

Part-Time Faculty Committee Meeting Minutes

Meeting Date: 12/26/21

Meeting Recording:

https://zoom.us/rec/share/qrrm49DE4vTSH_s_y5BclJwkCWhQtfv4DJ9B56-TojfO0CZdzF5YMGVfqOLLWxWQ.DSWEBaZGDB4qQF32?startTime=1638817775000

ATTENDEES: Linda Hoffman, Omar Ezzeldine, Jessica Manzone, Susanne Foulk, Lawrence Picus, Bradley Ermaling, Lindsay Kwock Hu

Introductions:

1. Bradley Ermaling and Lindsey joined the meeting to raise some additional and personal questions for clarification

Brad -- first term and semester teaching for Rossier. Teaching research methods I (726 EDL).

Lindsay **Kuock Hu**-- RLAA Office (Professional Development). EDUC 528, literacy course and in-service course for Eugenia Mora-Flores

2. Update and Follow-up:

- a. FFR Survey update re. Analysis*: *approved for next semester?* Melanie, Susanne with Darnell. Larry is waiting on the analysis of the data from the Part-Time faculty survey. Destini sent out the survey and Dr. Cole has volunteered to analyze the data. Larry gave the OK for Darnell and member(s) of the PT Committee to work on the Analysis.
- b. Timeline Needed: Update on certificates and gifts from Spring 2021 Larry is going to speak with Sonya and Destini regarding this.
- c. Faculty Bios: *Include instructions here on what Faculty need to do to present their Bios.* Larry's understanding is that these are up and open on the website. Destini is working to get the Part-Time links out so that these can be uploaded. The process is forthcoming because the school's website is in development. Once the website build is complete, the links for Part-Time faculty will be made available.
- d. Destini_ Please add the following Link to the PTF webpage on Wellness Information that Part-Time faculty can use to refer students who are in need.
- e. Resources: <https://employees.usc.edu/work-life-benefits/>
- f. Resource: Student Basic Needs <https://studentbasicneeds.usc.edu/>

- g. Larry update -- Pay increase for the Fall and an additional \$400-\$500 more for the Spring semester. This increase is a result of AB736 that USC opted into. The new amount in subsequent semesters will be driven by inflation and these numbers could be higher. Larry is trying to budget higher numbers, generally.

3. Future of the Faculty Priorities:

- a. Professional Development:
 - i. Reimbursement for time spent on required training? (e.g. Sexual Harassment and IT Security) Harassment- 4 hours; TrojanSecure: Information Security 101 for Faculty - 30 minutes: *LP Response- As a result of AB736, these professional trainings are included in Teaching Contracts. Faculty Retreats, Kickoffs, and Faculty Meetings are also included in the Teaching Assignment Contracts.*
 - ii. IRB Training: 4 hrs- **Larry will check with Michael to see if the IRB training will be paid training for Dissertation Associate Assignments**
- b. Service: Accurate pay for service time- Discuss a consistent definition of service for ALL Faculty (TT, NTT, including PTF)
- c. *Notes -- Clarification needed for the hours allotted to Part-Time faculty to spend on required professional development. This includes the mandate for Sexual Harassment training, IRB, technology training, etc. Larry explained that one of the changes that came from the increase in pay for Part-Time faculty changes status from hourly to exempt. The mandated requirements for class times, etc. are now part of the exempt status and are not open for additional pay. For Dissertation assistants, if you are being paid hourly, then you receive payment for IRB training. If you are being paid for the class, then it is part of your class requirements and the training is rolled into the course stipend for the class. Larry is going to double-check with Michael on this. Service must be documented on the paperwork and only what is listed.*

