



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 1 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

DRAFTED BY:

The NTTF Provisional Council: Nancy Deans, Susan Lefevre, Tabitha Swan-Wood, Richard Wasniowski

PURPOSE:

To define a new entity in the Academic Senate, called a council, and to create the first senate council: The Non-Tenure Track Faculty Council.

The Purpose of Councils within an Academic Senate

Academic Senate Councils perform actions within senate such as policy creation and review. In contrast to Standing Committees, councils also perform outward facing collaborative work with non-senate campus stakeholders (i.e. Deans, the Provost, the President, Staff Council, Student Government). Councils require the same rights and powers as Standing Committees within senate. It is common practice at other academic institutions to incorporate councils in the above stated method (see Exhibits).

The Purpose of the Non-Tenure Track Faculty Council

The purpose of a Non-Tenure Track Faculty Council (Council) as part of the Academic Senate is to 1) address systemic inequity experienced by non-tenure track faculty thereby, creating equity for all Channel Islands (CI) faculty, 2) identify institutional structures, processes, policies, and practices that allow such inequity to exist, 3) work collaboratively within the Academic Senate and with administration to enact policies and/or procedures to address such inequity, 4) sponsor policy and/or work with other senate committees to review policy with the purpose of protecting and enhancing NTTF rights and welfare, 5) develop and implement plans and actions to support non-tenure track faculty on issues including but not limited to budget/resource allocation, shared governance, advocacy, and campus climate, 6) work inclusively across campus groups and other institutional entities, 7) help NTTF navigate institutional structures, 8) advocate for positive career pathways within the non-tenure track that acknowledge, celebrate, and reward long-term service to the university through titles, leadership opportunities, and increased compensation, and 9) create a positive cultural shift that increases inclusivity, equality, belonging, and value for NTTF at CSUCI.

BACKGROUND:

The Academic Senate passed resolution SR 22-08, the “Resolution on the Creation of a Non-Tenure Track Faculty Council” in spring of 2023 to create a NTTF Council as a part of the Academic Senate.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 2 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

This resolution was brought to senate by the NTTF Equity Task Force, as one of the recommendations in the NTTF Equity Task Force Report.

POLICY:

Definition(s):

Non-Tenure Track Faculty (NTTF) - Referring to all Unit 3 faculty that are not eligible for tenure (across higher education) and who have various titles including: lecturer, adjunct, temporary, contingent, and instructor. In the CSU system this also includes non-tenure track librarian and counselor faculty, and most coaches. The CBA defines NTTF as “Temporary Faculty Unit Employee”, both part-time and full-time (see below for definitions).

WTU – Weighted Teaching Unit as defined in the CBA

Policy Text:

The Non-Tenure Track Faculty Council (NTTFC) shall be added to the Academic Senate. The Chairs of the NTTFC shall be made full voting members of the Academic Senate. One of the NTTF Council Chair Team members shall be a voting member in the Senate Executive Committee of the Academic Senate (to be chosen by the NTTF Council Chair Team).

NTTF Council Officers shall be elected by the non-tenure track faculty. All NTTF with a workload of at least 6 WTUs during the semester of election and a minimum of two years of employment at CI are eligible to run for NTTFC Officer positions. The AEBC shall support the elections of NTTFC Officers.

The NTTF Council shall have the right to sponsor policy. Policies solely affecting NTTF shall be offered to the NTTF Council for the option of creation and/or sponsorship at the discretion of the council. New policies, policy changes, and any campus wide shared definitions that directly impact NTTF shall be offered to the NTTF Council for review and/or sponsorship at the discretion of the council. Supporting policy that mitigates cultural marginalization of NTTF. When functions of the NTTF Council also fall within the areas of concern of other Academic Senate Committees, the Council will work in conjunction with those committees. Any other policy or other governing



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 3 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

documents such as Program/Department bylaws, may be referred to this Council from the senate, the Senate Executive Committee, or from any faculty member, for the purpose of review.

EXHIBIT(S):

I. Academic Senate Councils at other institutions:

A. Councils in the CSU and UC under Academic Senates

1. CSULB

- i. List of Councils and Committees:

https://www.csulb.edu/academic-senate/councils_committees

- ii. Sample Council: Council on Curriculum and Educational Policies

<https://www.csulb.edu/academic-senate/curriculum-and-educational-policies-council-cepc>

2. CSUSD

- i. Undergraduate Council:

<https://senate.ucsd.edu/committees/standing/undergraduate-council/>

3. UCLA

- i. List of Councils and Committees:

<https://senate.ucla.edu/committee>

- ii. Sample Council: Undergraduate Council

<https://senate.ucla.edu/committee/ugc>

- iii. Sample Council: Council on Planning and Budget

<https://senate.ucla.edu/committee/cpb>

4. UCI

- i. List of Councils and Committees:

