



## Manual of Operations for the College of Liberal Arts

### Non-Tenure Track Faculty Advisory Committee

This Manual of Operations (MOO) offers an organizational rationale and methods for operation for the College of Liberal Arts Non-Tenure Track Advisory Committee (CLA NTTF AC) that align with the Code of the College of Liberal Arts (CLA) at Colorado State University and our service to CLA Departments, the Committee of Non-Tenure Track Faculty (CoNTTF), and Faculty Council. Because the NTTF AC serves as a collective voice for the body of NTTF in the CLA, this Manual of Operations is intended to provide continuity and clarity of methods for fair representation among a faculty body and range of positions and considerations among CLA NTTF; these include current Faculty Manual instructor and professor tracks, whether on adjunct, continuing, or contract appointments.

**A. Purpose of the CLA NTTF AC as reflected in the College of Liberal Arts Code:** The CLA NTTF AC is responsible for representing the interests of NTTF in the College of Liberal Arts and working to **1.) create equitable treatment and professionalization for NTTF in the Department, the College, and the University; 2.) advance the mission of the College of Liberal Arts; and 3.) to enhance student success.** Its duties include, but are not limited to:

1. Identifying issues that concern NTTF members;
2. Communicating NTTF faculty concerns to Departmental, College, and University administration and governance bodies, such as CoNTTF;
3. Communicating Departmental, College, and University policy and procedures, and other matters of interest to NTTF members;
4. Provide support and resources for professional development of NTTF.

**B. Membership:** All committee members are charged with maintaining open communication with NTTF colleagues and to foster community within the College of Liberal Arts to encourage a spirit and function of collaboration among faculty and staff, regardless of rank. The CLA NTTF AC shall consist of elected CLA NTTF members from three college divisions and PLACE—Arts, Humanities, PLACE, and Social Sciences. Appointed members include one CLA CoNTTF representative, one Tenure-Track faculty representative, one department Chair representative, one Dean’s Office representative, and the option of one non-faculty teaching representative.

1. **Elected Members:** NTTF in the College of Liberal Arts who have completed one year (2 consecutive semesters, not including Summer) of at least half-time teaching (50% FTE) at the University are eligible for election.
  - i. Elections: CLA NTTF AC Members shall be held in accordance with the College of Liberal Arts Code and shall be elected by the approved Nomination And Selection Process For Non-Tenure Track Faculty Members Of The CLA NTTF Advisory Committee (see Addendum 1). Members of the CLA NTTF AC shall serve two-year terms. The terms of

NTTFs elected on the CLA NTTF AC ballot shall be two years, are staggered, and are limited to two consecutive full two-year terms.

- ii. **Duties:** These committee members may hold Officer Positions as defined in section C and share the responsibilities of communicating with the NTTF body in their respective divisions, offering a representative voice in defining and addressing the needs of NTT Faculty in their divisions.
- iii. **Compensation:** These committee members do not receive compensation as membership on the CLA NTTF AC counts towards the faculty's service component.

**2. Appointed Committee Members:**

- i. **One tenured or Tenure-Track faculty** who has served in the College of Liberal Arts for at least one year
  - 1. **Appointment:** The TT faculty member is appointed by the dean's representative and approved by the CLA NTTF AC for a yearly, renewable term.
  - 2. **Duties:** This member serves the CLA NTTF AC by providing feedback, making the committee aware of overlaps between NTT/TT faculty concerns, and offering input on finding common ground between faculty interests.
  - 3. **Compensation:** This committee member does not receive compensation as membership on the CLA NTTF AC counts toward the faculty's service component.
- ii. **One CLA Department Chair** who has served as a chair in the College of Liberal Arts for at least one year.
  - 1. **Appointment:** The Department Chair member is appointed by the dean's representative and approved by the CLA NTTF AC for a yearly, renewable term.
  - 2. **Duties:** This member serves the CLA NTTF AC by providing feedback, making the committee aware of overlaps between NTT/TT faculty concerns, and offering input on finding common ground between faculty interests.
  - 3. **Compensation:** This committee member does not receive compensation as membership on the CLA NTTF AC counts toward the chair's service component.
- iii. **One representative from CoNTTF**
  - 1. **Appointment:** This member is appointed by CoNTTF.
  - 2. **Duties:** This member serves the CLA NTTF AC by providing feedback, making the committee aware of overlaps between College and Central Administration considerations, NTT/TT faculty concerns, and offering input on finding common ground between faculty and administration interests. The dean's office representative also serves a conduit representative role, meaning

that the dean's office representative works to bring guidance from his/her insights from CLA more broadly but also to bring CLA NTTF AC considerations, recommendations, and actions forward to the attention of CLA dean and other associate deans at the university.

