

UCDALI

Executive Committee Meeting Agenda

Spring 2019 – March 14

In Attendance

Jennifer Fox (SEHD), Maria A Delgado (CAP), Jo Vandenburg (CAP), Lucy Dwight (SPA), Vivian Shyu (CLAS), Dennis DeBay (SEHD), Thorsten Spehn (PoliSci), Maryam Darbeheshti (Engineering), Rebecca Hunt (History), Linda Bowman (Vice Provost/Senior Vice Chancellor Student Access and Achievement), Sam Kim (Assistant Vice Chancellor), Pam Laird (CLAS), Joan Bihun (CLAS), Eric Baker (Library); Lee Potter (Provost's Office)

Welcome/Lunch & Scheduling

12:00 – 12:10

- Lunches/Scheduling
- Announce guests (see below)

Ongoing Business Items

12:10 – 12:15 MVP update

-Pam, Jeff, and Rebecca have been working on the MVP work. They are planning on drawing up a draft outline for next semester.

12:15 – 12:25 **BUDGET**

- Update/Strategic Plan
- Summer projects
- The budget is looking good, there might be room for summer pay for individuals who want to help work on UCDALI Action items.
- -Vivian and Dennis are working on making a plan for this summer and next semester.
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12:25 – 12:30 **SECRETARY/TREASURER POSITION remains to be filled**

Open Positions-The Secretary / Treasurer position is still open.

12:30 – 12:45 **GUESTS** - Linda Bowman (linda.bowman@ucdenver.edu) Vice Provost/Senior Vice Chancellor Student Access and Achievement) & Samuel Kim (sam.kim@ucdenver.edu; Assistant Vice Chancellor)

- **Learning Resources and opportunity for Lecturers to be paid tutors**
- LRC would like to pilot a program incorporating CU Denver lecturers (PhD students included) into the tutoring core for courses they have taught (but are not currently teaching the semester they tutor). This is a paid appointment, roughly \$22-26/hour (TBD). Tutoring could be done in person or via ZOOM.
- Can be employed hourly even if not scheduled to teach CU Denver classes during that semester
- **Interesting in hearing from Lecturers from all departments and colleges**
- Paid for time regardless of whether a student shows up for tutoring

- Possibly offer “just in time” tutoring
- Contact Sam.Kim@ucdenver.edu directly with questions or if interested in hearing more; being part of a pilot

12:45 – 1:00 **REPRESENTATION**

- Sheana Bull - REQUEST for a reviewer of applications from units across Denver and Anschutz responding to our Online Programs of Excellence request for proposals from the Office of Digital Education (due 4/22)
- Thorsten Spehn and Joan Bihun both volunteered to serve on ODE review process team
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- Updates from governance representatives
- Questions regarding language in multi-year contracts supercedes the “at will” language used in annual letter of offer; Current recipients of multiyear contracts will submit language used to the Exec Bd to determine if this is the case
- <https://www.cu.edu/ope/aps/5053>, Multi-Year Contracts for Non-Tenure-Track

APS5053: CO revised statute concerning multi-year contracts for NTTF

Bridge Network Liaison reports—

- Jenny Fox from SEHD and Jo Vandenburg (Architecture) came to hear more
- BN liaison position—attends at least 2 Executive Bd meetings/month and takes information from the Executive Board meetings back to instructional faculty in their departments; brings concerns from their departments to executive board meetings.
- Questions came up concerning whether multiyear contracts and CTT line of promotion were available in all colleges—to be discussed with their chairs and Deans and brought back to Exec Board.

1:00– 1:15 **PROFESSIONALIZATION**

Professional Development Grants update

- Grant writing seminar report—
- -The workshop was very successful. We are planning on holding one again next semester and announce it with the call for grant applications.

Lecturer’s Report

- Goals for improvements for Lecturers
- Lecturers Report
- -This project will be continuing, and Maria Delgado, and Thorsten Spehn have volunteered to help work on the report.

