Senate ad hoc Committee to Investigate NTS Faculty Issues
Minutes
December 17, 2013

Committee members: Irene Frieze [Psychology, TS faculty], Carey Balban [Provost's Office liaison], Stephen Ferber [Office of Human Resources liaison], Don Bialostosky [English, TS], Helen Cahalane [Social Work, NTS], Bill Gentz [Univ Library System], Katie Greeno [Social Work, TS], Marilyn Hravnak [Nursing, NTS], Sue Skledar [Pharmacy, NTS], Jay Sukits [Business, NTS], Cindy Tananis [Education, NTS], Samuel Tisherman [Medicine, TS], Seth Weinberg [Dental Medicine, TS], Frank Wilson [Greensburg, Sociology,NTS].

Attending: All except Hravnak.

1. Introductions. Katie Greeno was briefly introduced, since this was the first meeting she could attend.
2. The November 6 minutes were approved.
3. Update on job titles. Steve Ferber.
    a. Steve reported that after discussion with Irene Frieze, he decided not to try to discuss the list he had prepared with all faculty job titles. [He will send this to anyone on the committee who is interested.] Instead, he hopes to refine this list based on our reviews of different unit policies.
    b. It was noted that the "Adjunct" title, which has a very clear definition in the University Bylaws, is now being more carefully enforced.
    c. Another problem title is "Visiting." The Provost's Office is working to have long-term visiting appointments converted to regular non-tenure positions.
4. Update on Provost's letter on annual reviews. Carey Balaban.
    a. Carey circulated the letter from Provost Maher on annual reviews which was sent to members of the Council of Deans on April 27, 1999. This letter outlines a list of issues that need to be addressed in the annual letters sent to all faculty. This list was developed in collaboration with the Senate Tenure and Academic Freedom Committee.
    b. These letters should be in response to a report prepared by each faculty member outlining goals and objectives for the coming year and how these were met from previous years. Teaching, research and service activities should also be described in these faculty reports.
    c. Formal letters from the Dean or Department Chair should explain the criteria used for doing the evaluation and making salary increase determination. The letters should also summarize any discussion of the goals established for that year. If goals or objectives of the faculty were changed, there should be a formal letter from the Dean or Chair documenting this that is to be placed in the departmental or school files.
    d. Letters should define in clear terms how the tenure stream faculty member is progressing toward tenure or promotion, or express the evaluator's judgment of continued contributions for full professors in the tenure stream.
    e. For faculty members in the non-tenure stream, "annual letters should explain in clear and specific terms expectations for the coming year."

f. Carey explained that these guidelines do not apply to faculty in the Health Sciences.
g. A random sample of letters is examined each year by the Provost's Office to ensure that letters meet these guidelines. In almost all cases, it appears that they do.
h. Since the letter is so old and comes from the former Provost, it was suggested that Provost Beeson might send an updated letter on annual review letters.
i. Committee members noted that there is no mention of promotion for non-tenure stream faculty. *After some discussion, it was recommended that each unit should have a clear and meaningful promotion track for non-tenure stream faculty and that progress on this track should be noted in the annual letter. We further suggested that it should be explicitly noted that the expectations for tenure and non-tenure stream faculty do differ.*
j. Carey said he would provide an update on any plans for changes in relation to annual letters.

5. Expectations for faculty librarians in the University Library System [which does not include the Health Sciences or Law Libraries, but does include the Regional Libraries.]. In discussion of the annual letter for faculty, Bill Gentz noted that although librarians in ULS do not receive "tenure," there is "an expectation of continued employment" for those who have passed certain levels of review. There was much interest among Committee members about this. Bill will send the Guidelines out to the Committee members. This will be added to the January agenda.
6. Continuing review of University Bylaws relating to non-tenure steam faculty [see links below].
    a. Number 5 below was tabled since it is currently being revised.
    b. Number 6 below related to the status of being a "Graduate" faculty member. It was noted that this status can be granted to any "Full-time or tenure-stream part-time members of the University faculty." Thus, there is no barrier to appointing NTS faculty to this status. Many have been given this status which allows for teaching of graduate level courses and serving on doctoral dissertation committees.
    c. Remaining Bylaws to be discussed are Numbers 3, 4, 7, and 8 from the list below.
7. Sue Skledar introduced the issue of Emeritus status for NTS faculty.
    a. The policy relating to this can be found at http://www.provost.pitt.edu/handbook/ch2_app_emeritus_pol.htm#recognition . The policy explains that this is normally given to tenured professors at the rank of Professor or Associate Professor when they retire on recommendation of the Dean.
    b. Carey explained that relatively few tenured Associate Professors are given this status. Typically, it is recommended for tenured Full Professors.
    c. The policy notes that "in exceptional cases, the dean may petition the Provost to grant Emeritus/Emerita status to faculty who are not tenured." Committee members argued that this does not seem fair and that there should be a clear track for NTS faculty to achieve emeritus status. We will review this issue at a future meeting.

8. At our next meeting on January 15, 2014, we will review of School of Education guidelines The agenda will also include a review of Senate recommendations from last year [see Senate website]. Other unit guidelines will be discussed at future meetings.

……..

Senate website for our committee: http://www.univsenate.pitt.edu/committees/ad-hoc-committees

University Bylaws information:

1. Definitions of 'University Faculty' and 'faculty of a degree-granting unit': http://www.cfo.pitt.edu/policies/policy/02/02-02-01.html
2. Tenured and tenure-stream faculty terms of appointment
    a. Full time: http://www.cfo.pitt.edu/policies/policy/02/02-02-04.html
    b. Part time: http://www.cfo.pitt.edu/policies/policy/02/02-02-05.html
3. Tenured faculty obligations and responsibilities: http://www.cfo.pitt.edu/policies/policy/02/02-02-03.html
4. Non-tenure stream faculty: http://www.cfo.pitt.edu/policies/policy/02/02-02-06.html
5. Faculty librarians: http://www.cfo.pitt.edu/policies/policy/02/02-02-14.html
6. Membership in the graduate faculty: http://www.cfo.pitt.edu/policies/policy/02/02-02-13.html
7. Senate eligibility: http://www.cfo.pitt.edu/policies/policy/01/01-03-07.html
8. Faculty roles in unit governance: http://www.cfo.pitt.edu/policies/policy/02/02-04-01.html