

Fall 2023 Full CT Caucus Meeting Minutes  
Wednesday, 18 October 2023, 10:00-11:15 am  
Submitted by Josh Enszer, CT Caucus Secretary

## **1. Welcome and Governing Board Introductions**

Everyone on the governing board introduced themselves:  
Co-chairs Anna Wik and Alenka Hlousek-Radojic  
Clerk and webmaster Sean Tandy  
Secretary Josh Enszer  
Members at Large Jens Schubert, Jenny Lobasz, Eric Greska  
Instructor representative Katya Roelse

## **2. Faculty Senate Subcommittee on Promotion & Tenure**

Beth Morling is a member of the university P&T committee and a member of an ad hoc committee that was charged in Fall 2021 to look at policies related to CT faculty specifically. Their work happened mostly in 21-22 and they are trying to get the results implemented.

The Faculty Handbook was recently updated to clarify that scholarship can span any category of workload (research/creative activity, teaching, or service). There has been confusion in the past, particularly conflating research with scholarship.

Some CT faculty do not receive workload for scholarly activities needed for promotion, and some CT faculty have little to no workload devoted to research and creative activities. There is also an unanswered question about where scholarship of teaching and learning and scholarly leadership (assessment, curriculum, textbooks, workshops) are counted in promotion dossiers.

Beth summarized the proposals from the ad hoc committee:

Promotion to full professor should require excellence in the primary workload but also some scholarly contribution outside the classroom, such as in teaching, research, or service.

New definitions of excellence in teaching and scholarly contributions.

At least one external-to-UD letter for promotion to associate professor and at least three for promotion to full. (UD policy currently allows for “internal-external” letters, reviewers outside the unit, but still at UD.)

Rewording of CT full professor to focus more on impact beyond the university.

The committee’s full report and justifications will be made available soon, probably via the CT Caucus Canvas site. The report is currently with this year’s university P&T committee and may also be submitted to the full senate in the coming months.

Beth requested that members chime in with positive aspects of our work that we

appreciate and what concerns we have.

Some members voiced concerns that increased scholarship demands would not be reflected in workload. There was also concern that the ad hoc committee didn't have representation from CTs in certain schools and colleges so the proposals may be harder to implement university-wide.

### **3. New Bylaw Amendments**

Jenny Lobasz introduced two proposed amendments to the caucus bylaws. Last term we voted in the affirmative to change procedures so that all future votes on bylaws changes are by electronic ballot, so we will conduct a vote over Qualtrics in the coming weeks.

One amendment is intended to only distribute ballots to those who attend recent meetings and/or who request a ballot. There was some discussion over gatekeeping and making it harder for the clerk to run a ballot, let alone adding hurdles to others for voting. Zoom meetings also can make it tricky to tally attendance, if two people are sitting at a single console, members are logged in under unidentifiable guest accounts, etc. There was also discussion about how those in favor of this amendment were unable to attend this meeting. Jenny plans to withdraw this amendment presently, and we will seek a way for those who initiated this amendment to better discuss it.

The second amendment is an attempt to more carefully word a recent change to our bylaws that is meant to ensure representation from the AAP and from the instructor ranks, in the case that none of them are already elected to other governing board positions. There was previously some concern about use of "may" versus "shall," and what happens if no such representation can be found.

The proposed second amendment (now the only amendment) will be taken to an electronic ballot over Qualtrics. The other amendment needs further discussion at a future meeting.

### **4. Governing Board Updates**

Jenny shared a couple screenshots from the CT Caucus Canvas site with tips on what resources are there and how discussions can be carried out. Everyone who is listed as a CT faculty in central HR systems has been added (but we know some were added "late" and are missing and will be added in this winter).

Casey Taylor is hoping to coordinate additional social activities for CT faculty. Those interested can sign up here: <https://forms.gle/SJtPazSoVnDbVtxu9>

Anna congratulated all the CT faculty promoted to associate professor or full professor in the past year, in addition to the instructor-rank promotions we are aware of. We

recently learned that UD doesn't publicize promotions in the instructor ranks the same way they do the professor ranks (i.e., a UDaily article) and we want to figure out how to collect instructor information.

