

**CT Caucus Meeting**  
**May 12, 2017**  
**Minutes**

*Submitted by Donald Lehman*  
*Associate Professor*  
*Dept. Medical Laboratory Sciences*

- I. Meeting called to order by Beth Morling, Co-Chair
- II. The meeting began by everyone introducing himself or herself. During introductions, Christine Cucciarre announced that she is collecting data on continuing track (CT) faculty who teach graduate courses. David Satran is collecting data on CT faculty who have administrative roles, such as program directors.
- III. **Peer observations.** A discussion ensued on the role CT faculty could have in classroom observation to help improve teaching. The observations are intended to be summative and not necessarily part of a candidate's dossier for promotion, but if the candidate so chooses it could be included.

Currently, 10 people are in a program to learn ways to effectively evaluate classroom teaching. It is hoped that these individuals will educate others so that there will be a program in place. The Center for Teaching and Assessment of Learning also offers this service, but they do not have the staffing to handle all requests in a timely manner. CTAL and the CT peer observers have rubrics available. A link will be added to the rubrics from the CT Caucus website.

- IV. **CT meeting with Matt Kinservik.** Beth Morling briefly described the meeting held with CT faculty about promotion. Her notes of the meeting are available on the CT Caucus website, <http://sites.udel.edu/ctcaucus/2017/04/>.
- V. **Collective Bargaining Agreement.** Beth Morling, who was part of the negotiation team, highlighted part of the agreement that affected CT faculty: 1) changes made by the provost that affect CT faculty work practice, titles, etc. must go through the Faculty Senate and the AAUP local chapter; 2) payment for S-contracts for instructors now has three ranks each with a different ceiling and floor; 3) the paid retirement leave for faculty will no longer be available after 2020. However, faculty can sign retirement papers in 2020 and delay retirement until 2023. In further discussion of salaries, it was noted that CT faculty do not get a salary increase with promotion, but increases are part of the CT faculty progression of contracts.
- VI. **Workshops on building dossiers and writing statements.** Members in attendance at the meeting expressed interest in holding workshops in the fall. It was noted that there might need to be two, one for candidates for associate professor and one for professor. Information about how to use UDAcademe for the promotion process was also requested.

During further discussion of the promotion process, it was noted that CT faculty should have a clear path to promotion. This includes criteria in the department promotion and tenure document, and if scholarly activities are required, the department chair must give workload time. Because of this, the CT Commission recommended that CT faculty not be given a four/four teaching workload. If a faculty member feels that he or she is not being given a fair opportunity for promotion, he or she should contact the AAUP.

VII. **Elections.** Online elections will be held starting Tuesday May 16. All nominations must be sent to Mark Serva by Monday. The following offices will be voted on:

- Co-Chair (replaces Beth Morling; to serve with Terry Harvey)
- Member at large (replaces Danilo Yanich)
- Clerk (replaces Don Lehman)
- Secretary (replaces Mark Serva, who will be on fall sabbatical)