3. Compensation: This committee member is compensated through a stipend for CoNTTF service.
- iv. **One CLA dean's office representative** who is a faculty and has served as Associate or Assistant Dean.
  1. Appointment: The dean's office representative is appointed by the Dean of CLA.
  2. Duties: This member serves the CLA NTTF AC by providing feedback, making the committee aware of overlaps between College and Central Administration considerations, NTT/TT faculty concerns, and offering input on finding common ground between faculty and administration interests. The dean's office representative also serves a conduit representative role, meaning that the dean's office representative works to bring guidance from his/her insights from CLA more broadly but also to bring CLA NTTF AC considerations, recommendations, and actions forward to the attention of CLA dean and other associate deans at the university.
  3. Compensation: This committee member does not receive compensation as membership on the CLA NTTF AC counts toward the faculty's service component.
- v. **Optional: one non-CCA teaching representative** (AP staff member who teaches, a Graduate Teaching Assistant, or a Graduate Teaching Instructor).
  1. Appointment: One representative who serves as a GTI/GTA or other teaching position that is not classified as a faculty member may be appointed by the dean's representative and approved by the CLA NTTF AC for a yearly, renewable term.
  2. Duties: This member serves the CLA NTTF AC by providing feedback, making the committee aware of overlaps between NTT and other teaching position concerns, and offering input on finding common ground between faculty interests.
  3. Compensation: This committee member is compensated through 1-year term service of \$500.

**C. Officer Positions:** Officers are elected by expressed interest or by nomination (if no interest expressed) or by anonymous, majority vote among Elected Committee Members (if more than one Elected Committee Member expresses interest in a specific officer position). NTT members interested in holding an officer position shall express interest or be nominated at the first meeting of the Fall Semester. Outgoing officers shall provide feedback, and necessary guidance to successors.

1. **Chair:** The person (or persons if duties are shared by co-Chairs) whose primary responsibility it is to ensure the committee meets regularly during the semesters,

who reserves the room for committee meetings, who runs committee meetings, solicits agenda items from Committee members, and who sends out agendas prior to meeting (recommended 24 hours in advance) See Addendum B for an agenda example. The Chair also follows “Robert’s Rules” for running “in meeting” votes among committee and/or NTTF members. The Chair shall be responsible for updating the number of required representatives in each division and running elections for new members in the Spring semester.

2. **Secretary:** The person (or persons if duties are shared by co-Secretaries) whose primary responsibility is to record meeting minutes and to disseminate those minutes to the rest of the committee within one week of the meeting. The Secretary shall also be responsible for publishing a newsletter no later than the third week of each semester, updating CLA NTTF on the membership, duties, and current priorities of the CLA NTTF AC.
  3. **Communications Officer** (an optional position): The person (or persons if duties are shared by co-communication Officers) whose primary responsibility is to inform NTTF in the College of Liberal Arts of CLA NTTF AC work, decisions, events, and actions. In addition, this officer shall hold primary responsibility for updating digital communication tools adopted by the Committee and larger NTTF body.
- D. Meetings:** The committee shall meet as many times as it deems necessary according to its yearly goals, projects, and CLA NTTF concerns and initiatives. However, to maintain momentum and to foster NTTF community in the College of Liberal Arts, bi-monthly (twice a month) meetings during the semester are recommended, as well as one or two Open Meetings per year.
1. **Required Meetings**
    - i. The first meeting of the Fall Semester shall be set by either the continuing CLA NTTF AC Chair or consensus among prior year’s continuing officers.
    - ii. The final meeting of the Spring Semester shall be set at or before the first meeting of the semester. This final committee meeting of the academic year should include newly elected representatives whose terms will begin the fall semester. It should include a review of the year’s goals, actions, accomplishments, and work for the upcoming year. This review will help foster consistency from year to year as well as streamline committee agendas in representing and serving the NTTF of the college.
  2. **Motions, Proposals, and Voting:** Unless otherwise announced, all voting shall take place during official meetings, shall be recorded by the Secretary, and shall be publicly announced by the Secretary or **Communications Officer**.
    - i. All votes require a quorum, defined as more than 50% of eligible voting members. Only motions that require wide-spread NTTF collective action in the College of Liberal Arts or will extend a College of Liberal Arts NTTF commitment to University initiatives or actions shall require a CLA NTTF AC vote. Such votes for action will be announced to the NTT Faculty body and are distinct from votes on committee business.