Anna also shared the most recent list of recently-promoted CT faculty willing to be mentors for CTs going up for promotion. There will also be a dossier workshop on December 1 from 2-4 pm in ATS Commons, 116 Pearson, which will be round-robin style with multiple stations to review different elements of dossier preparation and to share samples. Light refreshments will be provided.

## **5. UD ACHIEVE Winter Dossier Challenge/ Spring Dossier Workshop**

Jennifer Saylor provided updates from the UD ACHIEVE program (formerly the Faculty Achievement Program). UD ACHIEVE offers opportunities such as small group mentoring, semesterly and weekly planning sessions for work-life balance.

ACHIEVE is hosting a "Peer REview Appraisal Writing Challenge" specific to CT faculty this winter, starting in person on January 2, 9:30 am - 12:30 pm (location TBD based on size of group) followed by hybrid sessions later on in January

Registration is here:

<https://docs.google.com/forms/d/e/1FAIpQLSdNHTLYxxy3S8NunUVr1skcFLclTwvmwRCBXoq4vEp59RUj5w/viewform>

There will also be a "dossier course" in spring 2024 (for both CT and TT). Sign up is here:

<https://docs.google.com/forms/d/e/1FAIpQLSdK0EHvz0Ns4AwzKj66dD1GleFXBGEGJi3TVt1yQUboXEbE5Q/viewform>

## **6. Ad Hoc Committee Updates CT Hiring**

Joanna York summarized the work done by the job search ad hoc committee lead by Hannah Kim last academic year. We have recently posted a summary of this work to the [CT Caucus public-facing website](#). It includes best practices for how to run searches for CT faculty, from the process of writing the ad all the way to negotiating the offer. It is also being shared within the provost's office though we're less clear how that is happening.

### **Class Sizes and Enrollment Caps**

Jens Schubert summarized the work done by an ad hoc committee to review accountability related to class sizes and enrollments. The report is posted to the [CT Caucus site](#); it was intended to be on the faculty senate website, but it seems this didn't occur with the change in leadership.

## **7. AAUP Representation**

Vickie Fedele is the communications officer for the AAUP and a fellow CT faculty member. She provided an overview of the union, which is the sole bargaining unit for non-administrative full-time faculty, both CT and TT, permanent and temporary. Presently about 64% of UD faculty are dues-paying members. The union is affiliated with the national organization and is a collective bargaining unit, not just an advocacy group. The majority of work is done by faculty volunteers with one part-time staff member. In addition to negotiating our collective bargaining agreement, year round the AAUP-UD maintains the contract, addresses issues about working conditions, and maintains the grievance committee and process.

Work with the mediator on collective bargaining is in progress and cannot be discussed in detail. There is representation from both CT and TT faculty on the unit and a labor lawyer is also involved.

All faculty are encouraged to join the union - form is [here](#) or accessible at <http://aaupud.org>

## **8. Pathways to Promotion and Contract Renewal**

Jens reviewed a diagram that that caucus created to reflect the faculty handbook's rules about contract renewals. Promotion is separate from contracts. Salary increases for CT faculty are based on time at UD. The first three contracts are two years long, and each involves a full peer review. The next contract is three years, and in the second year of those three, the chair (or dean) will write a letter to approve the following four-year contract. Then finally at the end of the 13th year (the last year of the four-year contract), the contract renewal is another full peer review. After, there is a rolling five-year contract.

## **9. Announcements/ New business**

Anna announced that UD ADVANCE is seeking CT faculty to join panels for spring events - contact [robina@udel.edu](mailto:robina@udel.edu) if interested. There is also a faculty affairs coffee hour hosted by the vice provost for faculty affairs the first Friday of every month, 10-11 am, in Pearson 116.