

Task Force Final Report

Date: January 2, 2017
To: WWU Faculty Senate
From: NTT Service Criteria Work Group
Subject: Final Report and Recommendations

Task Force Charge:

The charge of this committee is taken directly from the Collective Bargaining Agreement Section 22.16 (Page 70) with respect to the Non-Tenure Track Service Pool. The University will fund a non-tenure track service pool with an annual amount equal to \$150 per FTE non-tenure-track faculty member per year. In determining the funds available for a specific academic year, the FTE calculations shall be based upon the previous academic year. The funds will be allocated and administered by the Provost in accordance with criteria and procedures in guidelines developed by the Faculty Senate and approved by the Provost. All NTT faculty members are eligible to apply for the funds. When requested, the Provost will review with UFWW representatives the NTT service pool expenditures.

Information above can be found in: COLLECTIVE BARGAINING AGREEMENT BETWEEN Western Washington University and United Faculty of Western Washington SEPTEMBER 16, 2015 THROUGH SEPTEMBER 15, 2020

Overview of Task Force Work Plan:

The committee met five times and discussed each of the general issues below via email. For those not interested in the discussion topics please see the recommendation at the end of this document.

Topic 1: Determine the Criteria for the Distribution of the Provost's Funds.

Topic 1.A: Develop a system that prioritizes the types of service that will possibly receive funding.

Option 1: *Categories.* For example, Type A (priority funding) Type B (lower priority funding) Type C (college or department funding, not open to Provost funding).

*Are these categories going to be different across colleges or will this be a uniform criteria?

Option 2: On a first come-first serve basis.

Topic 1.B: Determine the distribution of funds across colleges and possibly departments.

Option 1: Number of NTT faculty or percentage of NTT faculty. Department level or College level? Fixed amount or fungible?

Option 2: General allocation based on need. The allocation will need to meet the requirements developed above (Issue 1.A). For example, College X has a number of NTT faculty wanting to serve in category A (or some other ranking) and College Y has the same number of NTT faculty wanting to serve in category B. Also assume that College X and College Y have the same number (percentage) of NTT faculty. Should college X NTT faculty receive priority funding? Or should each college receive equal funding (Option 1)?

Topic 1.C: Determine the time frame for the allocation of funds.

Option 1: Quarter system. Each quarter a percentage of funds will be available. (equal, etc...?)

Option 2: Deans will submit a request for the following year in the spring.

Option 3: On a first come-first serve basis.

Topic 2: Determine compensation.

Topic 2.A: Standardized compensation across colleges and departments. Discretion of colleges and departments.

Topic 2.B: Hourly compensation and/or stipends (including amounts).

Topic 2.C: Payment by quarter? End of service obligation?

Topic 3: Selection of NTT faculty to receive funding from the Provost's fund.

*This relates to Topic 1, but determines who will receive a funded service position if multiple candidates request this position.

Topic 3.A: How should NTT faculty be selected for service?

Option 1: By time at WWU.

Option 2: By FTE. (Should full-time or part-time receive priority?)

Option 3: Past service or cap-in-service (if served in the past, lower weight in the decision process). If so, how should past service be weighted?

Topic 3.B: Depending on the structure of the system determined in Topics 1 and 2, should funds at the college level be a function of past funding?

Other Topics or Issues?

Additional issues that have come up in the past couple of weeks for compensation of NTT service are:

1. NTT participation in a department chair search: It is typical that the Chair Search Committee seek input from all within a department – TT faculty, staff, and NTT faculty. Should NTT get compensation for providing feedback to the committee (either by survey or brief interview)? What would be the compensation rate?
2. NTT participation in departmental professional development: If a department engages in a climate survey and/or training from HR (say, on communication issues or organizational productivity) and NTT are invited to participate, must they get compensated and if so, how much per hour?

Summary of Task Force Considerations/Principles/Findings:

A summary of the task force’s recommendation for the allocation of funds is as follows (The complete recommendation is provided below):

General Distribution of Funds

- Faculty Senate, Standing Committees, and Subcommittees (University Service Committees) will receive 50% of the available funds.
- University level Temporary and Ad-hoc Committees will receive 25% of the available funds.
- The remaining 25% of the funds will be made available to colleges/programs/departments by request.

NTT Service Criteria Committee Recommendation:

Full Recommendation:

General Distribution of Funds

The allocation of the non-tenure track service pool of funds each year will be as follows:

- Faculty Senate, Standing Committees, and Subcommittees (University Service Committees) will receive 50% of the available funds.
- University level Temporary and Ad-hoc Committees will receive 25% of the available funds.

- The remaining 25% of the funds will be made available to colleges/programs/departments by request.

At the end of the fiscal year any unused funds will carry over to next year's NTT Service pool.

Faculty Senate Service Funds (50% of available funds)

Requests by NTT faculty and committee assignments will be managed by the shared governance operations manager and the faculty senate. This proportion of the NTT Service Pool is for the sole purpose of funding NTT (Non-Tenure Track) faculty service on University Standing Committees (Excluding Associated Students Committees).

These annual funds will be made available to the shared governance operations manager and the faculty senate at the beginning of the fiscal year.

If Faculty Senate Service Funds are still available at the end of the fall quarter after all assignments have been made, then these remaining funds will transfer to the University level Temporary and Ad-hoc Committees fund (see below).