<https://senate.uci.edu/committees/>

- ii. Sample Council: The Council on Educational Policy

<https://senate.uci.edu/committees/councils/council-on-educational-policy-cep/>



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 4 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

- iii. Sample Council: The Council on Faculty on Welfare Diversity and Academic Freedom
<https://senate.uci.edu/committees/councils/council-on-faculty-welfare-diversity-and-academic-freedom-cfw/>

II. Proposed Academic Senate Bylaws Amendments to Insert the NTTFC into the Senate Bylaws

Voting Members of the Council (text underlined to be inserted in section 2.1.v in the Bylaws)

- v. All elected faculty Senators, Senate Officers, chairs of Senate Standing Committees, chairs of Councils, and Statewide Senators are full voting members of senate.

ARTICLE 3 Title (text underlined to be inserted and struck-through text to be removed)
~~SENATE OFFICERS, AND STANDING COMMITTEE CHAIRS. AND COUNCIL OFFICERS ELECTIONS~~

Officer Elections (text underlined to be inserted in section 3.2.b in the Bylaws)

- b. The annual election of Senate officers, some Standing Committee chairs, NTTF Council Officers, and members of the Appointments and Elections Committee for the following academic year, shall be conducted prior to the last Senate meeting within one month after the election of new Senators and Local Curriculum Committee Chairs.

Officer Elections (to be inserted in section 3.2.b.iv in the Bylaws)

- iv. NTTF Council Officers shall be elected by the non-tenure track faculty.
 - 1. One Chair Team consisting of two Co-Chairs – 2-year term
 - 2. One Communication Officer – 2-year term

Position Eligibility (to be inserted in section 3.4.g in the Bylaws)



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 5 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

- g. All NTTF with a workload of at least 6 WTUs during the semester of election and a minimum of two years of employment at CI are eligible to run for NTTF Council Officer positions.

Duties (to be inserted in section 3.5.f in the Bylaws)

- f. NTTF Council Chair Team and Communications Officer duties are outlined in Article 5.

Policies and Resolutions (text underlined to be inserted in section 4.1.a in the Bylaws)

- a. Proposed new policies and resolutions shall be presented to the Chair of the Senate for review by the Senate Executive Committee for consideration for placement on a future senate agenda as a first reading item. Policies must be sponsored by a senate committee or council listed in Article 5, or come through the President's Policy and Planning Council. Policy proposals and resolutions shall normally be placed before the Senate at least one meeting before final action is taken.

ARTICLE 5 Title (text underlined to be inserted)

STANDING COMMITTEES AND COUNCILS MEMBERSHIP AND CHARGES

Councils (text underlined to be inserted in section 5.1 in the Bylaws)

5.1 Committees and Councils of the Senate

Councils (text underlined to be inserted in section 5.1.c in the Bylaws)

- c. Councils as specified in Article 5 of the Bylaws;

Council Guidelines (text underlined to be inserted in section 5.2 in the Bylaws)

5.2 Committee and Council Guidelines

Council Guidelines (to be inserted in section 5.2.c in the Bylaws)

- c. Chairs of Councils who are not senators will be made ex-officio voting members of the Academic Senate and may be called upon to report on



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 6 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

behalf of their councils to the Senate Executive Committee and/or the Academic Senate.

Executive Committee (text underlined to be inserted and struck-through text to be removed in section 5.3b)

- vii. ~~One (1) Lecturer Representative (elected by Lecturer Faculty Senators)~~ One of the NTTF Council Chair Team members (to be chosen by the NTTF Council Chair Team)

Non-Tenure Track Faculty Council (to be inserted as section 5.9 in the Bylaws)

Non-Tenure Track Faculty Council

a. NTTF Council Officers:

- i. Chair Team: Shall consist of two Co-Chairs
- ii. Communications Officer

- iii. Officer Elections: The Chair Team and the Communication Officer shall be elected by the non-tenure track faculty during the regular annual election within the Senate, for two-year staggered terms. All NTTF with a workload of at least 6 WTUs during the semester of election and a minimum of two years employment at CI are eligible to run for NTTF Council Officer positions. Any officer may be elected for a maximum of two consecutive terms unless there are no nominees by the date of the election, in which case, officers may run for re-election. After one cycle off, former officers shall become eligible for reelection to that same office. A member of the Chair Team shall serve on the Senate Executive Committee as a voting member as stated in the NTTF Council Charter.

iv. ~~Roles and Responsibilities:~~

a. Chair Team:

1. The overall continued functioning of the Council.
2. Planning and presiding over monthly and annual meetings.
3. Managing and delegating to Council members the communication of the council (with NTTF, university constituents, etc.).



