**Report to Council**

I am Fausto Sarmiento, chair of the Faculty Affairs Committee.   We met on Friday, March 18th at 3:30pm in the Peabody Board Room of the Academic Building. The agenda was inclusive of our ongoing work in revising the Guidelines for Appointment, Promotion and Tenure at the University of Georgia, but included a new item: to hear a report from four delegates of the Non Tenure Track Faculty Learning Community titled "Faculty at UGA in Career Tracks" that resulted from a Survey on Non-Tenure Track Faculty collected in Spring 2015.

The report made it obvious the important contribution of over 41% of full-time faculty at UGA, other than assistant, associate or full professors, that includes clinical faculty, lecturers, academic professionals, public service faculty, research scientists and more.  Career-track faculty in units with tenure-track faculty have reported a range of experiences and challenges, particularly relating to issues of promotion guidelines, consistency of access to faculty resources, and uncertainty about departmental, school, college, and university-wide responsibilities and privileges.

The Faculty Affairs Committee voted on having a report to Council to highlight the contribution of NTT faculty and to request the creation of an Ad-Hoc committee (of NTT and TT faculty members) by the Associate Provost of Faculty Affairs to recommend promotion guidelines for all ranks of NTT faculty that do not currently have them.

The Faculty Affairs Committee also suggested that during University Council we shall respectfully request from Deans and Department Heads of the corresponding areas of instruction and research, the inclusion of NTT faculty to allow them for consideration for University and College/School teaching and research awards restricted in the past to tenured faculty members.

This concludes the report.  Thank you.

Fausto.

**UGA Faculty Affairs Committee meeting minutes**
3/18/16
Recorded by: S. Covert

In attendance: Robert Bringolf, Y. George Zheng, Barbara Grossman, John Maurer, Bill Fitt, Fausto Sarmiento (Chair), Jose Reyes, Stephen Rathburn, Jeffrey Dorfman, Thiab Taha, and Mike Toews (quorum was present)

1. Representatives from the Non-Tenure Track (NTT) Faculty Learning Community presented "Faculty at UGA in Career Tracks" – results of a survey of non-tenure-track faculty at UGA collected in spring 2015.
    a. Summary report from P. Matthews attached.
    b. Slides attached.
    c. Recommendations included:
        i. More consistent, clear information for new NTT faculty and department administrators about job requirements for these faculty
        ii. Clearer and more consistent guidelines and procedures for promotion, especially for Lecturers and Academic Professionals
        iii. Allow NTT to be considered for University and College/School teaching awards
        iv. Create policy that clarifies voting rights for NTT faculty at UGA
    d. **Motion**: Sarah should appoint an ad hoc committee (composed of NTT and TT members) to recommend promotion guidelines for all ranks of NTT faculty that do not currently have them.
        i. **Motion was unanimously approved.**
    e. FAC Chair to make a report at UC that recommends that units consider allowing NTT faculty to be eligible for teaching and research awards.
2. Discussion: how should NTT faculty be added to the FAC?  To be an agenda item at future meeting.
3. **Motion approved as a recommendation for UC Statutes and Bylaws Committee**: add Associate Provost for Faculty Affairs as ex officio voting member of the FAC
4. Revision of UGA Guidelines for APT
    a. Report from Mike Toews: Attached
    b. OFA to integrate changes from Toews' report into master document
    c. Discussion of preliminary consideration revisions – to continue at next meeting

**Informational Overview on Full-Time, Non-Tenure-Track Faculty for Faculty Affairs Committee**
*2015-16 Faculty Learning Community on Non-Tenure Track Faculty Issues, March 18, 2016*

Similar to the national climate, of the full-time faculty at UGA, **over 41%** are in career tracks other than Assistant Professor, Associate Professor, and Professor, including clinical faculty, lecturers, academic professionals, public service faculty, research scientists, and more. These are not "adjunct" or part-time faculty. Career-track faculty in departments and academic units with tenure-track faculty have reported a diverse range of experiences and challenges, particularly relating to issues such as clarity of promotion guidelines for their track, consistency of access to faculty resources, and uncertainty about departmental, school/college, and university-wide roles, responsibilities and privileges.

