

Committee on Non-tenure-track Faculty Affairs
2013-2014 Annual Report to Academic Senate
Co-Chairs: Nick Stoubis and Kathy Besinque

A. Issues Addressed, Resulting Actions, and Recommendations

1. Collaboration with the Center for Excellence in Teaching (CET):

During the 2013-2014 academic year, the CNTTFA began a collaboration with the Center for Excellence in Teaching (CET) to present events of interest to NTT faculty. This collaboration resulted in three events over the fall and spring semesters. These included:

Friday, Nov. 15th, 2013

Preparing Annual Merit Review for Non-Tenure Track Faculty

Friday, February 21st, 2014

Fifteen Weeks in Three Pages – What Makes an Effective Syllabus?

Friday, Mar. 28th, 2014

Controlling Your Career Trajectory: Critical Issues for (Full-Time) Non-Tenure Track Faculty

The three events were well received, had good attendance and the feedback provided by CET was strong. A more thorough description of the events and the panelists is included on page 3 of this report.

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

During the 2013-2014 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 with this past December's vote resulting in the Viterbi School of Engineering (VSOE) changing its bylaws to where NTT are now allowed to serve on the Engineering Faculty Council (EFC). This issue has been a significant area of concern for the CNTTFA requiring a great deal of the committee's energy and focus and this change to the bylaws at the VSOE is a positive step forward in meaningful NTT participation in faculty governance at USC.

3. Teaching Evaluations

During the 2013-2014 academic year, the CNTTFA monitored the new online teaching evaluation process to ensure that it was proceeding without concern. Although some issues were seen, the committee determined that there was effort being made to correct any problems associated with this implementation in order to be better in upcoming semesters.

4. Merit Review, Career Development and Mentorship

During the 2013-2014 academic year, the CNTTFA determined a need for more guidance to be provided to NTT faculty in how to present and prepare for merit review. In an effort to provide assistance, the CNTTFA joined with the CET to present a panel discussion on the issue in order to give NTT a concrete source for help in preparing merit review. On the same theme, the CNTTFA also presented another panel discussion with CET entitled "Controlling Your Career Trajectory: Critical Issues for (Full-Time) Non-Tenure Track Faculty" in order to provide another source for NTT to examine meaningful ways to shape their career path at USC. These events grew out of the CNTTFA's examination that there often is not clear guidance and

assistance for NTT faculty in 1.) Career development as NTT 2.) Preparing merit review materials as a NTT faculty member. The CNTTFA also recognizes that teaching is an important role for many NTT and we presented our panel on syllabus design in an effort to provide NTT faculty with additional help in teaching and developing teaching skills.

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

1. Viterbi School of Engineering (VSOE) changed its bylaws to where NTT are now allowed to serve on the Engineering Faculty Council (EFC).
2. Collaboration with Center for Excellence in Teaching in three events during the 2013-2014 academic year.

C. Recommendations for the 2013-2014 CNTTFA

1. The CNTTFA voted to recommend to the Senate that Kathy Besinque (School of Pharmacy) and Els Collins (School of Dramatic Arts) serve as the CNTTFA co-chair next year.
2. 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
3. The CNTTFA should continue its work to identify and recommend the implementation of more reliable methods of mentorship for NTT faculty.
4. 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.
5. The CNTTFA recommends that the size of the committee is no smaller than its current size to ensure that there is adequate representation from each area of USC because of the differences for NTT faculty from school to school.
6. The CNTTFA continues doing presentations in collaboration with the Center for Excellence in Teaching that are targeted to the NTT at the university.
7. Most important, the CNTTFA should continue to hear concerns of all NTT faculty and advocate on their behalf, when appropriate, to the Academic Senate.

2013-14 Collaborative CET and CNTTFA Events

Preparing Annual Merit Review for Non-Tenure Track Faculty

Friday, Nov. 15th, 2013 (11:00 – 12:00pm) Ahmanson Center (ACB) 238

Moderated by:

-Nick Stoubis, Assistant Professor of Practice, Thornton School of Music

Panel Members:

-Stephen M. Byars, Ph.D., Associate Professor of Clinical Management Communication, USC Marshall School of Business

-Jim Gordon, EdD, PT, FAPTA, Associate Dean and Chair of the Division of Biokinesiology and Physical Therapy, Ostrow School of Dentistry

-Oliver Mayer, Associate Professor of Dramatic Writing, USC School of Dramatic Arts

-Kathleen Speer, Senior Associate Dean, Dornsife College of Letters, Arts and Sciences

-Bradley R. Williams, Pharm.D., FASCP, CGP, Professor, Clinical Pharmacy & Clinical Gerontology, School of Pharmacy

Fifteen Weeks in Three Pages – What Makes an Effective Syllabus?

Friday, February 21st, 2014 (12:00 - 1:00pm) Doheny Memorial Library (DML) 233

Whether writing a syllabus from scratch or revising an existing syllabus, what makes a syllabus most useful to your students? What information do students want and need? What questions will be useful for you to answer in the syllabus? What commitments do you make of yourself with your syllabus? Join us for a discussion of best practices in syllabus design. Seasoned faculty members will share their experiences, and we welcome you to share yours as well.

Organized By:

-Nick Stoubis - Assistant Professor in Studio/Jazz Guitar, Thornton School of Music

-Kathy Besinque - Assistant Dean For Curriculum And Assessment, School of Pharmacy

-Jessica Parr - Assistant Professor (Teaching) of Chemistry, Dornsife

Controlling Your Career Trajectory: Critical Issues for (Full-Time) Non-Tenure Track Faculty

Friday, Mar. 28th, 2014 (12:00 – 1:30pm) Hedco Neuroscience Building (HNB) 100

Discussion topics include:

-Opportunities for Non-Tenure Track Faculty in Governance and Service

-Professional Development: Identifying Mentors and Creating Space for Scholarly Work

-Right and Responsibilities of Non-Tenure Track Faculty: Terms of Employment

Moderated by:

Nick Stoubis, Assistant Professor of Practice, Thornton School of Music

Panel Members:

-Dorine Lawrence-Hughes, Clinical Assistant Professor and Assistant Director School of Communication, Annenberg

-Geoffrey Middlebrook, CET Distinguished Faculty Fellow, Associate Professor (Teaching), Dornsife College Writing Program

-Zivia Sweeney, Assistant Professor of Clinical Accounting, Leventhal School of Accounting, Marshall School of Business

-Alison Trope, Clinical Professor, School of Communication, Annenberg