

## Report of the 2019-2020 Full-Time Non-Tenure-Track Faculty Committee (FTNTTFC)

Members: Pamela Wojnar (College of Professional Studies); Kathleen Durant (Khoury College of Computer Sciences); Laura Adrien (College of Engineering); Jonathan Benda (College of Social Sciences and Humanities); Tamara Bonaci (Khoury College of Computer Sciences Seattle Campus); Michelle Carr (College of Arts, Media and Design); Ted Clark (D'Amore McKim School of Business); Vaso Lykourinou (College of Science); Jessica Maxwell (Bouvé College of Health Sciences)

The nine members of the Full-Time Non-Tenure-Track Faculty Committee (FTNTTFC) have been meeting regularly since October to address their 2019-2020 charges. Below, please find our recommendations, as well as links to supporting material in the appendices.

**CHARGE 1: The FTNTTFC shall follow up on professional development support, including one-term paid leaves.**

In this academic year, there has been an increase in the number of units providing professional development funds for FTNTT faculty. This can be determined by comparing the table in **Appendix A**, which contains the funding opportunities as of March 2019 to the table below, which contains the current development funding opportunities. We believe the collection of this information in 2019 has led to the increase in the funds shown.

A new professional development opportunity is available from the Provost's Office for FTNTT faculty. The Provost's Office has piloted a fellowship program for FTNTT faculty. This fellowship provides a one term paid leave with the purpose of engaging in professional activities that benefit the university, thus providing another opportunity for professional development for FTNTT faculty (**Appendix B<sup>1,2</sup>**).

In addition, all faculty members in continuing full-time non-tenure-track and benefits-eligible teaching ranks (including teaching professors, academic specialists, full-time lecturers, clinical professors, co-op coordinators, and professors of the practice) are eligible to apply for awards of up to \$2,000 for professional development through a once-every-two-years competitive grant process through the Provost's Office. A link to the Provost's current letter announcing the Full-time Faculty Professional Development Fund is available in **Appendix B<sup>3</sup>**.

CATLR provides Teaching Inquiry Fellows opportunities to full-time faculty and co-curricular educators who teach for-credit courses, including FTNTT faculty (**Appendix B<sup>4</sup>**). It also provides opportunities through the Faculty Scholars Program for full-time faculty, including FTNTT faculty (**Appendix B<sup>5</sup>**).

We believe the University is moving towards a fair and transparent policy of FTNTT development. However, to support its commitment to the "One Faculty" model; we believe providing notifications to faculty members would increase the visibility of these opportunities.

<b>COLLEGE NAME</b>	<b>Annual Tenure/Tenure-Track Faculty Allotment</b>	<b>Annual Non-Tenure Allotment</b>	<b>Competitive grants within the individual College available to FTNTT faculty via application</b>	<b>Current Status of Professional Development Resources</b>
<b>BCHS*</b>	Varies by department, Examples: -Pharmacy and Health Systems Sciences, \$500 with additional financial opportunities for professional travel etc.. -Health Sciences, flat \$2000	Varies by department, Examples: -Pharmacy and Health Systems Sciences, \$500 with additional financial opportunities for professional travel etc.. -Health Sciences, flat \$2000	Promotes Provost FTNTT faculty development awards	Per ADFA, \$2000 regardless of TT/NTT status.
<b>CAMD</b>	All departments, \$4000	All departments, \$2000	CAMD Research, Scholarship and Creative Activity Dissemination Grant \$1500 (Domestic) or \$3000 (International) Proposals Accepted on a Rolling Basis throughout the year.  CAMD Portal ( <b>Appendix B<sup>6</sup></b> )	N/A
<b>COE*</b>	Most departments, \$2000	MIE, ChemE, \$2000  CEE, BioE, ECE, Varies  First Year Eng., \$2,500	N/A	N/A
<b>COS</b>	Only the Dept. of Psych. has dedicated funds, \$1000	Only the Dept. of Psych. has dedicated funds, \$1000	N/A	N/A
<b>CPS</b>	N/A	\$1000 available annually via completed application. Additional funds can also be applied for up to \$5000.	N/A	\$1000 available annually via completed application. Additional funds can also be applied for up to \$5000.
<b>CSSH</b>	\$2000 Could vary by unit	\$1000 Funding can be used for attending conferences, buying books, and other	Humanities Center collaborative research cluster ( <b>Appendix B<sup>7</sup></b> )	Effective July 1, 2019.

		professional development activities. It cannot be used to purchase cell phones, tablets, computers or other electronic equipment. Reimbursement requests need to go through Concur system.		
<b>DMSB</b>	\$4000	\$4000	N/A	N/A
<b>KHOURY</b>	\$5000	\$5000	Promotes Provost FTNTT faculty development awards	Monthly email sent to Faculty stating the current amount of budget
<b>SOL</b>	\$3000	\$3000	N/A	N/A

