

# ACADEMIC SENATE

## Resolution 15/16-004

Procedure:

1. A motion should be typed or hand-printed.
2. A motion should first be offered to the Executive Board for review and advice on editing and parliamentary implication.
3. If changes are necessary, the motion should be recopied on another form. Amendments may be indicated in the margin or on the reverse of this form.

### **Proposal on Change in Part-Time Faculty Policies and Practices**

WHEREAS, The University of Southern California employs outstanding faculty who fall into many different categories, each of whom contribute to the university's stature as a top educational and research institution and deserve to have their work and role recognized through policies that demonstrate respect and value for each faculty member, and

WHEREAS, All faculty at USC have the same rights and responsibilities in the Faculty Handbook with few exceptions, and should therefore have similar policies and practices affecting their work environment and work experience, and

WHEREAS, Much progress has been made through Senate Committee work on addressing issues of salary, promotion ladders, multi-year contracts, merit pay, and other work conditions for Full-Time RTPC faculty, and

WHEREAS, Part-Time Faculty members are a vital part of the USC faculty, have been the fastest growing group of faculty on campus, bring a substantial and continuing commitment to the University, and deserve fair and equitable compensation but have received the least amount of systematic review of policies and practices affecting their work environment and work experience, and

WHEREAS, The University's policies and practices relating to Part-Time Faculty should appropriately recognize the differences in the types of the Part-Time Faculty across the campuses, and in how the Part-Time Faculty are utilized and compensated at the various schools, and

WHEREAS, The Committee on Part-Time Faculty Affairs submitted to the Senate Executive Board an interim report outlining initial recommendations to improve the working conditions and lives of the Part-Time Faculty at USC, and these recommendations have been reviewed and amended by Senators and Faculty Councils to better fit the needs of various schools,

Therefore, Be it RESOLVED, That the Academic Senate recommends that the University adopt the principles, policies, and practices listed under the subheadings below: Fundamental Principle, Hiring, Inclusion, Support and Surveys, Contracts/Compensation/Benefits, Job Security, and Governance:

#### **Fundamental Principle**

- A. Part-Time Faculty are an important and valued part of the university community. They contribute specialized expertise that would not otherwise be available, thereby extending the depth and flexibility of the curriculum. The decision to rely on a Part-Time appointment to fill a particular function must rest on a sound academic ground, and cost-savings, standing alone, is not a sufficient reason to fill a particular post on a Part-Time Faculty rather than a full-time basis;

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53 **Hiring**

54 B. When hiring Part-Time Faculty, schools should recruit the most highly qualified candidate. It is  
55 understood that sometimes initial hires are done by one person in the school, and that schools  
56 need to have flexibility to be able to fill last minute hiring needs; however, a school that  
57 continues to hire the same Part-Time Faculty member for more than two semesters should use a  
58 faculty committee (following a process set by its Faculty Council) to carefully examine the  
59 individual's qualifications, and for teaching faculty recent teaching performance, to ensure that  
60 he or she provides high quality instruction and/or continues to fit needs of the position and the  
61 school generally;

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63 **Inclusion**

64 C. The Rules, Membership, and Elections committee shall propose, and the Senate should adopt,  
65 amendments to the Senate Constitution to include Part-Time Faculty as members of the Faculty  
66 Assembly. The Faculty Handbook committee should examine the specific rights and  
67 responsibilities, and nature of participation, for which Part-Time Faculty should be eligible, and  
68 bring these recommendations to the Senate for review;

69 D. Part-Time Faculty should be included in all communications sent to faculty that are relevant to  
70 their job duties or that are related to the school, as a whole;

71 E. When they have relevant or specialized expertise or could provide useful input, Part-Time  
72 Faculty should be considered for membership on faculty committees and invited to faculty  
73 meetings, and should be offered fair compensation for such service;

74 F. The school's internal and external communications should describe and include the Part-Time  
75 Faculty appropriately, as an important part of the University faculty;

76 **Support and Surveys**

77 G. Part-Time Faculty who are new to USC should receive appropriate orientation regarding their  
78 new role and responsibilities, and experienced faculty members should be asked to provide an  
79 appropriate level of on-going mentoring to the school's Part-Time Faculty;

80 H. Each school should provide adequate resources, such as staff, office space, and support for all  
81 Part-Time Faculty during the times in which they teach, prepare for courses, and meet with  
82 students. These accommodations should make it easy for faculty to access the support,  
83 information, and services they need;

84 I. A Part-Time Faculty survey should be developed through consultation with the Provost's Office  
85 and the Part-Time Faculty Affairs Committee to better assess the needs of Part-Time Faculty on  
86 campus. Such a survey should take place on a regular schedule to monitor the changing needs  
87 and work satisfaction of the Part-Time Faculty. Results from this survey should be shared with  
88 the Academic Senate so that the Committee on Part-Time Faculty Affairs can focus its work on  
89 addressing challenges and replicating successes;

