Provost Andrews’ Suggested Changes (June 1, 2016)

Page 1. Initial Appointment, line 3: Replace NTTF with NTT instructional faculty.
Line to read: Where possible, a committee of at least three faculty including at least one NTT instructional faculty shall seek qualified applicants and forward a recommendation to the chair.

Line to read: In a department with more than one NTT instructional faculty member, provide that at least one NTT instructional faculty member will be on the review committee; and

Page 4, last bullet: Add instructional in 2 places.
Line to read: In a department with more than one NTT instructional faculty member, provide that at least one NTT instructional faculty member will be on the review committee; and

Rational: The continuous appointment guidelines are for Non-Tenure Track Instructional positions. They are referenced in the document two ways: as NTT instructional faculty and as NTTF. NTT instructional faculty should be used consistently through the document.

Page 1. Type of Appointment. Remove “Instructional faculty under a fixed-term contract are not eligible for consideration for continuous employment.”
Rationale: There may be future circumstances were a fixed term individual may be placed in a continuous appointment based on unanticipated, continued need that warrant conversion.

Page 1. Type of Appointment. Remove “The use of fixed-term appointments for non-tenure track instructional faculty will be limited to positions that are truly temporary, for example, a visiting faculty member or a temporary appointment for a faculty member on leave. In making an appointment of a non-tenure track instructional faculty member, the appointing unit must specify whether the appointment is fixed-term or probationary.”
Rationale: This is redundant and is more clearly and completely stated in the Fixed-Term Appointment description in par 1 on page 2 “Circumstances occasionally warrant the hiring of non-tenure track instructional faculty on a fixed-term appointment for a specific and limited period of time. For example, a fixed-term appointment is appropriate for visiting faculty, to fill a temporary vacancy (such as a vacancy caused by another employee being on leave or pending a search for a vacant position), when a program is newly established or expanded, when the specific funding for the position is time-limited, or for a specific assignment or to fill a discrete need that is not expected to be ongoing. The letter of offer for a fixed-term instructional faculty appointment shall state the reason that warrants the fixed-term appointment.”
**Page 2, Faculty Offer and position Description.**

Paragraph 2 line 3. Strike “is”

Line to read: *information: whether the appointment is eligible for continuous appointment or is fixed term,*

Paragraph 2 line 7. Add, “*whether the appointment is renewable*”

Line to read:…taught and the location of those course if not on the downtown *University Campus,* *whether the appointment is renewable,* and any expectations.

Paragraph 2 line 9, replace “NTTF being hired” with “*Bargaining unit members.*”

Line to read: …*responsibilities. The Bargaining unit members NTTF being hired* shall have an opportunity to review the letter of offer and …

Paragraph 2 line 10. Add “*their*” after “and will affirm” and before “acceptance of the offer...”.

Line to read: …*position description and will affirm their acceptance of the offer of employment by signing and* …

**Rationale:** Make the wording identical to Article 18 of the 2016-20 CBA

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**Page 3 Annual Review**

Paragraph 1, line 5. Remove footnote 8 referencing LOA Nov 5, 2015.

**Rationale:** This statement does not appear in the LOA

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**Page 3, Annual Review Submission materials should include the following.** Add “*at minimum.*”

Line to read: *Annual Review Submission materials should, at minimum, include the following.*

**Rationale:** The list is the minimum

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**Page 4, Annual Review submission materials may also include.**

Add “*but are not limited to.*”

Strike “*also.*”

Line to read: *Annual Review submission materials may also include, but are not limited to*

**Rationale:** The list is not limited to

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**Page 4, Annual Review submission materials may also include list.** Add a 4th bullet “*Evidence of service activities related to unit mission.*”

**Rationale:** To acknowledge that service might be part of the annual review
Page 5 The Milestone Review Submission materials should include. Add “at minimum “ and lower case “material.”
Rationale: The list is the minimum

Page 5, Milestone Review submission materials may also include. Add “but are not limited to.” Strike “also.”
Rationale: The list is not limited to

Page 5, Milestone Review submission materials may also include list. Add a 4th bullet “Evidence of service activities related to unit mission.”
Rationale: To acknowledge that service might be part of the annual review

Page 6, The materials for evaluation following continuing appointment should include the following. Add “at minimum “
Rationale: The list is the minimum

Page 6, Materials for evaluation following continuous appointment may also include. Add “but are not limited to.” Strike “also.”
Rationale: The list is not limited to

Page 5, Materials for evaluation following continuous appointment may also include list. Add a 4th bullet “Evidence of service activities related to unit mission.”
Rationale: To acknowledge that service might also be part of the annual review