Instructional Faculty Leave—omitted due to time

- Next steps

SPRING EVENT (Meeting with Deans – Wednesday 4/17 2:30)

Chancellor and Provost will also be in attendance

- Planning committee update

- TOPICS: Multi-year Contracts & CU Denver CTT; Lecturers (#'s, realities, policies/procedures); rank and promotion policies/by-laws
- Summer working meeting with Deans will also be scheduled

1:15 – 1:30

COMMUNITY

- Newsletter update—UCDALI Spring newsletter just went out in March 15—
check your email!
- End of semester Community Party

UCDALI
Executive Committee Meeting Agenda
Spring 2019-April 16

In attendance: L. potter, L. Dwight, M. Darbeheshti, D. Debay, T. Spehn, J. Fox, V. Shyu, R. Hunt, T. Zornio, J. Bihun

12:00 Welcome/Lunch and Scheduling

Ongoing Business Items

12:10 Summer projects

12:20 Grants

- Provost's NTTF Best Practices Award review and announcement
- CLAS PD grant review update: 6 \$1000 grants awarded (2 went to ICB faculty)

12:30 GUEST—Michele McKinney, Assistant Vice President External Relations and Advocacy, Office of the President, **CU Advocates**

Notes: Advocates are friends/family/alum/faculty; anyone can be one; know things before they appear;

Value of higher ed does not poll well in CU; we are #48 in nation for state funding for more than 10 years; 13% more in state budget; we need more community presence—Outreach Map—show how CU is in our community; TABOR caps state revenue to gov't, anything more returned to voter

CUS Global has “caught the wave” on online education in CO

12:40 CU Presidential Candidate, Mark Kennedy

1:00 Meeting with the Deans Wed 2:30-3:30

1:20 Open Forum

UCDALI Executive Committee Meeting Agenda

Fall 2019 – October 8th
Meetings 2nd Tuesdays of each month, ACAD 3121

In attendance: Vivian Shyu, Jeff Golub, Pam Laird, Maryam Dharbeseshti, Rebecca Hunt, Joan Bihun, Jennifer Fox, Bethann Bierer, Joanne Addison, Beth Pugliano, Lee Potter, Sam Walker

Welcome/Lunch & Scheduling

1:00

- Introductions
- Scheduling
 - Fall Event: **Mon, 10/21 @ 3:30 ACAD 3:30-4:45; 3rd floor solarium, STUDENT COMMONS; sushi hour follows! Grant writing workshop (\$1000 grants available for instructional faculty)**

UCDALI Fall 2019 Workshop and Networking Event Monday, October 21st, 2019

Come join us for a grant writing workshop **3:30 - 4:45** in **ACAD 3121**, followed by a networking social hour for all IRC faculty in the **ACAD 3rd Floor Solarium!**



UCDALI Grant Writing Workshop:

Inviting all Instructional Research and Clinical (IRC) faculty who are interested in applying for any UCDALI Professional Development Grant.

Come join us for lunch and learn with UCDALI's grant reviewing team!

The current UCDALI professional development grant is open to all non-CLAS IRC faculty. The CLAS professional development grant will be open this spring. For eligibility, procedures, contact information, and application, please click [here](#).

- Meeting with Chancellor Horrell, Fri, Nov 1st at 12:30pm, LSC

Ongoing Business Items

1:15 Sub-committee to work on compiling information from Dean's into a brief report

1:20 MVP & Brochure/Website updates; revising UCDALI brochure to include new mission statement; website being updated to include Executive Board meeting minutes, NTTF reports (2018 and 1999 original to show progress), officers, Bridge Network Liaisons, etc.

Check it out:

http://www.ucdenver.edu/faculty_staff/faculty/assembly/downtown/Faculty%20Campus%20Committees/University-of-Colorado-Denver-Association-of-Lecturers-and-Instructors/Pages/default.aspx or just google "UCDALI"

1:30 Lecturer's report – discussion for finalization and/or vote to approve

In the process of being reviewed and edited by Executive Board before distribution to Provost, Chancellor, Deans; this report states practices and concerns related to LECTURERS specifically, who need the most support!