90 **Contracts/Compensation/Benefits**

91 J. The various categories of work that Part-Time Faculty are expected to perform should be clearly  
92 described in their contracts and be fairly and equitably compensated;

93 K. Recognizing that schools have a legitimate budgetary interest in knowing with reasonable  
94 certainty the amount of compensation to be paid to their Part-Time Faculty, and that most Part-  
95 Time Faculty members are paid on an hourly basis, schools may wish to include hour  
96 expectations or limits in the contracts of Part-Time Faculty members. If so, the schools should

97 take all appropriate steps to ensure that the number of hours described in the contract reflect a  
98 reasonable estimate of the number of hours required to perform the work called for by that same  
99 contract. In addition, schools should explain any such hourly expectations or limits to the Part-  
100 Time Faculty member and inform the Part-Time Faculty member that regardless of any such  
101 contract terms, the Part-Time Faculty member should report all hours that are actually worked  
102 and will be compensated for those hours, with an appropriate means of reporting situations when  
103 they expect to exceed the hours specified in the contract and of receiving approval to exceed  
104 those hours, so that they can be paid for this extra effort;

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- 106 L. Schools should provide all Part-Time Faculty with clear information about potential benefits  
107 packages and eligibility criteria, and whenever reasonable and appropriate, should make Part-  
108 Time Faculty members, who are not employed full-time elsewhere, benefits-eligible by bringing  
109 those who wish it to half-time status;
- 110 M. Schools should have clearly communicated and effectively implemented written merit review  
111 policies in order to regularly evaluate the effectiveness of Part-Time Faculty for contract renewal  
112 and to reward exemplary work with appropriate compensation increases. Merit reviews should  
113 also serve as points of assessment to determine whether Part-Time Faculty members meet  
114 criteria for initiation of a promotion process. Committees responsible for Part-Time Faculty  
115 merit review should whenever possible have Part-Time representation on the committee, so that  
116 Part-Time Faculty are being evaluated by their peers;
- 117 N. Schools should have clearly communicated and effectively implemented written policies on  
118 promotion paths for Part-Time Faculty who demonstrate exemplary performance and high levels  
119 of engagement for a substantial length of time. Promotions should include appropriate  
120 compensation and title changes. The promotion review committees should have Part-Time  
121 Faculty representation whenever possible;
- 122 O. The Provost's office should provide clarifying language describing the process to obtain  
123 approvals to teach concurrently in educational institutions outside USC, including a description  
124 of the factors to be considered in granting or denying an approval, and the steps that should be  
125 taken by Part-Time Faculty members who now have a job at another educational institution but  
126 have not obtained the written approval called for under Section 3-1 (4) of the Faculty Handbook;
- 127 P. To ensure fair and equitable compensation for all Part-Time Faculty, their compensation should  
128 be reviewed regularly using appropriate benchmarking models (to be determined by the School's  
129 Dean in consultation with Faculty Council) and the Provost's Office should exercise oversight of  
130 these compensation levels and benchmarking results;

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132 **Job Security**

- 133 Q. When a course is cancelled, Part-Time Faculty should be given reasonable notice (to be  
134 determined by the School's Faculty Council and Dean) or compensation for work done in  
135 preparation for the course, if reasonable notice is not possible;
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- 137 R. Part-Time Faculty who regularly teach more than one semester per year in schools with stable  
138 enrollments, and have shown exemplary performance and professional engagement for a  
139 substantial length of time, should be considered for annual contracts, and, in schools that have  
140 similar programs for Full-Time RTPC faculty, for multi-year contracts. The same considerations  
141 given to full-time RTPC faculty apply to Part-Time Faculty, where continued employment, even  
142 under multi-year contracts depends on regular enrollments and financial solvency of the  
143 programs in which they teach;

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146 **Governance**

- 147 S. Faculty Councils should have appropriate Part-Time representation or voice, through whatever  
148 model they deem appropriate, so that issues affecting Part-Time Faculty can have input from that  
149 constituency;
- 150 T. Each Faculty Council should determine a fair and reasonable way for Part-Time Faculty voice to  
151 be heard in votes taken at committees and faculty meetings; and
- 152 U. The Provost's office should designate an appropriate person to oversee annual reports from  
153 Deans about the implementation of the aforementioned recommendations. This ensures  
154 implementation and accountability for the Part-Time Faculty.

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157 Resolution Number: 15/16-04

Motion by: Executive Board

158 Date: March 16, 2016

(No second required when moved by committee)

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160 To be presented at the Senate meeting on March 23, 2016

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162 Action taken: Resolution Passed.

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