The selection criteria:

NTT faculty will be assigned to University Standing Committees

- where there is a clear benefit to the university and faculty of having NTT faculty representation.
- when NTT have expertise in a particular field, which will contribute to the University Standing Committee.
- in an attempt to have broad representation across colleges, programs, and departments.

Note: NTT faculty can serve on only one University Standing Committee in any given year.

The assignment process:

- NTT faculty will request to serve on University Standing Committees that have vacancies through the shared governance operations manager.
- The shared governance operations manager will bring requests forward to the faculty senate for approval when there is a vacancy.

Compensation:

- Compensation will depend on the committee service requirement and will be determined by the shared governance operations manager and faculty senate in preparation for each year.
- Typical compensation for service is \$700 for committees that meet monthly and \$1000 for committees that meet biweekly (total compensation).
- Payment will be made at the end of each quarter for service (1/3 of total compensation for an annual appointment).

University level Temporary and Ad-hoc Committees (25% of available funds)

Requests by NTT faculty and committee assignments will be managed by the shared governance operations manager and the faculty senate, with the sole purpose of funding NTT faculty service on temporary and ad-hoc university level committees.

Examples:

- White papers
- NTT Service Criteria Committee (current committee)
- Search Committees for Executive Officer Positions. In particular, search committees where NTT representation would be helpful in terms of representation, perspective, or expertise.
- Task Forces
- Strategic Planning

These funds will be made available to the shared governance operations manager and the faculty senate at the beginning of the fiscal year or fall quarter.

The selection criteria:

NTT faculty will be assigned to university level Temporary and/or Ad-hoc committees

- where there is a clear benefit to the university and faculty of having NTT faculty representation.
- when NTT have expertise in a particular field, which will contribute to the primary function of the committee.
- in an attempt to have broad representation across colleges, programs, and departments.

Note: NTT faculty can serve on only one university level Temporary and/or Ad-hoc committee at a time.

The assignment process:

- NTT faculty will request to serve on University level Temporary and Ad-hoc Committees that have vacancies through the shared governance operations manager.
- The shared governance operations manager will bring requests forward to the faculty senate for approval when there is a vacancy.

Compensation:

- Compensation will depend on the committee service requirement and will be determined by the shared governance operations manager and faculty senate.
- Payment will be made at the end of each quarter for service (1/3 of total compensation for an annual appointment).

College/Program/Department Funds (25% of available funds)

NTT faculty requests, with support from the College/Program/Department, will be managed directly by the Provost's Office. These funds are for NTT faculty engaged in non-credit bearing activities and other service at the level of the College/Program/Department.

Examples:

- Program Assessment and Curricular Development
- Strategic Planning
- Building/Renovation/Space Allocation committees
- Ad-hoc committees

These funds are not available for ongoing operations at the College/Program/Department level.

Examples of activities NOT covered:

- Department Meetings
- Retreats
- Student Advising/ Thesis Committees
- Course Preparation

These funds will be made available to the Provost's Office at the beginning of the fiscal year.

The selection criteria:

- Expertise in a particular field, which will contribute to the primary function of the Committee.
- Committees that have a clear need for NTT faculty representation.
- An attempt will be made to have a reasonable distribution of funds across colleges, programs, and departments.

The assignment process:

- Colleges/Programs/Departments will request funds directly from the Provost's Office. This request will include a one-page description of the committee, including the estimated number of hours, and how the service of a NTT faculty member will improve the functioning of the committee.
- All requests for the academic year must be to the Provost's office between July 1st and December 15th of the fiscal year.
- The Provost's office will provide funds for those requests that meet the funding criteria, as long as funds remain available.

Compensation:

- Compensation will depend on the committee service requirement and will be determined by the Provost's office.

Appendix

- The NTT Service Criteria Committee recommends that this policy be reviewed during the winter of 2018.
- The NTT Service Criteria Committee recommends that the deadline of December 15th for the College/Program/Department request of funds be extended for the current fiscal year (2016-2017 academic year) until March 1st.

Action: The Task Force recommends that the Faculty Senate adopt the proposed criteria above.

Thank you for your consideration. Upon request, chair and member(s) will attend a regular meeting of the Senate to present or answer questions about the Task Force's findings and recommendations

List of the Task Force Members:

2015-2016 NTT Service Criteria Work Group

The list of meeting dates: May 26, 2016; June 9, 2016; July 11, 2016; October 5, 2016; and October 26, 2016.

Chair: Shawn Knabb, x2587

NAME	Position Type	Voting Status	Phone	Mailstop	Office	College	Department	Term Begin	Term End
Shawn Knabb	Faculty	Voting	2587	MS9074	PH435	CBE	Economics	2015	2016
Cher Carnell	Faculty	Voting	3893	MS9113	CM113C	CFPA	Theatre & Dance	2015	2016
Geri Forsberg	Faculty	Voting	4886	MS9055	HU255	CHSS	English	2015	2016
Janice Lapsansky	Faculty	Voting	7337	MS9160	BI305	CSE	Biology	2015	2016
Ronald Oertel	Faculty	Voting	2631	MS9074	PH022	CBE	Economics	2015	2016
Jennifer Seltz	Faculty	Voting	2510	MS9061	BH316	CHSS	History	2015	2016
Kathryn Vulic	Faculty	Voting	3214	MS9055	HU335	CHSS	English	2015	2016
Marc Geisler	Ex Officio	Voting	3764	MS9099	ES603	CHSS	CHSS	2015	2016
Lizzy Ramhorst	Advisory	NV	6808	MS9020	OM350	n/a	Faculty Senate	2015	2016