1:40 UCDALI organizational tasks

- Budget planning: \$18K annual budget; a portion goes to course buy-out for UCDALI president; \$7K to 7 - \$1000 grants, summer pay for members; Joanne Addison mentioned that sometimes faculty assembly has money left over from their operating budget which is lost if not spent—should request for UCDALI operations; ordering 1000 UCDALI water bottles to give out at events for IRC and help people recognize the organization
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For spring, 2019, we will be offering **TWO \$500 Lecturer AWARDS** (cash to lecturers!). The call will go to Deans to send to chairs to nominate stand-out lecturers in their departments. Will honor and acknowledge quality teaching among our lecturers

- Officers and Elections –next spring we will have Executive Board Elections
- Joan Bihun will move into UCDALI sec'y position
- Jennifer Fox is official SEHD Bridge Network Liaison and BN Coordinator
- Bethann Bierer will serve as Psychology Bridge Network Liaison
- Newsletter—coming soon; waiting on final approval of formatting and dates for grant writing workshop and NTTF grant proposals

- Grants-7 \$1000 grants will be awarded to NON-CLAS instructional faculty this Fall. Grant proposals due Oct 28th (workshop on writing grants is 10/21; see previous note)
 - Meetings with Administrators—in process of scheduling meeting with Provost and UCDAI for this fall semester
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- 2:00 GUEST – Linda Bowman, Vice Chancellor of Student Affairs; gave the outlook for how Student Affairs is being broken out into many areas under 2 main ones listed below
 - Student Affairs is being separated into 2 areas:
 - **Student Access and Achievement** – A team organized to support student academic achievement from first contact to graduation.
 - **Student Development** – A team designed to support students in their personal, social and mental wellbeing, and leadership development.
 - Organizational Changes – Many related to old “Student Affairs” office; services will be split up among 8 areas. One key change is that the Center for Faculty Development will now focus on career paths, dossiers review, promotion and tenure; director will be tenure track.
 - In addition, there will be a Center for Excellence in Teaching and Learning—Director will be full time; internal search for faculty member (IRC eligible) highly knowledgeable in evidence based teaching practices.

2:15 Bridge Network Liaison reports & OPEN FORUM

SEHD: no new news

CAM: CAM is 20 years old! Concerns were brought forth regarding the need for policies regarding merit and pay; grievances among IRC; merit documents and sole focus on FCQ for teaching evaluation (should be MULTIPLE MEANS of teaching evaluation, APS 1009 appendix A); desire for career plans, etc

UCDALI
Executive Committee Meeting Notes
November 12, 2019 Student Commons 3121

In attendance: V. Shyu, J. Bihun, B. Pugliano (CAM), R. Hunt, B. Bierer, P. Laird, D. DeBay, L. Potter, L. Fried (Bus), E. Baker (Library), T. Spehn, M. Baker (Bus)—all others CLAS

Welcome/Scheduling

Next meeting Tues, 12/10/19; SC 3121; 1-2:30 pm
Chancellor's Meeting, Fri, 11/15 @ 12:30
Provost's Meeting—pushed until Feb, 2020

Ongoing Business

- IRC Policy and Procedure (P & P) Sub-Committee—makes IRC more visible on campus;
 - Currently working on gathering material and practices for IRC faculty across schools and colleges regarding number of IRC, Multi-year contracts (MYCs), leave policies, orientations, mentoring, etc
 - Discussion on MYCs at meeting revealed there is no standardized language across schools/colleges. IF “at will” is in contract, either party can absolve it and/or change conditions of contract at any time
- 2012: Then Gov Hickenlooper stated we have **binding term contracts**—remove “at will” wording. Thus, if dissolved, there can be liquidated damages
 - Right now—no recourse if “at will” phrase is in contract, even if Multi-Year
 - Binding contract wording must be in MYCs
 - Purpose of MYCs was for IRC to be joined with TTF in the commitment and pedagogy of department and to be part of programs for departments; purpose was “partnership”—IRC has ownership of programs/pedagogy as well as TTF.
 - Regent's Policy specifies that a MYC is NOT an “at will” offer....no school's wording should say this.

