



Follow-up information from SEPTEMBER meeting of the CHAIRS COUNCIL:

1. REMINDERS:

a. Outreach & Engaged Scholarship Faculty Mentoring Network:

Chairs, Directors and Area Coordinators are asked to share information about mentoring opportunities with faculty pursuing work in the areas of outreach and engaged scholarship. More information about the Network is available on the [University Outreach & Engagement webpage](#). Contact [Dr. Bryan Giemza](#), Faculty Fellow in Outreach & Engagement, for more information.

b. Graduate School Teaching Waivers and External Committee Waivers: Chairs, Directors and Area Coordinators are asked to review processes specific to these waiver requests (waivers attached to Chairs Council agenda). The Graduate School requests that waivers be submitted with adequate time for processing prior to the date the waivers are needed to be in effect.

c. Early October calendar items: **NOTE the updated, later deadline for the Chancellor’s Council awards!**

Early October	Spring and Summer 2022 terms available on Raiderlink.
October 3	John M. Burns Conference on the Scholarship of Teaching & Learning
October 4	Paul Whitfield Horn Professor Nominations due to the Office of the Provost (OP 32.09).
October 4	Degree program assessment deadline with data submitted through Nuventive Improve (https://tracdat.opa.ttu.edu/tracdat/faces/assessment/home/dashboard.xhtml)
October 4	Faculty Development Leave applications for 2020-21 due to Office of the Provost (OP 32.29).
October 6	President’s Faculty Book Award submissions due to Office of the Provost (2021 copyright year) (OP 32.24).
October 11	Consulting and Outside Employment forms due as required by OP 32.07
October 28	<ul style="list-style-type: none"> • Chancellor’s Council Distinguished Teaching Awards nominations due (OP 32.13). • Chancellor’s Council Distinguished Research Awards nominations due (OP 32.21). *(Need to check with Dean’s Office for earlier deadlines).

d. Internal Graduate Program Reviews: see Powerpoint and Orientations Packet shared via email with Chairs Council members on Thursday, July 21st. Chairs, Directors, and Area Coordinators with questions should contact [Heather Greenhalgh-Spencer, Associate Dean in the Graduate School](#).

e. Faculty Workload reporting:

The faculty workload website is now open and ready for department chairs to enter Fall 2022 additional workload for their faculty. The website will be open until **Oct 14th 2022**. TTU OP 32.18 defines the calculations for additional faculty workload reporting: <http://www.depts.ttu.edu/opmanual/OP32.18.pdf>

Here is the URL for the website: <http://techdata.irs.ttu.edu/workload>

If you need assistance or have questions, please contact Kerri (Kerri.Ford@ttu.edu) or Sahu (Pradip.Sahu@ttu.edu).

f. Burns Conference:

The Teaching Academy and the Teaching, Learning, and Professional Development Center are excited to announce that the annual John M. Burns Conference will take place face-to-face at the TLPDC on Monday, October 3rd. **Registration is now open on the [TLPDC event site](#).**

This year's keynote speaker is Dr. Michelle Miller, a Professor of Psychological Sciences and President's Distinguished Teaching Fellow at Northern Arizona University. Dr. Miller completed her Ph.D. in cognitive psychology and behavioral neuroscience at the University of California, Los Angeles. Her research interests include memory, attention, and the impacts of technology on learning and on the mind. She is passionate about helping instructors create more effective and engaging learning experiences, and helping students become more effective learners, all through the application of principles derived from cognitive psychology and learning sciences.

The conference will feature a morning session, a networking lunch with poster presentations from the 2021 Lawrence Schovanec Teaching Development Scholarship recipients, and an afternoon session.

Registration is open through September 23rd and those who sign up will have a chance to win a copy of Dr. Miller's new book, *Remembering and Forgetting in the Age of Technology: Teaching, Learning, and the Science of Memory in a Wired World*.

