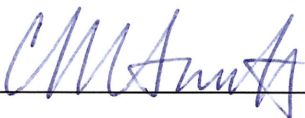# SENATE POLICY 23-19

Motion: to approve the Policy on Academic Senate

Non-Tenure Track Faculty Council

Passed at the April 30, 2024, meeting of the University Academic Senate
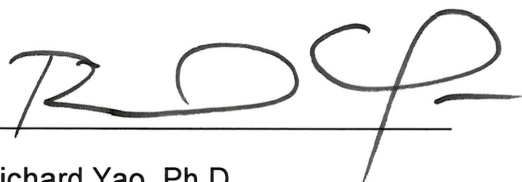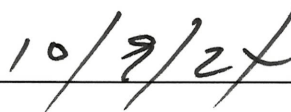
Approvals:

_____

Christina Smith, Ph.D
Chair, Academic Senate

_____8/21/24_____

Date

_____

Richard Yao, Ph.D.
President

_____10/3/24_____

Date

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL

Division of Academic Affairs	**Policy Number: SP 23-19**
Approved By: Academic Senate	**Effective Date: Fall 2024**
April 30, 2024	**Total Pages: 15**
Approved By: Richard Yao, President	

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 create the Non-Tenure Track Faculty Council (NTTC).

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

Accountability: The Academic Senate, Senate Executive Committee, Chairs of Senate Standing Committees, and chairs or equivalent of Senate Advisory Committees, NTTF Council

POLICY
Definition(s):
Non-Tenure Track Faculty (NTTF) - Referring to all Unit 3 faculty not eligible for tenure and who have various titles including lecturer, adjunct, temporary, contingent, and instructor. This term is common across higher education. 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.

Policy Text:
This policy authorizes the formation of the Non-Tenure Track Faculty Council (NTTC).

The NTTF Council shall be governed by a Charter approved through a vote of non-tenure track faculty; the revision, updating, replacement, or annulment of this Charter shall be the sole province of non-tenure track faculty. The proposed Charter is attached to this policy as an exhibit (Exhibit 1) for informational purposes only.

The Purpose of a Council within an Academic Senate

Academic Senate Councils exist in other institutions, including within the CSU. Academic Senate Councils perform actions within senate such as policy creation and review. In contrast to Standing Committees, Academic Senate Councils also perform outward facing collaborative work with non-senate campus stakeholders (i.e., Deans, the Provost, the President, Staff Council, Student Government). To fill these twin roles effectively, Academic Senate Councils require the same rights and powers as Senate Standing Committees. It is common practice at other academic institutions to incorporate councils in the above stated method (see Exhibit 2).

The Purpose of the Non-Tenure Track Faculty Council

The purpose of a Non-Tenure Track Faculty Council as part of the Academic Senate is as follows:

1. To address systemic inequity experienced by non-tenure track faculty, thereby creating equity for all Channel Islands (CI) faculty;
2. To identify institutional structures, processes, policies, and practices that allow such inequity to exist;
3. To work collaboratively within the Academic Senate and with administration to enact policies and/or procedures to address such inequity;
4. To sponsor policy and/or work with other senate committees to review policy with the purpose of protecting and enhancing NTTF rights and welfare;
5. For policies solely affecting NTTF, the NTTF shall be offered the opportunity to sponsor said policy
6. To 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;
7. To work inclusively across campus groups and other institutional entities;
8. To help NTTF navigate institutional structures;
9. To 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
10. To create a positive cultural shift that increases inclusivity, equality, belonging, and value for NTTF at CSUCI.

In order for the NTTF Council to meet the aforementioned purpose, it must be integrated within the Academic Senate structure. Such integration requires changes to the Academic Senate Bylaws. With passage of this policy, the Academic Senate directs the Appointments, Elections, and Bylaws Committee (AEBC) to prepare and present for a vote changes that include the NTTF Council Chairs as voting members of Academic Senate and voting representation on the Academic Senate Executive Committee in addition to the changes listed in Appendix A, below. The AEBC shall determine if additional changes are needed to complete the integration and shall consult with the NTTF Council to agree upon any such changes. The AEBC shall complete this work not later than Week 8 of the Fall 2024 term.

