

Full-Time Non-Tenure Track (FTNTT) Faculty Ad Hoc Committee Report

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1. Faculty Senate Charge:

The Faculty Senate shall establish an ad-hoc committee charged with writing a separate section within the Faculty Handbook pertaining to Full-Time Non-Tenure Track Faculty as recommended by the Faculty Welfare committee through their report dated 12/5/2022. The committee shall consider the recommendations within that report during this process, as well as the draft language provided by the Provost dated 08/26/22. The committee shall also indicate where their text should be placed within the Handbook and any edits necessary to other sections necessitated by the introduction of this text. The committee shall present their final report by the second-to-last Faculty Senate meeting of the Spring 2024 term.

To fulfill the charge of the committee, we met 13 times during the course of the Fall 2023 and Spring 2024 semesters.

2. Review of the Faculty Welfare Committee Report regarding FTNTT faculty:

The committee began by reviewing the Faculty Welfare Committee Report regarding FTNTT faculty. In the summary of the report, it was noted that “many of our FTNTT colleagues feel like they are looked down on by some members of the SU community.” This rang true for many members of our committee. Just in the limited sample size of FTNTT faculty present within the committee, there was much discussion regarding the injustices that FTNTT faculty members have faced as part of the SU community. For example: faculty who weren’t provided a PIN according to their hire letter, faculty who needed to hire a labor attorney to clarify their contract, faculty who were not provided with an accurate accrual of their time teaching at SU, faculty who were delayed in receiving promotion, faculty who served on committees, but then didn’t have the rights to vote on the committee work. While there might be some variability within departments, overwhelmingly FTNTT faculty feel that they are viewed and treated as second-class citizens within the SU community.

3. Research regarding PIN lines:

In an effort to learn more about PIN lines, the HR Director for USM and USM institutions were contacted.

George Samuel, HR Director for USM, was contacted regarding PIN lines on October 19th via phone. He responded with an email later that day in which he wrote that it appears that individual institutions within the USM may have some latitude in how they administer a 6-year waiting period in relation to benefits and retirement. Two subsequent emails were sent to George on October 20th and 27th asking for clarification regarding this “latitude.” He did not respond to either of those requests for clarification.

4. **Continued research regarding PIN lines:**

Due to the lack of clarification from the HR Director for USM, individual USM institutions were contacted for research regarding PIN lines. Specifically, the schools were asked: 1. If they have PIN lines for FTNTT faculty? and 2. When are FTNTT faculty eligible for retirement?

5. **Results of research regarding PIN lines:**

The results were that very few schools differentiate between PIN lines and non-PIN lines for FTNTT faculty. The 3 schools that currently use PIN lines are: Salisbury, University of Baltimore, and University of Maryland Global Campus. It was also noted that UBalt and UMGC have PIN lines, but all faculty receive a PIN line when hired. Salisbury is the only institution that uses PIN lines where FTNTT faculty are not eligible for a PIN until year 6, and only if a PIN line is available.

It was also discovered that there is a vast difference among the schools regarding retirement for FTNTT faculty. However, **most USMs have FTNTT faculty eligible for retirement on the date of hire.** This includes: Towson, UBalt, UMB, UMBC, UMCP, UMES, UMGC, UMCES, and UMSG.

It should be noted that 2 of the most rural schools- Frostburg and Salisbury have the worst retirement eligibility for FTNTT faculty. *At SU, FTNTT faculty must wait until year 6 for a PIN and if a PIN isn't available then their salary is increased by 7.25%. While there is an increase in salary commensurate with retirement contributions, healthcare, prescription, and dental subsidies are not the same. FTNTT faculty without a PIN pay more for these coverages than FTNTT faculty with a PIN. Also, without a PIN, FTNTT faculty are not accruing any time toward healthcare retirement benefits.*

Similarly at Frostburg, at year 6, FTNTT faculty are given a 7.25% salary increase, but they also do not get the same subsidies- only 75% is covered for health, prescription versus 80% for other employees. Also, FTNTT faculty must pay the full amount for dental coverage. Unlike SU, Frostburg FTNTT faculty are never eligible for retirement.

It's important to note that Frostburg advertises FTNTT faculty positions with "limited benefits" in the job posting. The Benefits specialist also has a summary sheet that details these limited benefits that the departments pass along to candidates. The Benefits Specialist explains this to employees and they receive a copy of the policy. This does not currently occur at Salisbury University.

The attached Excel spreadsheet details the results of this research.

6. **Writing of Faculty Handbook Section pertaining to FTNTT faculty:**

As we were charged, the committee considered the recommendations from the Faculty Welfare committee in the crafting of the Faculty Handbook section pertaining to FTNTT faculty. The committee also considered the results of the research regarding PINs.

7. Areas within the Provost’s Draft Language where substantial edits were included:

The following areas were edited within the provost’s draft language which was submitted to the committee:

1. Provided definition for FTNTT faculty
2. Clarified Hiring Procedures for FTNTT faculty
3. Established the use of contracts, letters, and memorandums of understanding to communicate clear expectations of/to FTNTT faculty
4. Defined criteria and procedures for promotion of FTNTT faculty including a timeline for the process
5. Identified FTNTT faculty as compensated under the Regular Payroll System (RG) with associated benefits such as being eligible for payroll deduction for health benefits and retirement plans (SRPS and ORP) on their start date.

8. Placement of Faculty Handbook Section Pertaining to FTNTT faculty:

The section of the Faculty Handbook pertaining to FTNTT faculty should be placed in Chapter 2: Faculty Appointment, Rank, Tenure and Promotion under Employment of Full-Time Non-Tenure Track Instructional Faculty.

9. Research on Rank/Title Changes for FTNTT faculty:

The committee also contacted UMBC FTNTT faculty who are Principal Lecturers. The committee asked what was required for this position title. The Principal Lecturers provided a description of the necessary qualifications from the UMBC Faculty Handbook. This rank is currently being considered for addition to the USM bylaws. If adopted, this rank and a procedure for promotion should be inserted into the FTNTT faculty chapter.

10. Challenges:

One of the challenges we faced was that we were charged with editing living documents that seem to be ever moving under our feet. For example, the Overview of Benefits Document existed as two separate documents (1 for tenure track faculty and 1 for FTNTT faculty) was in Spring 2024 merged into one. Also, the SU HR website was updated during the course of our committee work and therefore links and document locations changed.

Even with all of the research that the committee conducted, PIN lines and how FTNTT faculty acquire them remains a nebulous process. It was recommended that we contact Maryland State Senators as they decide the number of PIN lines for Salisbury University. Senator Mary Beth Carozza was asked about PIN lines and she was unaware of them.

11. Recommendations:

Based on our research and work, the committee has the following recommendations:

1. Editing the Overview of Benefits packet as it contains errors and confusing information. It’s inaccurate to include retirement planning and supplemental retirement planning as a list of benefits for full-time, non-exempt employees on page 3 as this is not currently permitted. Additionally, on page 7, the Md SRPS and ORP language should be included before the “Employees on Contractual Payroll,” not after.

2. Including FTNTT faculty as part of the Regular Payroll System (RG) with associated benefits such as being eligible for payroll deduction for health benefits and retirement plans (SRPS and ORP) on the employee's start date.
3. Improving equity and inclusion for FTNTT faculty by recognizing FTNTT faculty promotions during the Provost's Welcome Meeting in August