2. FOLLOW UP TO QUESTIONS RAISED DURING THE MEETING:

a. Non-tenure-acquiring faculty members: duty points and reappointment

Please review the information about duty points and reappointment for non-tenure-acquiring faculty members that was attached to the Chairs Council agenda and included on the thumb drive. Here are clarifications from the Provost in response to several questions raised during this discussion:

- Lecturers, Professors of Practice, and Research Professors who do not hold continuing appointment must be reappointed annually. [Per OP 32.17](#), this process should include a review of faculty members and a vote by the tenured faculty in the unit. Some discrepancies in OP 32.17 between verbiage describing Lecturers, Professors of Practice, and Research Professors warrants review, as does the current process of having to terminate and reappoint these faculty annually through the ePAF process. **The Provost supports a review of current practices to determine whether we can modify the annual termination/reappointment requirement for faculty who are reappointed. Vice Provost Durham DeCesaro will form a small working group to research current challenges and propose a solution. Chairs, Directors, and Area Coordinators who have direct experience with termination and reappointment of non-tenure-acquiring faculty are asked to consider volunteering to serve. Interested? Email [Genevieve Durham DeCesaro](#).**
- The language in the Guidance for Faculty Remote Work document attached to the Chairs Council agenda and included on the thumb drive includes this information:
 - *For non-tenure-acquiring positions, it is expected that the duty point would be from among the following:*
 - *TTU's Main Campus in Lubbock;*
 - *TTU's School of Veterinary Medicine in Amarillo;*
 - *TTU Costa Rica*
 - *One of TTU's Regional Sites: El Paso, Fredricksburg, Highland Lakes, Hill College, Junction, Rockwall, Waco, Austin College*

- *Field or research site*
- *Fully remote*

Per the Provost, the “non-tenure acquiring positions” referenced in the guidance above includes Research Professor positions.

b. Unit-level review of T&P policies:

Unit-level review of tenure and promotion policies: to ensure that all colleges, departments, schools, and areas are provided with uniform guidance concerning review and, as necessary, revision of T&P policies and procedures, the Provost will provide written guidance in the coming weeks. Units may certainly move ahead with initial conversations, but units are asked to hold on implementation of any revisions until additional clarifications from the Provost are provided.

3. Future Chairs Council meetings:

To facilitate the opportunity for Chairs, Directors, and Area Coordinators to dialogue about items important to unit-level leadership, we will reduce the time devoted to presentation of informational items during the Chairs Council meetings.

Beginning with the October meeting of the Chairs Council, we will implement a pre-submission/pre-distribution model for the meetings, detailed here:

- Two weeks prior to Chairs Council, we will send Vice Provosts and members of the Chairs Council request for informational items for pre-distribution. When sending an item forward, you’ll be asked to include enough information to adequately convey your content. We will include examples of pre-distribution items when we send you the call. The deadline to return a pre-distribution item will always be one week from the date the call is sent.
- One week prior to Chairs Council, all pre-distribution items will be shared with Council members.
- At Chairs Council, we will structure the meetings as follows (to the best of our ability and knowing that some items may lead to more discussion than planned):
 - 30-45 minutes: questions concerning pre-distribution items; announcements or new business from the floor
 - 45-60 minutes: focused discussion among Council members on topics sent forward by membership and on topics specific to eliminating perceived barriers to faculty advancement/success.

With this shift in approach to Chairs Council, we emphasize the importance of allowing adequate time for Council members to engage in discussion about unit-level leadership. While we understand some members may need to join Council meetings virtually, we encourage as many members as possible to join in person. Masks are welcomed and will be available to all attendees at the meeting location. To facilitate more members joining in person, we are aiming to move our Chairs Council meetings back to a more centralized location on main campus. Once we have a location identified, we will update the Outlook calendar invitation and we will also notify all Council members via email. **To help us be more responsive in our planning, please take a moment to complete this survey concerning your preferences for Chairs Council meetings and also your needs related to upcoming trainings:** https://tlpdc.qualtrics.com/jfe/form/SV_4HIQc3EJHoeVeaW.