In spring 2015, our Faculty Learning Community surveyed full-time non-tenure-track faculty to gather concrete information on their experiences, perspectives, and recommendations, with responses from about 350 faculty. Based on this information, several priorities and ideas have emerged, resulting in meetings with Ron Cervero (Associate Vice President for Instruction), Eddie Watson (Director, CTL), and most recently with Sarah Covert (Associate Provost for Faculty Affairs), who recommended meeting with the Faculty Affairs Committee to present information and consider possibilities for next steps.

Results from the survey demonstrate that career-track faculty are in these positions, not because they could not attain a tenure-track job, but because they want to build their careers around the activities and responsibilities specific to these non-tenured faculty roles. Responding clinical faculty, academic professionals, and lecturers reported over 8 years as full-time faculty on average, and 61% felt likely that they will still be employed at UGA in five years. However, they also report some areas of concern. For instance, 81% of lecturers felt that "There should be more specificity provided by UGA regarding the expectations for successful promotion in my current non-tenure track faculty role." From their open-ended responses making recommendations for improvements for non-tenure-track faculty, the top five most prevalent themes for these three career tracks were as follows:

**Lecturers**: (1) the need for clearer promotion guidelines; (2) more opportunities for mentoring/networking; (3) desirability of multi-year contracts; (4) access to university recognitions/awards relevant to their responsibilities; and (5) creation of a third promotion tier (beyond just Lecturer and Senior Lecturer).

**Academic Professionals**: (1) the need for clearer promotion guidelines; (2) increased clarity about the purpose, roles and expectations of this track; (3) more opportunities for mentoring/networking; (4) access to university recognitions/awards relevant to their responsibilities; (5) more orientation and professional development specific to academic professionals.

**Clinical Faculty**: (1) the need for clarity about faculty rights of non-tenure-track faculty (e.g., voting, committees, graduate faculty, FYO); (2) more orientation and professional development specific to clinical faculty; (3) access to university recognitions/awards relevant to their responsibilities; (4) general climate and feeling valued; (5) more opportunities for mentoring/networking.

We look forward to sharing more details, and considering possibilities for action steps, with the committee.
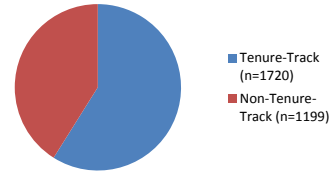
*Prepared by Paul Matthews, Ph.D., 3.18.2016*

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**Faculty at UGA in Career Tracks**

**Faculty Affairs Committee presentation**
2015-16 Faculty Learning Community
on NTT Faculty Issues
March 18, 2016

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## Full-Time Faculty Snapshot

- 2,919 Full-Time Faculty
  – 58.9% (1,720) on Tenure Track
  – 41.1% (1,199) in other full-time faculty roles

**Full-Time Faculty (Fall 2015)**



■ Tenure-Track (n=1720)

■ Non-Tenure-Track (n=1199)

Source:
https://facts.oir.uga.edu/facts2/Fac_Matrix_College.cfm

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## Who are "Faculty" at UGA?

**1. Academic:**
a. Instructor
b. Assistant Professor
c. Associate Professor
d. Professor

**2. Academic Professional:**
a. Academic Professional Associate
b. Academic Professional
c. Senior Academic Professional

**3. Administrative A**

**4. Clinical:** *(Colleges of Education, Family & Consumer Sciences, Pharmacy, Veterinary Medicine, School of Social Work, Journalism & Mass Communication, Public Health, and Department of Psychology only)*
a. Clinical Instructor
b. Clinical Assistant Professor
c. Clinical Associate Professor
d. Clinical Professor

**5. Lecturer:**
a. Lecturer
b. Senior Lecturer

**6. Librarian:**
a. Librarian I
b. Librarian II
c. Librarian III
d. Librarian IV

**7. Public Service:**
a. Public Service Representative
b. Public Service Assistant
c. Public Service Associate
d. Senior Public Service Associate

**8. Research Scientists:**
a. Assistant Research Scientist
b. Associate Research Scientist
c. Senior Research Scientist

**9. Staff Physician**

Source:
http://provost.uga.edu/documents/Faculty_Ranks_and_Appt_Status_Categories.pdf

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## Who are these FT NTT Faculty?

