

Part-Time Faculty Affairs Committee 2016-2017 End of Year Report

Charge

The Committee on Part-Time Faculty Affairs (PTFA) monitors and evaluates the working environment, terms and conditions of employment, job security, compensation, benefits eligibility, opportunities for participation in governance, opportunities for professional advancement, and participation in the academic life of the university provided for part-time faculty. It monitors compliance with the Faculty Handbook and with stated school policies of the schools or units as they relate to part-time faculty. It makes recommendations to relevant Senate and University committees, and to the Academic Senate, concerning any policy issues that have an impact on Part-Time faculty.

Committee Membership

Membership included primarily part-time faculty as well as one member from each of the following committees: Research, Teaching, Practitioner, & Clinical Faculty Affairs; and Tenured and Tenure-Track Faculty Affairs. One member of the Academic Senate Executive Board also served on the committee.

Committee Representation

Academic Senate Meetings

The committee chair represented the committee at the monthly meetings of the full Academic Senate as well as the special meeting on February 8, 2017. When the chair was unable to attend senate meetings, other committee members attended in her stead.

Retreats

The PTFA Committee was represented by the chair at the Academic Senate Annual Planning Retreat on August 16, 2016 as well as the 2017 Provost/Senate Joint Retreat on February 17 and 18.

Faculty Affairs Committees

Chairs of all three faculty affairs committees served as ex-officio members of the other two committees. The chair of the PTFA Committee served on and attended meetings for both the Research, Teaching, Practitioner, & Clinical Faculty Affairs (RTPCFA) Committee and the Tenured and Tenure-Track Faculty Affairs (TTTFA) Committee. When the chair was unable to attend, other committee members attended in her stead.

PTFA Committee Meetings

The committee held monthly meetings on Thursdays. Members of the RTPCFA committee attended most of meetings. Members of the TTTFA committee were unable to attend any of the meetings.

Orientation

Part-time faculty are often new to faculty governance and surprised to learn about the wide degree of autonomy afforded to schools within the university. The first meeting of the committee was used to orient committee members to the Academic Senate and the university. These activities included:

1. Reviewing the PTFA committee charge and highlighting the responsibility of committee members to consider the needs and act on behalf of all part-time faculty at USC. Directing committee members to consult with committee chair before acting on behalf of the PTFA committee.

2. Explaining the composition of the PTFA committee, providing information on the membership structure of each of the faculty affairs committees, and explaining the presence and purpose of ex-officio members.
3. Reviewing the history of the PTFA committee, its accomplishments to-date, and anticipated challenges and obstacles.
4. Reviewing the End of Year Report from the prior year's committee.
5. Directing committee members to read *Academic Senate Resolution 15/16-04: Change in Part-Time Faculty Policies and Practices* and other documents and articles relevant to the work of the prior year's committee.
6. Informing the committee that part-time faculty members are to be paid for their committee work and reviewing the process for obtaining compensation from their respective schools.
7. Discussing PTFA meeting dates and times and encouraging members to attend in person.

Meeting Structure

Meetings usually included updates on the activities of the other faculty affairs committees and general senate activities. When appropriate, guest speakers attended meetings to provide information to the committee necessary to fulfilling its charge.

Tasks

Goal

After reviewing the recommendations from the previous year's committee and surveying the members of the current committee, the committee made its primary goal to identify and share exemplary policies and practices relating to part-time faculty within the university. The committee determined that the best method for obtaining that information was to create, distribute, interpret, and publish results of a survey to all part-time faculty.

Process and Results

Development of the survey began in the October meeting. At that time, the committee generated a preliminary list of domains to investigate, and the first draft of the survey was created using those domains as its foundation. The goal was to distribute the survey by the end of the fall semester.

The first draft was presented to the committee in November for review. Due to the length of the survey and the discussions generated, an additional meeting was scheduled in November to finish revising it. At the end of that meeting, the committee decided to use Resolution 15/16-04 as the foundation for survey questions (rather than the domains discussed in committee). This necessitated an overhaul of the survey.

In December, a second draft of the survey was presented to the committee for review. After some revisions, it was accepted by the committee. The estimated release date was pushed to the spring semester and efforts began to obtain an email distribution list for all part-time faculty. The next step was to enter the survey into the online survey platform, Qualtrics. Due to issues with the functionality of the program, some questions were revised and others omitted. This third draft was shared with Paula Cannon, Academic Senate President and PTFA ex-officio member, for review and editing in February. The final revisions were shared with and approved by the committee in March.

After January, the issue of obtaining email addresses for all part-time faculty became the key obstacle in distributing the survey. The Office of the Vice Provost of Academic and Faculty Affairs was initially under the impression that such a distribution list existed; it did not. The Vice Provost was able to assemble

such a list after requesting that information from each school. Unfortunately, this was a timely process, and the list was not assembled until late in the spring semester. Although the committee hoped to release the survey near the end of the spring semester, the decision was made to postpone its release until the fall of 2017 in order to maximize the response rate.