SP 23-19: Policy on Academic Senate Non-Tenure Track Faculty Council

Upon passage of this policy, the NTTF Council shall be established, officer elections shall be held, and all Senate work shall be suspended until changes in the Academic Senate bylaws have been approved. The current Provisional NTTF Council shall remain active until the officer elections are complete. Elections shall be completed by the end of Spring 2024 semester.

APPENDIX A: Requested Changes to Senate Bylaws

Bylaws 2.1

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, and Statewide Senators are full voting members of senate. For the purposes of this section, the Co-Chairs of the NTTC shall be considered as chairs of a Senate Standing Committee.

Bylaws 4.1.a

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 come through the NTTC or 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.

Bylaws 5.1

Committees of the Senate (text underlined to be inserted as paragraph 5.1.d in the Bylaws)

    d. The Non-Tenure Track Faculty Council (NTTC), which notwithstanding its inclusion in this article shall be understood to be governed by its Charter in matters of Council membership and the election or appointment of Council Officers.

Bylaws 5.2

Committee Guidelines (text underlined to be inserted in section 5.2.h)

    h. All committees and the NTTF Council will

Bylaws 5.3.b

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 (1) of the two NTTF Co-Chairs (to be chosen by the NTTF Council Officers)

Bylaws 5.5

Appointments, Elections, and Bylaws Committee (text struck through to be removed and underlined to be inserted in section 5.5.d.3)

3. The Committee shall oversee and administer all elections for Senate Standing Committees, Senate ~~and~~ Subcommittees, and NTTF Council Officers each Spring Semester.

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

5.9 Non-Tenure Track Faculty Council
a. NTTF Council Officers:
i. Two Co-Chairs (also designated as the Chair Team)
ii. Other officers as determined by the NTTC Charter
b. NTTF Council Membership: The membership of the NTTC shall be as described in the NTTC Charter
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 NTTC 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 NTTC 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. To collaborate with Senate Standing Committees and Senate Advisory Committees whose areas of concern overlap with the functions of the NTTC, as described in SP XX-XX on the creation of the Council, understood as inclusive of any future revisions, updates, or replacements of said policy.
vi. To provide annually to the Chair of the Academic Senate report of NTTF Council activities, concerns, and recommendations, the content of which shall be as detailed in the NTTF Council Charter
vii. To perform other functions within the Academic Senate, and within the CI community, as detailed in the NTTF Council Charter

CHARTER OF THE NON-TENURE TRACK FACULTY COUNCIL
OF CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

ADOPTED NOVEMBER 10, 2023

ARTICLE 1

PURPOSE

1.1   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) collaborate with the Academic Senate and administration to enact policies and procedures to address such inequity, 4) provide information and policy recommendations to the Academic Senate whenever it believes NTTF rights and welfare need protection or enhancement,
5) develop and implement plans and actions to support non-tenure track faculty in issues including but not limited to budget/resource allocation, shared governance, advocacy, and campus climate, 6) work inclusively across campus groups and institutional structures,
7) 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 8) create a positive cultural shift that increases inclusivity, equality, belonging, and value for NTTF at CSUCI.

ARTICLE 2

CHARGE AND RESPONSIBILITIES OF THE COUNCIL

2.1   The Council reports to the Academic Senate and is charged with:

a.   Facilitating communication between NTTF and the constituencies of the university.
b.   Increasing the visibility and institutional participation of NTTF across the university.
c.   Providing methods in which matters of concern to NTTF members may be raised, discussed, and shared with university constituencies. Methods may include:
i.   Hosting closed forums for NTTF when appropriate.

senate@csuci.edu

    ii. Conducting and analyzing surveys
d. Improving the quality of professional life, career progression, and equity for NTTF.
    i. Ensure opportunities to hold roles of governance at all levels within CSUCI (department officers, academic senators, executive committees)
    ii. Work with administration to open more opportunities for and support of scholarly activities and professional development: promote the creation of institutionalized dedicated pool of funds for NTTF who engage in this work
    iii. Work through Academic Senate to revise current polices and sponsor new policies to address systemic inequity experienced by NTTF at CSUCI