- In *all* of UGA's academic schools/colleges, plus in the Provost's office, VP-I, VP-PSO, etc.
- A significant portion– for instance, Terry College of Business has 39 lecturers– more than its count of full professors!
- Public service faculty are mostly in PSO units and cooperative extension – but also in 11 other schools/colleges
- Many of these faculty are "embedded" into traditional departments, but may be the only representative of this career track there
- Regardless of career track, many are doing Teaching, Research, and Public Service– as well as committee work…

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## What do we mean by "Non-Tenure-Track" Faculty?

- Sometimes called "Career-Track" faculty
- Not the same as "adjunct," "contingent," or "part-time" – though lack of clarity/consistency locally and nationally
- As of Fall 2015, UGA reported 3,307 faculty total, of which 388 were part-time
  – 5.2% of tenure-track faculty are part-time
  – 6.7% of non-tenure-track, excluding Instructors
  – Most part-time faculty (n=212) are instructors

Source:
https://facts.oir.uga.edu/facts2/Fac_Matrix_College.cfm

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## Who are "Teaching Faculty" at UGA?

- "Teaching faculty ranks include Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Academic Professional, and Clinical."

Source: http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/section-1-faculty

## What do we know about full-time, non-tenure-track, Teaching Faculty at UGA?

- 5+ years of Faculty Learning Communities via CTL, focusing on Non-Tenure-Track Faculty
- Reported a diverse range of experiences and challenges, e.g. promotion guidelines, consistency of access to resources, uncertainty about roles, responsibilities, privileges…

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## These faculty are not "short-term hires"…



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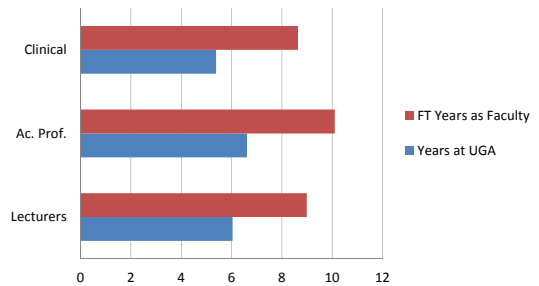
## Survey, spring 2015

- Sent to all full-time lecturers, academic professionals, public service faculty, clinical faculty, and research scientists (n=952)
- Responses from ~350
- Here, focused on responses from teaching faculty:
  Lecturers (n=77), Academic Professionals (n=42), and Clinical (n=33)

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## These faculty engage with a significant number of students each year…

**Total Students Per Year by Career Track**



n=138

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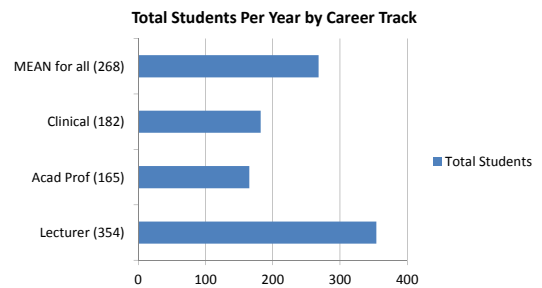
## Our survey collected information on…

- Work History
- Responsibilities (EFT, teaching load, accomplishments, etc.)
- Perceptions of Climate
- Experiences with Hiring and Promotion
- Knowledge about, and Access to, Resources
- Recommendations for Improving Conditions

### So, what did we learn?

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## They are in this career track because they *want* to be…
*1=strongly disagree to 5=strongly agree*

- I wanted to focus my career on doing the things that this position entails. Mean: 4.11 (SD 1.12)
- I specifically chose this career path over a tenure-track one, based upon its fit with my skills and interests. Mean: 3.39 (SD 1.36)
- I took this position because I could not get a tenure-track job. Mean: 2.28 (SD 1.31)
- I am just in this role until I can find a tenure-track job. Mean: 1.85 (SD 1.12)