Plans are currently underway to pilot the survey in the Suzanne Suzanne Dworak-Peck School of Social Work in the coming weeks. This will allow the committee to obtain feedback on the survey in order to evaluate whether the data it generates is meaningful.

Additional Endeavors

In addition to activities related to the creation of the survey, the committee also:

- Reviewed the faculty handbook and approved the proposed changes related to part-time faculty.
- Identified schools with part-time faculty councils, assemblies, or workgroups and obtained contact information for key members of those groups.
- Surveyed school websites for representation of part-time faculty.
- Discussed extending benefits to part-time faculty. (Results of the survey will inform next steps.)
- Discussed establishing guidelines to assist schools in understanding when to compensate part-time faculty for non-teaching-related activities (e.g., attending faculty meetings). (Results of the survey will inform next steps.)
- Discussed establishing guidelines to offer different rates of compensation for teaching-related activities (e.g., rates for teaching a new course or a course for the first time, rates for curriculum revision). (Results of the survey will inform next steps.)
- Discussed on-boarding protocols. (Results of the survey will inform next steps.)
- Discussed formalizing a pre-termination review process. (Results of the survey will inform next steps.)

Recommendations

One of the major challenges of our committee was the small membership size. In the previous year, committee members were often added or substituted. This allowed for better representation from various schools, but the inconsistency in membership was an obstacle to completing committee tasks. This year, we lacked representation from most schools, and committee meetings were regularly attended by only 4-5 members. We compensated for that by making each committee member a point person responsible for gathering information on 3-4 schools.

The committee recommends that leadership of next year's committee be appointed early so that leadership may engage in recruitment efforts to assemble a larger and more diverse committee. The committee recommends that it be led by co-chairs in the event that more members are appointed to the committee. The committee was not opposed to a full-time, RTPC faculty serving in leadership of the committee if that person served as part-time faculty at USC prior to promotion; however, the committee recommends that in such a case the committee be chaired by a part-time faculty member with the full-time faculty serving as co-chair. If both leaders are part-time faculty, the committee advises that they may be co-chairs.

The primary recommendation for the 17/18 PTFA Committee is to launch the survey at the beginning of September and to base the priorities for the year on the findings from the survey. A suggested timeline is provided below.

Suggested Timeline for 17/18 Academic Year:

September:

- SURVEY: Launch survey during first week of fall semester with a deadline for the end of September.
- Request update from the Vice Provost of Academic and Faculty Affairs on activities the office is engaging in to monitor implementation of Academic Senate Resolution 15/16-04.
- Appoint each committee member to serve as a designated point person for each school and delegate initial tasks (e.g., updating PT Faculty Council Roster).

October:

- Invite the Vice Provost of Academic and Faculty Affairs to monthly PTFA meeting.
- Invite representatives from the University Benefits Committee to monthly PTFA meeting. Create action plan after discussion with the benefits committee.
- SURVEY: Delegate data analysis responsibilities to committee members.

November:

- SURVEY: Compile data and begin drafting report on best practices as determined by the survey.
- Based on the results of the survey, set priorities and determine goals/objectives for remainder of year. Possible areas for further exploration include:
 - Guidance related to compensation for non-teaching activities.
 - Access to university benefits.
 - Formalization of pre-termination processes for part-time faculty.
 - On-boarding protocols.

December:

- SURVEY: Submit initial draft of paper on best practices to committee for review and editing.

January:

- SURVEY: Submit second draft of paper on best practices to Executive Board for review and editing.

February:

- SURVEY: Present final paper on best practices to the Academic Senate and all university Deans.

April:

- Draft resolutions (if any) for initial presentation at monthly Academic Senate meeting.

May:

- At last Academic Senate meeting, vote on any resolutions presented in April.
- Invite the Vice Provost of Academic and Faculty Affairs to the last meeting of the PTFA committee for mutual updates on the year's activities.
- Generate recommendations for 18/19 PTFA committee.

Committee Membership

Chair

Linda Hoffman, Rossier School of Education

Members

Maria Colman, Marshall School of Business

Omar Ezzeldine, Rossier School of Education

Jan Nissly, Suzanne Dworak-Peck School of Social Work

Maurice Rahimi, Sol Price School of Public Policy

Daniela Schmid, Ostrow School of Dentistry

Chris Swain, Viterbi School of Engineering

Elisa Warford, Viterbi School of Engineering

Jeff Chisum, Dornsife College of Letters, Arts, and Sciences, Co-Chair of Research, Teaching, Practitioner,
& Clinical Faculty Affairs Committee

Beth Meyerowitz, Dornsife College of Letters, Arts, and Sciences, Chair of Tenured & Tenure-Track
Faculty Affairs Committee

Paula Cannon, Keck School of Medicine, Academic Senate President