

**The Part Time Faculty Affairs Committee of the Academic Senate requests that the Provost's office create and host a "Part Time & Adjunct Faculty Policies Hub" website.**

[The 2018-2019 PTFAC White Paper on Part-Time Faculty Exemplary Practices](#) noted that "communication" was one of the core issues faced by these employees. The report states "many faculty members also reported a lack of awareness regarding policies and practices regarding their appointments and shared governance. ... It seems likely that even in units where these policies exist, part-time faculty may be unaware of their existence and unable to locate them" (11).

This problem has not improved over the past four years. Due to the nature of the different part-time faculty communities, especially faculty who are rarely on campus due to their course schedules or the nature of post-COVID realities, these faculty members are frequently disconnected from access to policies. The seemingly standard advice of encouraging individuals to put in the effort of speaking with chairs, directors, and deans to find answers to any questions puts an unfair burden on contingent faculty, who may not have much exposure to their administrators or are uncomfortable "bothering" them as they frequently feel their appointments are precarious.

While [the Academic Senate Resolution 15/16-004](#) called for each school to "have clearly communicated and effectively implemented written policies" on topics such as merit review and promotion paths for PTF\* (Sections M-N), the intervening seven years has not led to such written policies being readily available. Moreover, the aftermath of [AB 736](#) has led to central administration needing to implement and organize certain policies on PTF, such as [the distinction between "part-time" and "adjunct" faculty](#).

Given these developments, a centrally run, consistently maintained, and easily found hub of part-time faculty policies at USC would be a tremendous benefit to individuals and the university as a whole.

In broad strokes, the proposed hub would include:

I. A clear outline of all university-wide policies that affect PTF

- Benefits eligibility
- Access to campus resources
- Part-time vs. Adjunct definitions and related attestation requirements
- Direct link to the Faculty Handbook

*\*The term PTF is being used inclusive of both Part-Time and Adjunct Faculty*

## II. Links to each individual schools' information for PTF

- Merit Review
- Promotion
- Governance Opportunities
- Elements of contracts and related expectations
- Implementation of benefits policies
- Resources / support

## III. Contact information for questions and support

- School-specific information
- University-wide resources, such as the Office of the Ombuds

The creation of this hub would streamline the information gathering process for faculty while minimizing administrative time wasted with misdirected and superfluous questions – this would be a known first-step location that anyone involved in the university could direct part-time faculty to visit when they have an issue. It would have the additional benefit of encouraging schools to codify the above-mentioned policies in writing if they have not already done so.

Beyond creating and maintaining this resource, the Provost's office could further help PTF by requiring schools to inform current affected faculty members about the policy site, as well as including a link to it in all hiring and contract information sent to new and reappointed PTF.

The diverse and disparate nature of the PTF community make it difficult for the committee or the university to offer wide-ranging support. This informational webpage would be a step towards fairness and equity, ensuring that all faculty have direct and clear access to basic information about their employment at USC.

Submitted by:

Linda Hoffman & P.T. McNiff

Co-Chairs of the Part-Time Faculty Affairs Committee