Jeong-Hee Kim, Professor, Curriculum & Instruction, The College of Education

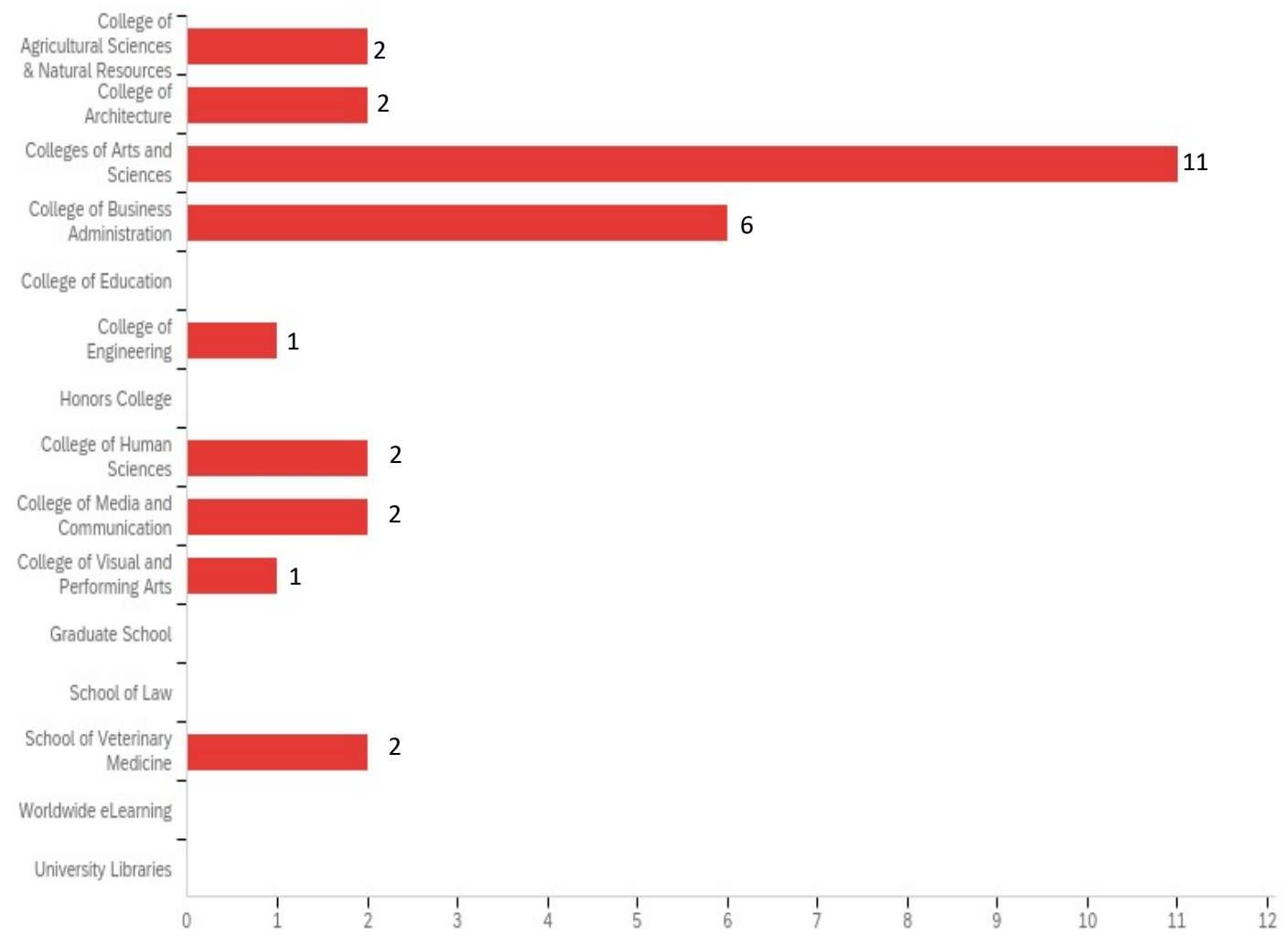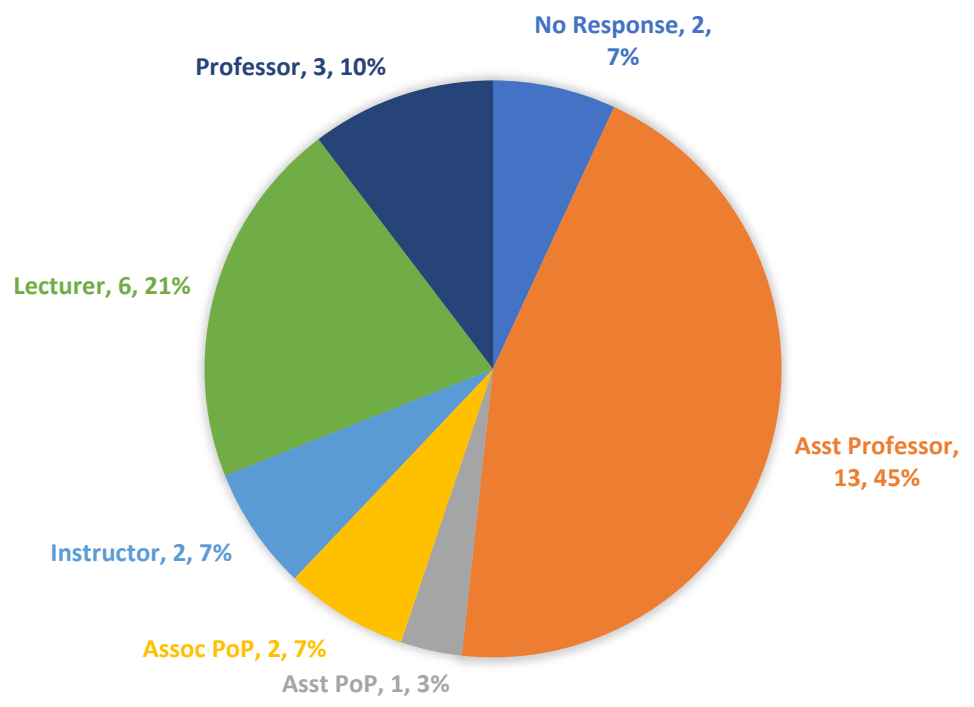**Angela Lumpkin**, Professor, Sport Management, The College of Arts & Sciences

