

**Committee on Non-tenure-track Faculty Affairs**  
**2012-2013 Annual Report to Academic Senate**  
Co-Chairs: Rebecca Lonergan and Nick Stoubis

**A. Issues Addressed, Resulting Actions, and Recommendations**

1. Continued Dissemination of 2012 White Paper:

During the 2011-2012 academic year, the CNTTFA conducted a campus-wide survey, gathering information about the Non-Tenure-Track (NTT) practices, guidelines, and criteria. The CNTTFA then analyzed the information it had gathered and drafted a “White Paper” on NTT best practices, hoping to motivate positive changes across the university. The White Paper’s key recommendations included ones regarding faculty profiles, fair workloads, merit pay, transparent promotion guidelines, and NTT involvement in faculty governance.

During the 2012-2013 academic year, CNTTFA members continued to work to bring the 2012 White Paper to the attention of the administration and faculty councils within each school and to encourage each school to review its NTT practices. To encourage even broader dissemination of the White Paper, the CNTTFA posted it on the Academic Senate’s website, where it is now available to all USC faculty.

CNTTFA members have reported that their dissemination of the White Paper has helped encourage positive changes at a number of schools. For example, at the Leventhal School of Accounting, a decision was made to use a committee to hire new clinical faculty and, for the first time, NTT were included on the hiring committee.

2. Sabbaticals for NTT Faculty

Last year, the CNTTFA formed a subcommittee to examine the nature and extent of NTT faculties’ access to sabbaticals. This year, that subcommittee continued to work to ensure that USC has programs that give NTT faculty equal access to competitive sabbaticals and other professional leave.

The CNTTFA is very pleased to note that an increasing number of NTT faculty have been authorized to take sabbaticals. In particular, it is believed that a total of six NTT received university-funded sabbaticals during 2011-2013 as part of the Provost’s Advancing Scholarship in the Humanities and Social Sciences Early Sabbatical program, which is open to both tenure-track and non-tenure-track faculty.

3. Teaching Evaluations

During the 2012-2013 academic year, the CNTTFA formed a subcommittee to examine the teaching evaluation process for all faculty. Around the same time, the Academic Senate Executive Committee formed a committee to deal with the same issues, and it was agreed that the two committees should work together.

Working with the CNTTFA members, the Academic Senate’s committee issued a recommendation that all schools should place less reliance on student evaluations, and the committee stated that it would gather more data, analyze it, and make recommendations next year concerning other methods that can be used to improve the reliability of our teaching evaluations. The CNTTFA subcommittee will continue working with the Academic Senate committee to achieve this goal.

#### 4. Grants and Fellowships

During the 2012-2013 academic year, it came to the attention of the CNTTFA that as part of the Provost's Advancing Scholarship in the Humanities and Social Sciences initiative, a new Grant Writing Mentorship Program was created to encourage "a culture of grant writing among the faculty in the arts, humanities, and humanistic social sciences." Faculty who are accepted into the program receive a \$2,500 stipend to work on a grant proposal with "an advisor," are given the "opportunity to submit working drafts of their fellowship or grant application to a review committee for critique and advice," and are "able to work one-on-one with a top faculty member with appropriate expertise." The program is open only to tenured and tenure-track faculty, not non-tenure-track faculty.

The CNTTFA asked the Provost's office whether comparable opportunities exist for NTT and was informed that, although NTT are not eligible for the grant writing mentorship program described above, they can take advantage of the Office of Research's grant-writing guides and workshops, as described online at <http://research.usc.edu>. Unfortunately, the Office of Research resources do not appear to include a stipend, access to a review committee, or one-on-one mentorship resources. Accordingly, the committee intends to continue its efforts to urge the university to provide NTT with more assistance in writing grant and fellowship proposals.

#### 5. NTT Contracts

During the 2012-2013 academic year, the CNTTFA formed a subcommittee to study the nature and content of NTT fulltime faculty contracts. During the spring semester, the subcommittee created and distributed a survey to gather information about the common content of NTT contracts and to gauge whether most NTT faculty were aware of and understood those terms. The subcommittee is in the process of compiling and analyzing the information that it has gathered.