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>

<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 7 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

4. Reporting to the Academic Senate and Senate Exec, present sponsored policies and provide feedback on areas of impact on NTTF
 5. Reporting back and presenting Policy changes to the NTTF Council
 6. Drafting an annual report of Council endeavors for delivery at the annual meeting to all NTTF, administration and the Faculty Senate
 7. Holding a drop-in hour for NTTF once per week.
- b) Communication Officer:
1. Develop and maintain a lecturer listserv for all lecturers within CSUCI.
 2. Develop and maintain the NTTF Council Canvas Shell
 3. In conjunction with the CSUCI Information Technology Services, develop and update the NTTF Council Intranet page.
 4. In conjunction with members of the NTTF Council, development and maintenance of a CSUCI Lecturer Handbook
 5. Write and disseminate minutes of all general meetings.
 6. Support the writing of all NTTF Council reports.
 7. Works with the Election Committee to process election procedures.
- b. NTTF Council Membership shall be filled by the following criteria:
- i. Voting Members
 - a. Council Officers (Chair Team and Communication Officer) shall be voting members
 - b. All elected Lecturer Representative Academic Senators shall be voting members
 - c. All NTTF Senators elected as Departmental Representatives may be voting members
 - d. All NTTF members of Senate Committees who are not voting Senators may be voting members
 - d. One NTTF Librarian or Counselor may be appointed by the NTTF Council Officers as a voting member



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 8 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

- e. Up to two NTTF may be appointed by the NTTF Council Officers to address any needed additional diversity as voting members
- f. One Tenure-Track Faculty may be appointed by the Academic Senate Executive Committee as a voting member
- g. One Student may be appointed by the Student Body President as a voting member
- h. One Staff may be appointed by the Staff Council Chair as a voting member
- ii. Ex-officio non-voting members:
 - a. One Member from CEAR (Committee on Equity and Anti-Racism)
 - b. Immediate Past Officers (for 1 year following term as officer after non-reelection to any officer position)
 - c. Provost or designee
 - d. President or designee
 - e. Information Technologies representative
 - f. CFA Lecturer Representative appointed by the CFA-CI Chapter
- c. Charge: The responsibilities of the Non-Tenure Track Faculty Council shall include:
 - i. All council work shall be undertaken with the experience and equity of NTTF as guiding principles.
 - ii. Policies solely affecting NTTF shall be offered to the NTTF Council for the option of creation and/or sponsorship at the discretion of the council.
 - iii. New policies, policy changes, and any campus wide shared definitions that directly impact NTTF shall be offered to the NTTF Council for review and/or sponsorship at the discretion of the council
 - iv. Any other policy or other governing documents such as Program/Department bylaws, may be referred to this Council from the senate, the Senate Executive Committee, or from any faculty member, for the purpose of review.
 - v. Advocate for all CSUCI NTTF by being an active voice in Academic Senate and across the CSUCI campus, address working conditions and



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 9 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

- policies that foster precarity and inequity, develop strategies that create a more inclusive and supportive campus environment.
- vi. Heighten faculty awareness of non-tenure track structure within the CSU and across CSUCI departments and programs.
 - a. The council will discuss the current operational structure in relationship to NTTF challenges, issues, and concerns.
 - b. Explore policy changes that are within the scope of campus operations and those that may need to be addressed by external organizations.
 - vii. The Council will work to foster positive change for NTTF within the cultures at CSUCI and the CSU, including but not limited to:
 - a. Increasing awareness of NTTF lived experiences and perspectives,
 - b. Supporting policy that mitigates cultural marginalization of NTTF.
 - viii. Prepares, implements, and disseminates results of an annual survey of the NTTF
 - ix. Prepares an Annual Report to be presented to the Academic Senate. This report shall include:
 - a. Annual summary of events and changes relevant to NTTF
 - b. List of current issues facing NTTF
 - c. Results from the Annual Survey of NTTF
 - d. List of recommendations for the greater community regarding NTTF rights and equity
 - e. List of actions planned for the next academic year
 - f. Review of NTTF salaries and analysis of movement towards salary equity
 - g. Review of resource equity movement for NTTF (e.g. computers, office space, reassign time)
 - x. When functions of the NTTF Council also fall within the areas of concern of other Academic Senate Committees, the Council will work in conjunction with those committees.
- d. Meetings:
- i. The NTTF Council shall hold regular meetings once per month or as needed to conduct its work.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

<Senate Policy/Division>

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 10 of 10

Policy on Academic Senate Non-Tenure Track Faculty Council

- ii. The NTTF Council Officers shall hold regular meetings once per month or as needed to effectively govern the council.
- iii. The NTTF Council Officers shall conduct a planning meeting at the beginning of the academic year.
- e. Additional Governing Laws of this Council are held in the NTTF Council Charter
- f. Removal Clause
 - i. Any officer who has been removed from office shall not hold an ex-officio position