*\*Does not have a college-wide policy.*

**Recommendations:**

- (1) All faculty members shall be eligible for professional development funds in order to meet the expectations of their positions.**
- (2) All colleges should notify faculty members of available professional development funds annually, with a description of applicable expenses.**
- (3) The 2020/2021 FTNTTFC shall be charged with monitoring modifications to existing professional development allocations across all colleges.**

**CHARGE 2: The FTNTTFC shall recommend best practices for FTNTT faculty promotion processes at the departmental and college level.**

To address this charge, the FTNTTFC developed a survey and sent a request for information to supervisory staff (department/committee chairs, pertinent supervisors). The survey had nine questions and gathered information on the promotion process. The survey was sent to 44 recipients who had FTNTT faculty in their units and/or colleges. After two solicitations for input, we received 14 completed responses and 7 incomplete responses. An incomplete survey response provided no responses to any of the questions. A copy of the questions can be found in **Appendix C**; the responses to the questions are available upon request.

The survey results show that units have adopted the FTNTT faculty promotional dossier as defined by the Provost's Office (**Appendix B<sup>8</sup>**). Most colleges limit the candidate to the description found within the Provost's promotional dossier; only one college requires external review letters. This shows there is a general consistency in the documentation of the candidates. However, we found there is a lack of consistency, clarity and transparency in the promotion process itself. We have identified inconsistencies in candidate notification, preparation/mentoring processes, department policies and sign-off process, committee composition and the resolution process of dossier disputes.

### **Candidate Notification**

Units do not all follow the same protocol for notifying promotional candidates. Some units send an email notification to the candidate. Some rely on the faculty member to know when they are eligible. The timetable for eligibility can be found in the Faculty Handbook.

### **Preparation/Mentoring Process**

Most units described a process whereby the unit head discussed the faculty member's candidacy for promotion and the preparation process. In addition to the FTNTT Faculty Promotion Planning Workshop provided by the Provost's Office, some colleges offer college-specific workshops, panels and/or mentoring groups comprised of faculty who have successfully gone through the promotion process. We believe all units/colleges should offer a clearly defined mentoring process for candidates.

### **Department policies and sign-off process**

Most departments/colleges refer to the Provost's guidelines and have additional guidelines and bylaws to offer guidance specific to their department/college. We believe every department/college should continue with these practices. Note: there is one college that requires external review letters from faculty at or above the rank of the candidate.

### **Committee Composition**

Most units reported their department/college bylaws have a committee partially composed of other FTNTT faculty at or above the rank sought by the candidate. These committees are comprised of a minimum of 3 faculty members with the maximum size determined by 7 or the number of FTNTT faculty members at or above the candidate's rank. Some units include only T/TT faculty members while others limit the committee to FTNTT faculty. It is unclear how the committees determine whether the candidate is eligible to move forward in the promotion process. We believe each unit and/or college should have a stand-alone committee for FTNTT faculty promotion comprised of at least 3 FTNTT faculty members who hold a rank at or above the rank sought by the candidate. If possible, the majority of the members should be FTNTT faculty members.

### **Dossier Disputes**

Each unit and college provide different waiting periods for promotion reapplication when the promotion is unsuccessful within the college level. Some follow the Provost's guideline of two years, while others require a one-year wait. We believe there should be clear guidelines for all FTNTT faculty allowing them to reapply the following year.

### **Recommendations:**

- 1. Each unit and/or college should have a stand-alone FTNTT faculty promotion committee comprised of at least 3 FTNTT faculty members where the majority of the members are FTNTT faculty members who are at the same rank or higher than the candidates.**
- 2. All units and/or colleges should provide a mentoring process specific to the FTNTT faculty promotion process, including but not limited to peer mentoring opportunities, and workshops conducted by panels of faculty who have successfully gone through the promotion process.**
- 3. While units/colleges follow the Provost's prescribed process as outlined in the *Faculty Handbook and the Preparation and Format of Full-Time Non-Tenure-Track Faculty Promotion Dossiers* manual, any unit/college specific promotion guidelines should be provided and easily accessible.**
- 4. The 2020/2021 FTNTTFC shall collect and review promotional process data for all units.**

**CHARGE 3: The FTNTTFC, in collaboration with the FAC, shall explore sources of more granular match-mate salary data for FTNTT faculty than is currently available to Northeastern's faculty cohort.**

The Committee has attempted to determine a mechanism that would allow it to explore salary data for FTNTT faculty at the University. The Provost's Office asked members of the Colonial Group to submit this data to match-mates. Five Colonial Group schools submitted data on FTNTT faculty. The data is currently being summarized to be reported to the Provost's office. This data is to be made available in late Spring 2020 (**Appendix B<sup>10</sup>**).