Brochures: New trifold UC DALI brochures featuring new mission statement will be designed by Lee Potter. Note use of new wording “Instructional, Research and Clinical Faculty” (IRC)—formerly none as NTTF.

Meeting with Chancellor Horrell: This Friday, 11/15 @ 12:15

- Presenting UC DALI's new mission statement
- IRC Policies, Procedures/Bylaws
- UC DALI's CU Denver Lecturers Report
- 16 recommendations (4 overall categories) regarding best practices for Lecturers
 - Administrative support for Lecturer's (mentor, point of contract; orientation)

- Senior Lecturer Position (formation of task force to explore new title; minimum raise over lecturer position; long term stability; promotion track in bylaws)
- Basic Human Needs (secure office space; transportation)
- Other (appointment letter timeliness; etc)

Department Bridge Network Liaison Reports

Business officially approved CTT position—still details to flush out regarding who is to review CTT applications, how much (or whether “promise of”)research is required, etc

CAM is debated who “peers” are for IRC in peer classroom observation for excellence in teaching. Can IRC observe IRC....must it be TTF or someone who in charge of promotion of IRC faculty.

UCDALI
Executive Committee Meeting Agenda
Fall 2019—December 10th

In attendance: M. Harper (Bus), M. Tackett-Gibson (SPA), J. Brennan (CAM), L. Fried (Bus), R. Hunt (CLAS, History), E. Baker (Library), J. Bihun (CLAS, Psychology), D. DeBay (SEHD), J. Fox (SEHD), M. Dharbeheshti (CECS), V. Shyu (CLAS, Psychology), E. Pugliano (CAM), M. Heredia (Provost Office), L. Potter (Provost Office)

Welcome/Lunch & Scheduling

- New to meeting outside of UCDALI were Joanne Brennan and Mark Heredia
- Doodle Poll for preferred days/times for Spring 2020 UCDALI meetings were sent by Lee on 12/10.

Ongoing Business Items

- Nov meeting with Chancellor Horrell went well; Article 5, [Policy 5L](#) discussion related to faculty titles has been delayed
- Mark Heredia (Provost Office; Policy Coordination Manager for CU Denver) introduced
 - Manages policy review process for CU Denver and AMC
 - Liaison to Dan Montez who is the CU system policy manager
 - Article 5 bylaws and criteria hoped to be in place by July 1, 2020, deadlines for however the policy related to faculty titles has not yet been reviewed (will miss 2/5/20 review deadline)
 - Title changes fraught with issues—titles stated in contracts, letters of offer, etc
 - UCDALI requesting title in place of “Clinical Teaching Track” (CTT) which is not relevant on the Denver campus (first designed for AMC faculty); originally intended for rostered faculty who had a 50%+ “clinical” load
 - Revised APSs will be updated on APS website; UCDALI will provide **links** to APSs related to our group on the UCDALI website
- Lecturer, Instructor CTT and MYC reports based on information gathered from meeting with the Deans/Dean representatives during Summer 2019 (V.Shyu, D. Debay, J. Fox)
 - **Multiyear contracts** (MYCs; APS 5053, J. Fox):
 - MYCs are NOT “at will”: “Letter of offer” and “MYC” are NOT synonymous
 - No universal requirements across schools/colleges
 - # of contracts is at the discretion of chancellor
 - Schools can’t “opt out of” MYC (?)
 - CLAS currently has 24 MYC faculty
 - Business School just started procedure
 - SEHD does not use them for the reason that all employees have secure positions and did not want to create divisiveness among the IRC
 - MYCs CAN be terminated due to budget cuts
 - Need to discuss how they work with Deans not using/aware of them
 - Point made to emphasize the VALUE of MYC to the department/college as well as for the faculty member
 - Certain general language within MYCs may be conducive to standardization (for eg.,, language regarding institutional assurance of rights to grievance, academic freedom)
 - **Instructors/Sr Instructors** (D. Debay) report (summarized on appended sheet)
 - **Lecturers**—support for Senior Lecturer position with slightly higher pay but only 2 Deans weighed in on issue