#### 6. Integration and Coordination Between UPC and HSC NTT Faculty

During the 2012-2013 academic year, the CNTTFA made a concerted effort to include faculty from the Health Sciences Campus on the committee and to seek their input concerning whether NTT experience different issues on the Health Sciences Campus. To that end, the committee invited the Vice Dean for Faculty Affairs at the Keck School of Medicine, Dr. Judy Garner, to speak at one of its meetings. The meeting was highly informative as Dr. Garner pointed out that many of the challenges faced by all faculty at the School of Medicine differ greatly from those faced by the faculty on the University Park campus because most medical faculty focus primarily on patient care, clinical concerns, and research, rather than academics. The committee intends to continue its efforts to better understand and to take in consideration the unique interests and needs of NTT faculty working on the health sciences campus.

#### 7. Inclusion of NTT in Faculty Governance (the Viterbi School of Engineering):

During the 2012-2013 academic year, the CNTTFA has continued to work to ensure that all schools allow NTT faculty to participate in a meaningful way in faculty governance. We are pleased to report that, according to our members, most schools now allow NTT to participate in faculty governance, and, in particular, to serve on the schools' faculty councils. Unfortunately, some NTT are still not being allowed to participate in a meaningful way in faculty governance. In particular, the CNTTFA has continued to monitor the situation at the Viterbi School of Engineering (VSOE), where NTT are not allowed to serve on the Engineering Faculty Council (EFC). Over the last few years, the CNTTFA and the Academic Senate have repeatedly

urged the VSOE to comply with the Academic Senate bylaws, which state that NTT should be allowed to serve on faculty councils. Although new rules were proposed this year that would have allowed NTT to serve on the EFC, a faculty vote was taken, and the proposal was not approved. Accordingly, the VSOE continues to have no NTT representation in its faculty council, which is an issue of great concern to the CNTTFA.

## **B. Resolutions Presented and Policies Resulting from and Relating to CNTTFA's Work**

1. The CNTTFA is pleased to report that it has received consistently positive responses regarding the White Paper's recommendations. It notes that several schools have made positive changes relating to NTT policies and practices advocated by the White Paper, such as the new hiring practices at Leventhal School of Accounting and the increased number of university-funded sabbaticals being given to NTT faculty.
2. The EFC has proposed a resolution to allow NTT faculty to serve on the EFC and efforts to pass that resolution are continuing.

## **C. Recommendations for the 2013-2014 CNTTFA**

1. The CNTTFA voted to recommend to the Senate that Nick Stoubis (School of Music) and Kathy Besinque (School of Pharmacy) serve as the CNTTFA co-chairs next year.
2. The CNTTFA should continue to urge all USC schools to implement the recommendations contained in the 2012 White Paper regarding faculty profiles, fair workloads, merit pay, transparent promotion guidelines, and NTT involvement in faculty governance.
3. The CNTTFA should continue its work to promote NTT sabbaticals as a path to 1) increased the visibility for NTT faculty, 2) increased interdisciplinary collaboration, and 3) as a recruitment tool for the highest quality of new NTT faculty
4. The CNTTFA should continue its work to identify and recommend the implementation of more reliable methods of evaluating the teaching of all USC faculty.
5. The CNTTFA should urge the university to provide NTT with assistance in writing grant proposals that would be comparable to the assistance offered by the new Grant Writing Mentorship Program.
6. The CNTTFA should analyze the data gathered as part of the contracts survey and use the results to help NTT faculty understand their contracts.
7. The CNTTFA should continue its efforts to include NTT faculty from both campuses among its members so all faculty can better understand the similarities and differences between the issues that arise on the different campuses.
8. The CNTTFA should continue to support VSOE in its endeavors to include NTT faculty in faculty governance.
9. Most important, the CNTTFA should continue to hear concerns of all NTT faculty and advocate on their behalf, when appropriate, to the Academic Senate.