2.2   The responsibilities of the Council are derived from the Charge and will change as the needs of the university and NTTF members evolve, primary responsibilities include:

    a. Communication:
    i. The Council shall encourage and facilitate communication between campus stakeholders and NTTF, facilitating the consideration of NTTF perspectives, including but not limited to the following:
    (1) The Council shall support effective ongoing communication between the Council and NTTF constituency.
    (2) The Council shall establish regular communication between Council liaisons and key university constituencies, e.g., the Faculty Senate, provost, president, etc.
    (3) The Council shall maintain accurate records of all Council meetings and proceedings, create and maintain a CSUCI NTTF Council Canvas Shell, and curate a CSUCI NTTF intranet page.
    (4) The Council, where appropriate, shall prepare reports and documents disseminated across the university and/or to the provost and academic senate.
    b. Visibility, Participation, and Shared Governance:
    i. The Council shall work to increase the NTTF voice, experience, and perspective at all levels in the university.
    (1) Break down the invisible barriers that keep NTTF in precarious positions by expanding the understanding, role, and importance of NTTF across campus.
    (2) Identify, expand, and support opportunities for NTTF to:
    1. Participate more fully in Academic Senate
    2. Serve on various university advisory and governance committees where input can be offered on accreditation, curriculum, policy, student and faculty recruiting and retention, etc.
    3. Participate in professional development to continue achieving high impact practices with emphasis on diversity, equity, and inclusion.
    4. Communicate with and receive mentoring/support from senior NTTF.
    5. Build a sense of community with NTTF members across disciplines.
    6. Offer expertise or facilitate team teaching between departments/programs and other interdisciplinary activities.
    c. Matters of Concern to NTTF:
    i. The Council provides avenues for NTTF to raise matters of concern, such as:

(1) Hold regular meetings open to all NTTF with time allotted for comments during the public session and/or open discussion.
(2) Survey NTTF regularly to assess needs, concerns, and suggestions.
(3) Maintain a web-based mechanism for receiving and responding to concerns and comments of NTTF.
(4) Maintain an open dialogue between the Council Executive Committee and NTTF in regular meetings and, as needed, informally outside of regular meetings.
(5) Solicit feedback as needed from NTTF on behalf of university constituencies.

d. Quality of Professional Life and Career Advancement:
i. The Council shall work to ensure that the position of NTTF and their role in the institution is respected and valued.
(1) The Council shall support the work of NTTF at CSUCI.
(2) The Council shall promote the creation of pathways to administrative positions for NTTF.
(3) The Council shall advocate for increased participation of NTTF in departmental/program committees.
(4) The Council shall work to increase NTTF held leadership positions thereby strengthening shared governance with NTTF across the institution and within departments.

ARTICLE 3
DEFINITIONS

3.1   Non-Tenure Track Faculty Definition:
   a. For the purpose of this Charter, a person will be considered a NTTF if they are Unit Three employees not in a tenure-line position (as defined by Article 2 of the CBA) and under contract within the previous eighteen months.

3.2   Executive Committee Members:
   a. The Executive Committee is comprised of a Chair Team (Co-Chairs) and a Communication Officer.

ARTICLE 4
MEMBERSHIP AND ELECTIONS

4.1   Re-evaluation of Membership and Composition of the Council
   a. The composition of the council shall be revisited every 4 years as the council becomes a more established body, allowing for the composition to change as the council evolves.

4.2   Voting and Ex-officio Members:
   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 Academic Senate Committee members who are not Senators may be voting members
- d. One NTTF Librarian or Counselor may be appointed by the NTTF Council Officers as a voting member
- e. Up to two NTTF may be appointed by the NTTF Council 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

4.3   Eligibility to Serve in Officer Positions:
- a. 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.

4.4   Terms of Service:

- a. All officer positions on the Council are for staggered 2-year terms.

