

Chairs Council Meeting

Tuesday, September 13, 2022
1:30 PM, International Cultural Center Auditorium

MINUTES

Convener: Genevieve Durham

Recorder: Luciana Cavazos

Attendees:

Online-Phil Johnson, Kamau Siwatu, Catherine Jai, Nikki Kantelis, Ryan Williams, Sreedhar Madhavaram, Clay Taylor, Jon McNaughtan, Tim Nokken, Brian Still, Kuhn Park, Elieen Johnson, Will Armstrong, Jenny Spurrier, Brain Nutter, Jon Tompson, Sarah Asebedo, Joel Velosco, Sarah Wagner, Kristi Gaines, Mark Charney, Jenn Burns, Eric Rasmussen, Callum Heatherington, Kristin Cook, Keith Jones.

In person- Suzanne Tapp, Raegan Higgins, Carrye Syma, Elizabeth Massengale, Chance Brooks, Sungwon Lee, Don Kluemper, Scott Burris, Robert Jones, Matt Gregory, Jeong-Hee Kim, Patrick Bohn, Angela Lumpkin, Marshall Watson, Sarah Schwintz, Dana Weiser, Heather Greenhalgh-Spencer, Leehu Loon, Suhas Pol, Kelli Cargile-Cook, Donald Jones, Yehia Mechref, Ron Milam, Mark Gring

1:30-2:15: Informational items

0. **Minutes of the August Meeting** – Motion to approve the minutes of the August meeting.
Approved and seconded.

1. **Engaged Scholarship Mentoring Network (Outreach & Engagement) - (Bryan Giemza)** key part of charter is developing a mentor program for faculty who want scholarships. We will be sending an email blast to let faculty know. This will help provide interested people with informal education and professional development opportunities. Long term goal is to put people in a place where they can succeed through funding or planning. Currently 50 people. There will be multiple guest speakers, and great networking.

2. **External Committee Waivers and Teaching Waivers (Heather Greenhalgh-Spencer)** reminder that we must have a form that shows who the external committee is, and we need to know who is on the committee. We must ensure that they have adjunct faculty status. Need info and follow OP. Secondly, the teaching waiver process will be something that takes time to complete. It must go through the provost office. Should the person have a terminal degree in the field they are teaching, it is a much easier process. If they do not, it will take longer. (Q) How long are the teaching waivers good? (A) The teaching waivers are good for 2 years. (Q) If we are new, how can we find out who already has teaching waivers? (A) We do keep records on who has active teaching waivers, so please contact us.

3. **Expedited Late Add (Academic Innovation & Student Success) (Mitzi Lauderdale/Genevieve Durham DeCesaro)** About 10 days ago, the provost office issued an expedited late process for students who want to add classes to their schedule at the last minute. This was only a small group of students. But the goal is to decrease the number of days students are waiting for



replies and to help increase enrollment this fall. We encourage you all to follow up with associate deans to inquire about this item.

4. **Duty Point and Remote Work: Clarifications (Faculty Success) (Genevieve Durham DeCesaro)**

Guidance on these items is on the jump drive provided to Chairs and was also included with the September Chairs Council agenda. Follow up items were sent the week after Chairs Council.

a. Guidance on designing positions fully remote: The Provost's office discourages tenured/non-tenured track positions as remote. Non-tenure acquiring positions may be written as remote if the nature of the position justifies as remote. (Q) Is it possible to take an individual's position and make it a permanently remote position? (A) It is possible, pending the nature of the request and the faculty position type. We could add an addendum to the offer letter. (Q) What about short term hires (<2 months) for technicians that are fully remote in support of a research activity somewhere other than one of the established sites? (A) There is generally not a concern about designating positions that are less than full time as remote. (Q) Regarding a fully remote instructor, does that instructor need to be in Texas? I ask b/c I was told that hiring adjuncts from outside of Texas is complicated. (A) It can be possible for a remote employee to be located outside of Texas, but it must be reviewed by general council. Staff position remote requests are reviewed by HR. For faculty positions that already exist and need to be changed to a remote position, remote requests are reviewed by GDD and Provost prior to HR. If a unit wants to make a new, fulltime faculty position remote, contact GDD prior to designing the position description.

b. Guidance for designing positions with duty point NOT on main campus- faculty offer letters specific but does not specify where duty point is. What we are attempting to do is to ensure that language is already embedded to faculty duty point letters. For tenured, and tenure-acquiring positions, it is expected that duty point be from among TTU campuses. For non-tenure-acquiring positions, it is expected that duty point would be from TTU Campuses, including regional sites, field or research sites, or online. (Q) Situations where tenured or tenured track faculty may be delayed to coming to campus, but may be able to teach online, what would be required? (A) Temporary remote work agreements would be approved in situations like health related, "qualifying life event", or scholarly or creative opportunity. Timeliness of request is key. No requirement that you do accommodate them. (Q) Duty point change internationally – (A) This is discouraged because of a legal review that is required. It is required to obtain legal review from counsel in the destination country. (Q) We are getting requests for remote work with research faculty? Are these the same? (A) We would not have much concern about these situations, because they are a "research professor."

5. **Letters of Reappointment for Non-tenure-acquiring Faculty (Genevieve Durham DeCesaro)** -

We presently have no requirement that the chair provide them with a letter annually inviting them to stay. We would like to change that. We are moving to a requirement (FY24) that if you reappoint a lecturer, research professor, or professor of practice, a letter should be provided inviting them back. June 15th is the date we expect you to share the letters with your faculty.

6. **New and other business (Patrick Bohn)** - The Learning Center and Supplemental Instruction – help spread the word to others about our programs. The Learning Center is peer to peer tutoring in Drane Hall. Supplemental Instruction is more of a "study group." Students can go to sessions twice a week.



7. **Faculty Success Updates** Introduction of Raegan Higgins and Suzanne Tapp. - We now have expanded support for our area. We also have brought on Bryan Hotchkins as our Faculty Fellow. We also have a new suite in Administration 224.
8. **Priority Programs and Initiatives (Genevieve Durham DeCesaro)**– We are benefiting from the Institutional Enhancement funding coming from the State of Texas. Because of this we will be developing the following: programs for faculty and staff wellness; a centralized faculty mentorship program; a focused program for faculty of color; strategies to reduce perceived barriers to faculty advancement. We will also have increased transparency and accessibility to policy and procedure information. Lastly, we will expand resources and support for chairs, directors, and area coordinators.
9. **Small Group Focused Discussion (Raegan Higgins and Suzanne Tapp) - Perceived barriers to faculty advancement** – Part of our job this year is to work to implement recommendations coming from the survey on Perceived Barriers to Faculty Advancement that the Provost’s office conducted last year. (Q) Are there areas in your unit-level guidelines that created or could create a barrier for you or for your faculty? (A) Timeliness, procedures for revisions, information missing in the guidelines. (Q) Is it possible to reevaluate our teaching guidelines? We need to address student evaluations and how instructors are swayed by students’ gifts or other acts. (A) We have looked at biases that are held in teaching evaluations. We have done a lot of work regarding this subject. Contact Suzanne Tapp for more info on this.

Adjourn by 3:00 PM