- **CTT report** (summarized on appended sheet)
- Collaboration with Interim Vice Chancellor for Faculty Affairs—Joanne Brennan
 - Liaison between UCDALI and Provost
 - Goal is to support faculty success
 - Has read UCDALI Lecturer's Report and was very excited about information and recommendations within—has needle pointed on high priority items
 - Will be posted CFD Director position; envisions role as “CFD & Advancement”—focus on **career development** for every segment of faculty in addition to programming, RTP processes
- Chancellor Search—ran out of time
- UCDALI organization tasks—ran out of time
 - Non-CLAS PD grants—7 \$1000 grants were awarded in Nov 2019
 - Planning for Spring
- Bridge Network Liaison reports and OPEN FORUM—ran out of time

CTT Overview of Information Received:

Are these awarded and about how many?

- CAM: These are awarded. Unsure of numbers
- CAP: These are awarded. 11 out of 64, 17%
- CLAS: These are awarded. 32 total which is 10%
- SEHD: Yes. Unsure of numbers. Most of the IRC are on this track; some come in on the track and try to move everyone to the track
- SPA: CTT is available. 2 at the assistant professor level and 1 at associate.

What is the criteria?

- CAM: A request for promotion to C/T can come from any current member of the department faculty.
- CAP: Recommended by the chair.
- CLAS: Primary unit & college bylaws; available on policy page on ucdenver.edu; one dept in progress
- SEHD: The processes are developed specifically for this group and for what they contribute
- Full CTT: outstanding teaching excellence, considerable leadership/service; demonstrated research Associate: "highly effective teaching" teaching (with criteria) and service; record of continued growth in research; Assistant CTT: 6 years+ successful higher ed teaching experience; current scholarship or show potential; no language regarding service

What are the guidelines for research/creative activities?

- CAM: The typical load of the Clinical teaching Track faculty is 80% teaching, 10% professional and academic practice and 10% leadership and service.
- CAP: Four out of five departments have promotion criteria. The typical load of the Clinical teaching Track faculty is 80% teaching, 10% professional and academic practice and 10% leadership and service.
- CLAS: There are college and Unit level By-Laws; the promotional cycle is 3 year Asst; 5 year Assoc; 5 year for Full
- SEHD: 80% teaching, 10% professional and academic practice and 10% leadership and service.
- BUS: 10% research appointment (publication; conference presentation; book chapters)
- SPA private shared drive for faculty to see policy; also listed under "policy/procedures" link on SPA website but currently older document is still posted; CTT positions first became available 5-6 years ago.

Where can faculty find this information?

- CAM: Bylaws
- CAP: In their contracts
- CLAS: Available on the college website.
- SEHD: IRC Handbook.

What is the plan going forward?

- CAM: Currently reviewing policies.
- CAP: Review policies within five engineering departments for differences and consistency
- CLAS: Make sure that every unit has appropriate criteria and practices, including for program reviews and as part of a strategic plan for CLAS and changes in Regental policies will review criteria, including for teaching excellence. Attention will focus on TT, but there are plans to ensure that the criteria are reasonable and in line with load.
- SPA: There are 3 IRC faculty members going up for promotion from sr. instructor to assistant CTT; 1 for promotion from assistant to associate; next annual review early spring 2020 hope to put in multi-year contracts (will consider seniority; not aware if number applying for them will be limited)

Questions and comments generated:

Additional Information

- CAM: The promotion request will then be reviewed by the Chair who will also provide a written recommendation to the Dean of the College. The candidate must compile an application packet (outlined below under Appointment and Evaluation of Clinical Teaching Track Faculty), which the Chair will forward to the CAM Dean. The specific expectations and criteria for the evaluation of teaching, professional activities/academic practice, and leadership & service will be determined by the primary unit of CAM and must be approved by the primary unit Director or Department Chair, the Dean and the Provost. There are college and Unit level By-Laws; promotional cycle is 6 year Asst; 4 year Assoc; 6 year for Full.
- CAM: other notes--instructors/CTT faculty do not have adequate meeting/creative space in which to work and invite students; there is up to a delay of 9 months on promotions once the recommendation leaves CAM--this is far too long; part-time pay so low; the strain on staff (that is, we have far too few staff) causes strain on faculty
- CLAS: Last year had 19 CTT reappointments or promotions, and this year, 6. All approved by Provost at this point. Note that all instructions are in the Interfolio templates, which are publicly available.
- SEHD: Meet with SEHD Associate Dean to work to define everyone's roles clearly, and what each group contributes and their importance overall; all have some PD/travel funds available, (all rostered IRC) - distinctions based on need; \$20k deans fund for professional growth for ALL faculty (not Lecturers)
- SPA: Appendix N was outdated policies. all FT 50% IRC are all terminal PhD; based on by-laws terminal masters qualify for instructor, lecturers; what % are benefits given at.

Instructor and Senior Instructor Overview of Information Received:

Are these awarded and if so, how many/percent?

- CAP: There are 2 individuals that fall in this category.
- CLAS: These are awarded. Approximately 100 individuals (32% of faculty)
- SEHD: These are awarded. There are very few ($\frac{1}{3}$ of all faculty are IRC and of that group 20% are in this area).

What is the appointment criteria?

- CAP: Dependant on teacher needs and determined by chair.
- CLAS: Primary unit; see for CTT

What are the criteria for promotion?

- CAP: Determined by department
- CLAS: Most primary units have criteria, but the college has criteria and processes in place. Last year CLAS had 7 promotions, complete with Interfolio applications, etc.
- SEHD: After 3 years they are able to apply for CTT.

Where can faculty find this information?

- CLAS: Currently in Dean's Office; will be on CLAS website as it is revised. All instructions are in the Interfolio templates, which are publicly available.

What is the plan going forward?

- CAP: It is suspected that most people are stable in their position or may consider CTT in the near future
- CLAS: Improve communication for all IRC, including for new faculty orientation. Enhance chair training for best practices for IRC faculty. Maximize inclusion, etc.

MYC Overview of Information Received:

Campus Administrative Policy 1027 “*Multi-Year Contracts for Non-Tenure Track Faculty Members and Librarians*” outlines the stipulations for being eligible for a multi-year contract, and also includes an operational definition of ‘highly effective teaching’ that individual schools can use unless they would like to leverage their own definitions. CAP 1027 also states that the number of appointments for multi-year contracts is at the disclosure of the chancellor. CAP 1027 does not state that schools may opt out of utilizing multi-year contracts.

Overview of Information Received:

Are these awarded?

- CLAS does award these
- CAP is not sure if they do or not
- SEHD does not but states that the reason is because all employees are considered ‘long term’ and/or multi-year

About how many?

- CLAS has 24
- CAP is not sure
- SEHD has none

What is the criteria?

- In CLAS, Instructors and Sr. Instructors are eligible, as well as CTT. The campus policy is outlined in APS 1027. In addition, there is an internal process – this is a structured annual process that includes Interfolio applications. HR generates a list of who are eligible. Working to align CTT and multi-year processes. This past year, chairs were asked to invited IRC to apply to make sure anyone who is eligible and interested can apply.
- SEHD does not do this because there was not consensus on who would get the multi-year contracts.
- Business school is going to start offering MYCs this year

Areas of confusion:

- Multi-year contracts are not ‘at will’ employees and this seems to be a point of confusion
- Even CTs are not necessarily MYCs unless specified
- Letters of offer and contracts are NOT interchangeable, although some campuses seem to use them interchangeably

Questions and comments generated:

- How are deans/schools made aware of how multi-year contracts work?
- Why do schools think that it is their individual discretion as to whether or not multi-year contracts can be in use?

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