  4.5   Resignations, Removals, and Replacement:

- a. Council members resigning before the end of their term shall submit their resignation to the Council Chair Team in writing.
- b. Council members not upholding the responsibilities outlined in this charter may be removed by majority vote of the Council.
- c. In the event of a Council vacancy the Council shall solicit nominations for an open seat:
- i. First, from the represented cohort if applicable
- ii. Second, if there are no nominations from the represented cohort, the Council shall solicit nominations from the full NTTF body.

    d. In the event that one of the Chair Team officer positions becomes vacant, the remaining Chair shall assume the full responsibility of the Chair Team and/or appoint an interim Chair Team member.

    e. In the event that both Chair Team Members or/and the Communication Officer resign, the Council will elect a replacement by majority vote within the next two meetings

    f. If a member is temporarily absent for a period greater than 2 months but less than 5 months they may select an interim designee as a replacement member, or they may vote by proxy. For absences of 5 months or more, a resignation is required.

4.6   Election of Officers:

    a. 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. Nominees for the Chair Team must run in predesignated pairs. 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.

ARTICLE 5
EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

5.1   Roles and Responsibilities:

a.   Chair Team:

i.   The overall continued functioning of the Council.

ii.   Planning and presiding over monthly and annual meetings.

iii.   Managing and delegating to Council members the communication of the council (with NTTF, university constituents, etc.).

iv.   Reporting to the Academic Senate and Senate Executive Committee, present sponsored policies and provide feedback on areas of impact on NTTF

v.   Reporting back and presenting Policy changes to the NTTF Council

vi.   Drafting an annual report of Council endeavors for delivery at the annual meeting to all NTTF, administration and the Faculty Senate

vii.   Holding a drop-in hour for NTTF once per week.

b.   Communication Officer:

i.   Develop and maintain a lecturer listserv for all lecturers within CSUCI.

ii.   Develop and maintain the NTTF Council Canvas Shell

iii. In conjunction with the CSUCI Information Technology Services, develop and update the NTTF Council Intranet page.

iv. In conjunction with members of the NTTF Council, development and maintenance of a CSUCI Lecturer Handbook

v. Write and disseminate minutes of all general meetings.

vi. Support the writing of all NTTF Council reports.

vii. Works with the Election Committee to process election procedures.

ARTICLE 6
INSTITUTIONAL SUPPORT, DUTIES, WORKLOAD, AND COMPENSATION

5.1 Institutional Support:
   a. The NTTF Council is a vital structure at CSUCI that plays the unique and essential role of advocating for, representing, supporting, and providing voice for the majority of faculty at CSUCI.
   i. The NTTF Council shall constitute a line item in the Academic Affairs budget.
   ii. The NTTF Council shall be provided with an administrative assistant appointed at least 5% time.
   iii. Compensation for NTTF Council members shall be provided as outlined in the Compensation section of this document.

5.2 Council members shall fulfill the following duties of office:
   a. Make themselves available to all NTTF they represent by inviting constituents to communicate with them directly about concerns and issues the Council could address.
   b. May represent the NTTF Council in other committees, councils, etc.
   c. Actively participate in constituent communication as needed and appointed by the Council Chair Team to uphold the Charter Responsibilities.
   d. Prepare for and attend Council meetings.

5.3 The weekly workload will vary based on the Council's agenda and schedule; however, members should anticipate the below average weekly workload depending on their role:
   a. Council members should plan to work 2 hours 40 minutes per week (1 WTU equivalent).
   b. Executive Committee members should anticipate working on Council Business an average of 8 hours per week (3 WTU equivalent).

5.4 Member Compensation:
   a. Executive Committee members (Chair Team and Communications Officer) shall be compensated with the equivalent of 3 WTU per academic semester as reassign time and/or stipend. The NTTF shall select the department or program to which the release

time is assigned. The NTTF shall decide whether they receive reassign time, a stipend, or a combination of the two as compensation.