### **Recommendation:**

- 1. This charge be re-evaluated by the 2020/2021 FTNTTFC in conjunction with the FAC, to evaluate comparative data across all colleges and with our comparators within the colonial group.**

## Appendix A

### Development funds for FTNTT faculty as of March 2019

COLLEGE NAME	Annual Tenure/Tenure-Track Faculty Allotment	Annual Non-Tenure Allotment	Competitive grants within the individual College available to FTNTT faculty via application
BCHS*	Varies by department: Examples: -Pharmacy and Health Systems Sciences, \$500 -Health Sciences, \$2000	Varies by department: Examples: -Pharmacy and Health Systems Sciences, \$500 -Health Sciences, \$2000	*
CAMD	\$2000 (\$1000 guaranteed; second \$1000 at chair's discretion)	\$0 (Chairs can use discretionary funds.)	* Portal
COE*	Most departments, ~\$2000	MIE, ChemE, ~\$2000 CEE, BioE, ECE varies First Year Eng., \$2,500	
COS	Only the Dept. of Psych. has dedicated funds, \$1000	Only the Dept. of Psych. has dedicated funds, \$1000	
CPS	N/A	\$1000	Requests >\$1,000 and <\$5,000 are reviewed by the Faculty Fund Committee.
CSSH	\$2000 Could vary by unit	\$500	
DMSB	\$4000	\$4000	
KHOURY	\$5000	\$5000	*
SOL	\$3000	\$3000	

## Appendix B

### References

1. Provost's Office: Pilot program description for the FTNTT Fellowship Program  
[https://provost.northeastern.edu/app/uploads/FTNTT-Fellowship-Info-Session-slides\\_2020.pdf](https://provost.northeastern.edu/app/uploads/FTNTT-Fellowship-Info-Session-slides_2020.pdf)
2. Provost's Office: Pilot program process for the FTNTT Fellowship Program  
<https://faculty.northeastern.edu/advance/full-time-nontenure-track/full-time-non-tenure-track-faculty-fellowship-pilot-program/>
3. Provost's Office: FTNTT Faculty Development Fund  
<https://provost.northeastern.edu/app/uploads/2020-2021-FFPDF-Guidelines-and-Cover-Sheet.pdf>
4. CATLR: Teaching Inquiry Fellows  
<https://learning.northeastern.edu/engage/programs/teaching-inquiry-fellows/>
5. CATLR: Faculty Scholars Program  
<https://learning.northeastern.edu/engage/programs/faculty-scholars-program/>
6. College of Arts, Media and Design of Northeastern University: Portal to the CAMD research portal  
<https://camd.northeastern.edu/research-scholarship-creative-practice/research-information-for-faculty-and-students/>
7. Northeastern Humanities Center  
<https://cssh.northeastern.edu/humanities/collaborative-research-clusters/application-and-deadlines/>
8. Provost's Office: Preparation and Format of Full-Time Non-Tenure-Track Faculty Promotion Dossiers  
<https://provost.northeastern.edu/app/uploads/FTNTT-Model-Promotion-Dossier.pdf>
9. Provost's Office: Faculty Handbook, Promotion  
<https://faculty.northeastern.edu/handbook/appointments-promotion-and-tenure/promotion/>
10. Faculty Senate: Report of the 2019-2020 Financial Affairs Committee (December 15, 2019)  
[https://faculty.northeastern.edu/app/uploads/sites/2/2020/01/2019-2020FAC-Report-12\\_15\\_19.pdf](https://faculty.northeastern.edu/app/uploads/sites/2/2020/01/2019-2020FAC-Report-12_15_19.pdf)

**Appendix C****Questions to administrative staff on the promotion process.**

1. How are faculty in your department and/or college notified that they are eligible for promotion?
2. How are faculty mentored through the promotion process at the department and/or college level?
3. Outside of the Provosts' Preparation and Format of the Full-Time Non-Tenure-Track Faculty Promotion Dossiers (attached), are there any additional requirements for the faculty in your department and/or college?
4. Are there any additional handbooks, manuals, and/or guidelines (in addition to the Provost's documents)?
5. Do your department and/or college bylaws require a certain number of committee members? If so, how many?
6. Do your department and/or college bylaws require committee members to be at the same or higher rank as the candidate?
7. Briefly describe the review process at the department and/or college level.
8. If the dossier is not recommended to go to the college level, how long must a candidate wait until they can re-apply? What are the next steps?
9. Would you like to provide any additional information about the promotion process in your department and/or college?