4. Faculty Constituent Corner:

- a. Jessica: Representing Several Anonymous PT Faculty: Security of Employment for PT Faculty-Urgent Notes -- How can we create a policy or get clarification around the hiring practices. Who gets classes? How are these decisions being made? How can these decisions be made in an equitable manner?
- b. *Notes: Part-time teaching is not guaranteed with security. The university says that we should teach more courses Full Time rather than Part-Time. The new Full-Time hires are going to impact the number of Part-Time adjuncts needed. Larry is meeting next week to discuss new Full-Time hiring needs. Difference between Adjuncts who need benefits and those who do not. Larry is waiting on the results of the Part-Time Adjunct survey and on his meeting with Dr. Stowe to see what the budget and course needs are for next semester.*

c. Lindsay Kuock Hu_ Research Grants

- i. PT faculty research. I recently expressed interest in applying for a Spencer Foundation research grant which I was ultimately not able to do bc of my PT status. Disappointed that I might not be able to apply for their grant given my PT status. Is there any way around this? Why is a PT faculty member limited from applying for research funds?*
- ii. Response Notes -- Lindsay met with Dr. Picus last week. She feels her question has been resolved. She founded an Ed-Tech company that is designing a culturally responsive curriculum. Offered an opportunity to collaborate on a Spencer Foundation grant. She learned that The USC Faculty Handbook does not allow part-time faculty to apply for grants on their own, but requires that PT faculty collaborate with a Full-Time Faculty Member, who is able to serve as the Principal Investigator (PI). Rossier wants to say "yes" to supporting PT faculty in going after grants. There needs to be This is a university rule (The Part-Time Handbook says that you cannot be the lead). Rossier wants to support PT faculty in their research efforts. They can help form partnerships with Full-Time people and work together. The university needs at least a week (7 business days) lead time in submitting grants. The grants office and additional offices need signatures, etc. prior to submitting to the outside funding source. The university restricts who can apply for foundations so that there can be a coordinated effort with everyone from the university. The Full-Time faculty member can work with Larry's office on the grant process.*

<https://ooc.usc.edu/files/2019/08/Guide-to-Research-2019.pdf>

● Brad Ermaling_ Evaluation Process for Determining Rank, Promotion, and Advancement

- What is the process for determining rank, promotion, and advancement of adjunct professors (Adjunct Assistant, Adjunct Associate, and Adjunct).*
- How are these appointments evaluated and what are the guidelines or criteria used to make advancement decisions?*
- Response Notes -- Different classifications for Adjunct Faculty. Brad's question: Where are the criteria and/or what is the process for assigning these criteria? Larry said there is a set of criteria for the promotion. **Larry will request that Michael/Destini send out the evaluation criteria.** The process explained: All PT Faculty (except retired Superintendents) start at the rank of Assistant Professor. Michael/Destini sends out a link with timelines for merit reviews and increases in pay. Merit review -- every three years or 28 units taught (whatever comes first). Part-Time Faculty can opt-out if they*

want. There is a process and forms/documents for promotion. Letters requested from coordinators, student evaluations, etc. The committee makes a recommendation to Larry's office. Four-Five years of working with Rossier before they will grant a promotion unless solicited.

https://rossierfaculty.usc.edu/files/2021/09/Rossier_PTF_Guidelines_School-Approved-1.pdf

- **Final Thoughts: Omar Ezzeldine**

- Notes -- **Omar**: Is there a written procedure for Part-Time Faculty for being "excused" or not provided a course during a given semester?

Larry -- Part-Time Faculty do not have employment rights. The program office determines hiring needs semester by semester. Larry would rather people who have worked with us a long time remain part of the team. But there is no way to address this. There is no recourse for the Part-Time faculty if they are not asked to teach a course. Larry suggests that we speak with Adrianna Kezar on the development of some rights, but that the university might not buy into this. Larry wants to find a "softer" way to determine who has priority for Part-Time and Adrianna Kezar can provide us with some examples that can help create as much security around these issues as possible. Larry is going to speak with Kezar about the next steps and how to connect this with the Future of the Faculty Task Force. Thursday, January 13th Larry is meeting with Dr. Kezar. **Omar** -- If Part-Time faculty are limited in the number of courses they can teach and do not have a class in a given semester, are they still allowed to serve on additional committees? If information and guidance in the form of a document that summarizes the FAQ could be put together, this would be helpful. **Larry** is not sure how to answer this. Suggested that he will speak with Adrianna first at Meeting on Jan 13th and will update notes from the upcoming meeting between Adrianna and Larry. But did offer the following:

- School Budget -- 100 million (total). Teaching classes is essential to the future of the school. It brings in 92% of the revenue:
 - 19 million -- research and scholarship
 - 24 million -- tuition share with 2U
 - 26 million -- central university
 - 31 million -- operations