Dana Weiser, Associate Professor, Human Development and Family Sciences, The College of Human Sciences

CDAC Working Group

Clarity of department guidelines about tenure and promotion

Faculty career planning to ward promotion

Unit guidebook/handbook for faculty success

Onboarding document for new faculty

TEXAS TECH UNIVERSITY
Office of the Provost
Faculty Success™

A Survey of Recent Faculty on Onboarding

POSITION TITLE AT INITIAL APPOINTMENT

Q 1 Share any questions you had at a hiring/onboarding that were unanswered.

Q 2 Share any questions you had at a hiring/onboarding that needed a more satisfactory answer.

Q 3 Share any questions you still have.

TEXAS TECH UNIVERSITY
Office of the Provost
Faculty Success

Categories

Employee Benefits

General

Hiring and Employment

Life

Research and Creative Activity

Teaching

Tenure and Promotion

Salary

Hiring & Employment

What hiring paperwork can be completed **before** arrival?

What hiring paperwork can be completed **upon** arrival?

How do you know if your contract will continue next year?

Research & Creative Activity

What are the expectations of writing grants for an assistant professor?

How do we get access to boilerplate grant documents?

What are the policies and procedures related to international graduate students?

To compete with other R1 universities, is there any plan to improve access to journals or databases?

Teaching

Does the university protect faculty who teach controversial subjects?

How do I know what resources TTU has available to support students?

Things like Starfish, Student Success, and now Raider Success were all confusing to come into.

For a tenure-track faculty, how important are the student assessments for the tenure decision? What are some of the important factors considered during the tenure decision process?

The promotion and tenure process is still unclear to me.

Tenure & Promotion

What is the process for third-year review and promotion and tenure?

Salary

Is there a standard frequency of pay? Can I change my frequency? If so, how?

Will my salary be increased at some point?

Will summer employment be an option for me?

General

I have a 9-month, teaching-focused appointment (Lecturer), but I am interested in doing externally funded educational research during the summers. Is there anything I should know that would impede or complicate that?

How do I get things like an office computer and printer? What can I expect the university to pay for in terms of general stuff to do my job vs. what do I have to pay for (e.g., computer, programs, printing, safety infrastructure, etc.)

How do I use and access the professional development funds provided by the department and are there any other professional development funds and how do I access these?

2023 NFO Dates

New Faculty Orientation

Tuesday, August 22, 2023 – Museum of Texas Tech University

Please note that this day is mandatory for all new faculty, including tenure, non-tenure track, full-time instructors, and full-time professors of practice. Any part-time instructors or visiting faculty are welcome to attend. If the faculty member's point of duty is not in Lubbock, a virtual option is available.

Instructor Orientation

Tuesday, September 5, 2023, 12:30 to 2:30 – TLPDC, Room 153

This orientation is designed for part-time instructors who cannot attend the session on August 22nd due to late appointments. If the instructor's point of duty is not in Lubbock, a virtual option is available.

Instructor Orientation

Wednesday, September 6, 2023, Noon to 2:00 – TLPDC, Room 153

This orientation is designed for part-time instructors who cannot attend the session on August 22nd due to late appointments. If the instructor's point of duty is not in Lubbock, a virtual option is available.

Fall 2023 New Faculty Information

DISCUSSION

- For New Faculty FAQs, contact Raegan Higgins.

- For New Faculty Orientation, contact Suzanne Tapp.