n=143

## They plan to *stay* at UGA…
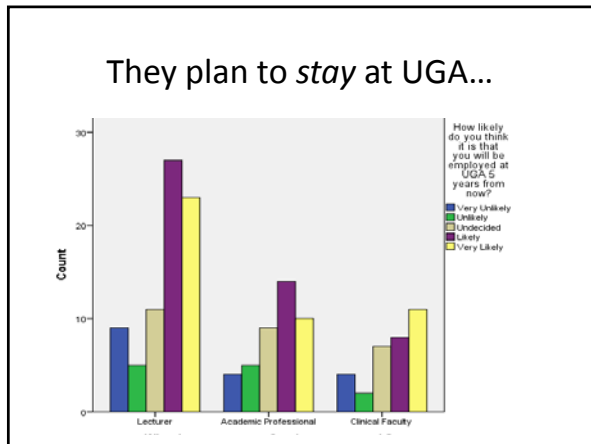


## Promotion and Hiring
1=strongly disagree to 5=strongly agree

- I have a strong understanding of the overall promotion process (timing, ranks, criteria) for my non-tenure track faculty position.
  - Lecturer: 3.10 (1.21)
  - Academic Professional: 2.82 (1.30)
  - Clinical: 3.81 (1.01)

## They report a wide range of experiences in terms of climate/support…
*1=strongly disagree to 5=strongly agree; n=144*

- As a non-tenure track faculty member, I feel equally as appreciated at UGA as tenure-track faculty members are. M=2.30 (SD 1.17)
- Most of my unit/department peers who are in tenure-track faculty roles understand broader concerns and issues relating to non-tenure track faculty. M=2.62 (1.32)
- My current supervisor/unit head has a clear understanding of issues relating to non-tenure track faculty. M=3.31 (1.28)
- I sometimes feel that tenure-track faculty members at UGA undervalue the work that I do. M=3.54 (1.13)
- Most of my unit/department peers value the work that I do as a non-tenure track faculty member. M=3.65 (1.13)

## Promotion and Hiring
*1=strongly disagree to 5=strongly agree*

- I received a third-year review or other formal review giving me feedback on my progress towards promotion in my role as a non-tenure track faculty member at UGA.
  - Lecturer: 2.50 (1.20)
  - Academic Professional: 2.08 (1.18)
  - Clinical: 3.37 (1.16)
- There should be more specificity provided by UGA regarding the expectations for successful promotion in my current non-tenure track faculty role.
  - Lecturer: 4.16 (.86)
  - Academic Professional: 3.87 (1.10)
  - Clinical: 3.39 (.99)
  - Across the above: 3.91 (1.00)

## They do not always feel well-informed about the process for their promotion
*1=strongly disagree to 5=strongly agree*

- When I was hired at UGA, I received appropriate information on the promotion criteria, process, and timeline for my non-tenure track faculty position.
  - Lecturer: 2.65 (1.35)
  - Academic Professional: 2.15 (1.35)
  - Clinical: 3.48 (1.29)

## **What specific recommendations do our NTT Faculty have for the future?**

- From their open-ended responses, several themes emerged (though differences by career track, as well)

- More consistent, clear information is needed for new NTT faculty and for department/unit administration and peers, about the specific responsibilities and requirements of the career track

- "*Provide more guidance for department / unit heads about the rights, responsibilities, and roles for non-tenure track faculty.*" (-an academic professional)
- "*Need clarity and specificity when hired.*" (-a clinical faculty)

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- There is a perceived gap in access to faculty resources, recognitions, and awards for NTT faculty

- "*I find it discouraging and ironic that non-TT faculty are not eligible for the major teaching awards or even to teach the FYO. We lecturers are teachers, first and foremost, and yet we are excluded from the most prestigious and lucrative rewards for teaching.*" (-a lecturer)
- "*Very little recognition is available for non-tenure track faculty, particularly teaching awards, which is unfortunate since many non-tenure track faculty spend a majority of their time teaching.*" (-a clinical faculty)

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- Clearer and more consistent guidelines and procedures (across departments) are needed for promotion, especially for Lecturers & Acad. Professionals
- "[*We need] a university wide guideline for promotion that is as rigorous and well documented as for tenure track faculty*" (-a lecturer)
- "*Make it clear what will be required for promotion.*" (-an academic professional)

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- NTT faculty report a wide range of experiences in terms of their voting rights, committee opportunities, and representation