ARTICLE 7
MEETINGS

5.1   Meetings:
   a. The NTTF Council shall hold regular meetings once per month or as needed to conduct its work. Virtual attendance will be made available.
   b. Unless otherwise provided by the Charter, regular meetings shall be governed by Martha's Rules of Order.
   c. The NTTF Council Officers shall hold regular meetings once per month or as needed to effectively govern the council.
   d. The NTTF Council Officers shall conduct an annual planning, review, and orientation meeting for all members at the beginning of the academic year.
   e. The Executive Committee may cancel regularly scheduled meetings.

5.2   Attendance:
   a. NTTF Council Officers are expected to attend all meetings.
   b. All NTTF are encouraged to attend all meetings.
   c. Regular meetings are open to all university stakeholders.
   d. Meetings may be held in virtual or hybrid modalities.

5.3   Agendas:
   a. Meeting agenda will include, but are not limited to the following:
   i. Public Session
   ii. Determination of quorum
   iii. Review of and approval of agenda
   iv. Approval of minutes from previous meeting
   v. Old business
   vi. New business
   vii. Open discussion

5.4   Meeting Minutes:
   a. Approved meeting minutes will be distributed to all NTTF, and the Academic Senate Executive Committee as stated in the Academic Senate By-Laws.
   b. All records including but not limited to agendas, approved meeting minutes, and NTTF community updates will be added to the NTTF Council Canvas Shell, linked on the CSUCI NTTF Council intranet page, and submitted to the Academic Senate Executive Committee.

c. The link to the NTTF Council Canvas Shell will be included in e-mail communication with NTTF and found on the CSUCI NTTF Council intranet page.

5.5   Decision Making:
a. Council business decisions will be made by a simple majority (51%) of the Council voting membership and shall constitute a quorum.
b. Final decisions shall be in accordance with Martha's Rules of Order. Motions shall carry with simple majority except in those cases where a different criterion is required.
c. Any voting Council member may request a simple majority vote on any motion.
d. In case of absence a Council member a proxy vote may be given:
i. Members must notify the Communication Officer in writing or via e-mail if a proxy is given to another member for voting purposes.
ii. Members may not hold more than one proxy for an absent member.

7.6   Voting:

a. All non-election decisions designated as a vote of all NTTF shall require a minimum participation of 15% of all NTTF to pass the question.

b. For non-controversial matters a call for unanimous consent may be requested by the Chair.

7.7   Quorum:

a. A quorum shall consist of 60 percent of the voting members.

b. Proxies count toward quorum.

ARTICLE 8
AMMENDMENTS AND ADOPTION

8.1   Charter Amendments:

a. This Charter may be amended or revised by the following processes:
i. Amendments to this charter shall only be proposed at regular meetings of the Council and shall normally be adopted at a later meeting.

    ii. In exceptional circumstances, amendments may be proposed and adopted in the same meeting requiring a three-fourths majority vote.

   iii. Adopting an amendment normally requires a two-thirds majority vote.

8.2   Adoption of the Charter:

a. This Charter shall go into effect upon approval by the Provisional Council.

b. A vote of all NTTF shall ratify this Charter. Ratification shall require a simple majority of the votes submitted.

Exhibit 2: Academic Senate Councils at other institutions:

Councils in the CSU and UC under Academic Senates

CSULB

List of Councils and Committees: https://www.csulb.edu/academic-senate/councils committees

Sample Council: Council on Curriculum and Educational Policies
https://www.csulb.edu/academic-senate/curriculum-and-educational-policies-council-cepc

CSUSD

Undergraduate Council: https://senate.ucsd.edu/committees/standing/undergraduate-council/

UCLA

List of Councils and Committees: https://senate.ucla.edu/committee

Sample Council: Undergraduate Council https://senate.ucla.edu/committee/ugc

Sample Council: Council on Planning and Budget https://senate.ucla.edu/committee/cpb

UCI

List of Councils and Committees: https://senate.uci.edu/committees/

Sample Council: The Council on Educational Policy
https://senate.uci.edu/committees/councils/council-on-educational-policy-cep/

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/