- ii. The majority of motions or any contentious proposals that need determination will go to straw poll among the NTT Faculty and a final vote among CLA NTTF AC Members.
3. **Meeting Minutes:** Minutes follow the general structure of Colorado State University's Faculty Council (See Addendum C). Minutes will be forwarded to committee members within a week of the CLA NTTF AC meeting, archived in hard copy in a CLA NTTF AC binder and kept with the dean's office administrative assistant assigned to CLA NTTF AC, and posted to CLA NTTF AC page on the College of Liberal Arts' website. The CLA NTTF AC committee must discuss and the committee chair must approve the prior meeting's minutes before the minutes may be posted and archived.

### **ADDENDUM A. Nomination And Selection Process For Non-Tenure Track Faculty Members Of The CLA NTTF Advisory Committee**

- E. **Composition:** The CLA NTTF AC is composed of a set number of representatives from each area of the college, including 2 representatives from the Social Sciences, 2 representatives from Art, 4 representatives from Humanities, and 1 representative from PLACE. Areas are defined as Arts (Art & Art History, Music, Theater, and Dance, LEAP; Humanities (Communication Studies, English/PLACE, History, Languages, Literatures, & Cultures, Interdisciplinary Liberal Arts, Philosophy); Social Sciences (Anthropology, Economics, Ethnic Studies, Journalism and Technical Communication, Political Science, Sociology, International Studies). There shall be no more than one elected non-tenure track faculty member from any single department, with the exception of the CONTTF representative. Representation will be broadly based on historical headcount, where 1 NTTF representative will represent approximately 50 NTTF. If substantial headcount changes occur, the NTTF AC should reassess the number of representatives from each area. The rationale for this system is that smaller departments can be represented at the college level and will decrease the likelihood that a few departments will dominate the committee's agendas.
- F. **Elections:** All NTTF in the college, regardless of appointment type or years of service, are eligible to vote for their CLA NTTF AC division representative. The NTTF representative to CoNTTF is elected from the at-large CoNTTF election ballot. The division representatives to the CLA NTTF AC are elected from a single CLA ballot in the spring semester, which is co-organized between CLA NTTF AC and the College of Liberal Arts.
  1. **Eligibility:** Non-tenure track faculty members of the college who have served four or more consecutive semesters, excluding summer, are eligible for nomination to the CLA NTTF AC.

2. **Election Timing:** The CLA NTTF AC will initiate and complete, no later than 30 April of each calendar year, a procedure to elect representatives from the respective divisions to the committee.
3. **Interim elections:** shall be expedited through a hare ballot comprised primarily of stated volunteers. The committee may also approve proxy membership for a partial-semester term, in the case of short-term conflicts and/or emergencies. If non-tenure track members of the committee resign mid-term of service, they may be replaced by a new non-tenure track faculty member appointed by the assistant/associate dean with approval of the remaining committee members.
4. **Term length:** Each non-tenure track member other than the CONTTF representative will serve two-academic year terms, limited to two consecutive full two-year terms.
5. College of Liberal Arts Dean’s Office provides staff support of the work of the committee.

**ADDENDUM B: Sample Meeting Agenda**

CLA NTTF AC Meeting Agenda

DATE

TO: (list of Attendees)

MEETING OBJECTIVES:

- 1.
- 2.
- 3.
- 4.

AGENDA:

Item

Type of Action

Decision Required?

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I.	Welcome & Approval of Prior Meeting Minutes	info sharing	yes
II.	Updates	info sharing & discussion	no/yes
	A. CoNTTF Rep		
	B. Divisions		
	C. TT Rep		
	D. Chair Rep		
	E. Dean's Rep		
III.	Action Items/In-Work	discussion	yes
IV.	Members' Privilege	discussion	no/yes
V.	Wrap Meeting & Adjourn		no

**Addendum C: Sample Meeting Minutes**

TO: The College of Liberal Arts Non-Tenure Track Faculty at Colorado State University

FROM: Chair

CoNTTF Representative

Department Chair Representative

Tenure Track Faculty Representative

Dean's Office Representative

Secretary

PR Representative

Re: Meeting on Day Month Year, Time-of-day, Place of Meeting

IN ATTENDANCE: CLA NTTF AC: List Names of Members

NTTF Colleagues,

The following items maybe of special interest to Non-Tenure Track Faculty in the College of Liberal Arts of English at Colorado State University.

#### AGENDA ITEMS

- Approval of Prior Meeting's Minutes
- CoNTTF Report
- Division Reports
- TT Rep, Chair Rep, Dean's Rep Reports

#### ACTION ITEMS

- 1.
- 2.
- 3.
4. Members' Privilege (new items)

ADJOURNED: 3:55 pm1