- "*Non-tenure track faculty are unable to serve on certain committees and unable to vote. Allow non-tenure track representation on all university-wide committees.*" (-a clinical faculty)
- "*Work on who can vote on what issues...one example is that I have served on search committees but then told I cannot vote.*" (-a lecturer)

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- Mentorship and Networking opportunities are needed for NTT faculty, especially ones in units without a significant presence
- "*Make sure that new hires have colleagues and formal or informal mentors who can answer questions and discuss concerns about the role.*" (-an academic professional)
- "*The university should pair new lecturers up with mentors who can help them navigate the promotion process and make them aware of the opportunities available to them. Right now, this is left up to the individual departments, which may or may not currently have a senior lecturer on faculty. There are no senior lecturers in my department, and thus there is no one who I can look to directly for mentorship.*" (-a lecturer)

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- Lecturers also have raised recommendations relating to a third-tier of promotion (they are the only faculty rank with only two categories)
- Multi-year contracts for senior NTT faculty have also been suggested

- "*Make longer term contracts (e.g., 3 or 5 years) that are annually renewable, as now, part of the promotion to Senior Lecturer. If that promotion is meant to imply a permanence to the position, then longer term contracts would make that a more salient reality.*" (-a lecturer)

- "*That there be a third tier or level of promotion for Lecturers desiring to be long term employees at UGA. Currently, we have Lecturer and Senior Lecturer. The third level, Master Lecturer, is available at other peer institutions. Such a promotion level would be an excellent recognition for the serious contributions we make to students and our departments.*" (-a lecturer)

**Role of the Faculty Affairs Committee?**

- Since FAC represents ALL faculty on issues including promotion, appointment, etc., we would like to collaborate to determine appropriate next steps to respond to these issues and recommendations raised by NTT faculty
- Thoughts on Next Steps and Process?

**Contact Information for FLC Representatives**

- Paul Matthews, Office of Service-Learning, pmatthew@uga.edu
- Liz Osborn-Kibbe, Department of Dance, eok@uga.edu
- Elizabeth Davis, Department of English, eadavis@uga.edu
- Leslie Gordon, Institute of Higher Education, gordonls@uga.edu

The FAC subcommittee meet to discuss formatting and relevancy of preliminary consideration as and relevance of preliminary consideration as an advisory note. The subcommittee suggests that the FAC approve the following changes to the Guidelines for APT:

1) Pg. 10, section on conflict of interest (2/3 down the page), the word "appointment" is spelled wrong.

2) Pg. 12, section on review committees (middle of the page), the word "committees" is spelled wrong at the end of the sentence.

3) Pg. 21, section 10d, the spacing between each word in the first line is excessive.

4) Pg. 46, Appendix C, 3rd line of text. Rewrite the sentence include the following verbiage (new text in parentheses): Sections 4 and 5 together should not exceed 25 pages, "font size must be at least 11 point, margins must be at least an inch in all directions, line spacing must not exceed six lines of text per vertical inch, and page size must be letter (8.5 inches X 11 inches)."

5) Pg. 49, top paragraph, first complete sentence. Rewrite the sentence include the following verbiage (new text in parentheses): Do not contact anyone the candidate has declared a non-evaluator "and do not disclose the results of the preliminary vote to the external evaluator."

6) If we approve of the change in #4 above, we need to remove the hyphen in the word "dossier" in the following sentence.

7) Pg. 49, appendix D, second full sentence. Rewrite the sentence to include the following verbiage (new text in parentheses): The PTU head may ad clarifying information to the letter of request as appropriate, "but should not include the outcome of the preliminary vote."

8) Pg. 52, small print at the bottom of the table. Rewrite the sentence include the following verbiage (new text in parentheses): Sections IV and V together should not exceed 25 pages, "font size must be at least 11 point, margins must be at least an inch in all directions, line spacing must not exceed six lines of text per vertical inch, and page size must be letter (8.5 inches X 11 inches)."

9) The subcommittee strongly supports adoption of Appendix H: CV Recommended Format as this is consistent with the material presented on the Provost's homepage under "Administrative Guidelines." We do suggest using picking either vita or CV (but not both) and use the term consistently throughout the entire document. For example, see page 47, section 4. We use the terms interchangeably in this paragraph and then use CV in Appendix H.