

## Senate ad hoc Committee to Investigate NTS Faculty Issues

### Agenda November, 12, 2014

Committee members: Irene Frieze [Psychology, TS faculty], Carey Balban [Provost's Office liaison], Stephen Ferber [Office of Human Resources liaison], Don Bialostosky [English, TS], Helen Cahalane [Social Work, NTS], Bill Gentz [Univ Library System], Sue Skledar [Pharmacy, NTS], Jay Sukits [Business, NTS], Cindy Tananis [Education, NTS], Seth Weinberg [Dental Medicine, TS], Frank Wilson [Greensburg, Sociology, NTS].

1. Approval of September 10, 2014 minutes.
2. Announcements and updates
  - a. Don has agreed to serve on the OMET committee. Cindy is also on the committee.
  - b. Other updates?
3. Ideas for our next report to Faculty Assembly on December 2. See modified draft below.
4. Continuing discussion of School reports and implications for recommendations.
  - a. Social Work. Helen Cahalane
  - b. Pharmacy. Sue Skledar
  - c. Education. Cindy Tananis
5. Exploring alternative-to-tenure~stream appointment systems that may be available at other institutions. Cindy Tananis
6. Initial Discussion of issues relating to part-time NTS faculty.
7. Plans for future meetings. January and March 2015?

Modified Draft for Faculty Assembly. December 5, 2014

Both full time and part time faculty hired outside of the tenure stream are a growing group at the University of Pittsburgh. They can be found in every school. In some, such as Dentistry, there are more non-tenure stream [NTS] faculty than those in the tenure stream system. Faculty, both full-time and part-time, working outside of the tenure stream (NTS) have been and continue to be essential to the growth and successful operation of the University of Pittsburgh. NTS faculty represent more than half of the full-time faculty in 8 of the University's 16 schools, and comprise almost 61% of the overall full-time faculty total. The percentage of full-time NTS faculty has increased in all but two of Pitt's schools over the past decade. There are more part-time [NTS] than full-time faculty in both the Schools of Dental Medicine and Social Work.

NTS faculty perform essential tasks. These duties vary from teaching [often taking classes that tenure-stream faculty choose not to teach or allowing tenure stream faculty to take sabbaticals], research [where they may be a PI, or work on a project where the PI is a TS [tenure stream] faculty member, clinical duties, administration, and service nationally, as well as in the Department or School. Many NTS members are active in the Senate, serving as Senate Officers, members of Faculty Assembly, or chairs or members of Senate Committees. NTS faculty, especially part time NTS faculty, often provide special expertise that enhances programs throughout the University.

In the process of our discussions, we have learned that much of the decision-making related to NTS stream faculty occurs in the individual schools at Pitt. With the approval of the Provost and/or senior administration in the Health Sciences, faculty and administrators in each school can determine for its full-time and part-time NTS faculty:

1. Titles used to designate different types of faculty.
2. Contract lengths from 1 to 5 years. [Typical lengths are 1, 3 or 5 years].
3. Job duties
4. Salaries paid
5. Annual review process for full and part-time NTS faculty
6. Requirements for promotion, and the procedures for developing formal recommendations for promotion [What committees, if any, are involved, and who serves on these committees].
7. Criteria for being designated as Emeritus when retiring.

#### Ad hoc Committee Recommendations

1. **Clearly explained policies within the unit.** The Provost's Office requires that each school or unit have a clear policy/guidelines on NTS faculty appointment, review, and promotion. Each unit's documents are reviewed regularly by the Provost's Office for compliance and consistency with University bylaws, policies and procedures. These unit policies are reflected in content of the annual review of the faculty performance. *We recommend that units make these documents readily accessible on their website to all faculty members in the unit, as well as to those considering a position in the unit.*
2. **Review of NTS policies to determine if some of the issues now designated to the units should be made more uniform throughout the University.** Our ad hoc Committee might do this, but we would need at least another year.
3. **Career tracks and annual reviews.** The Provost's 1999 Memorandum on Annual Review of the Faculty (<http://www.provost.pitt.edu/faculty-affairs/annual-review.html>) indicates that annual letters should explain in clear and specific terms the expectations for the coming year and how these relate to earlier agreed-on job duties. This is especially important for NTS faculty. *We recommend that a formal procedure be developed, as appropriate to the role of each NTS faculty member in the unit, for review and promotion. This procedure should outline titles for initial hiring and later promotion, as well as the benefits associated with different titles.*
4. **Review of NTS salaries, especially part-time NTS faculty. Clarify how many part-time faculty we have.** Different sources of information, such as the Faculty Handbook and the Snyder Report provided to the state have quite different counts for our total number of full time and for our total part time faculty, with more variance for part time. *A uniform system of determining these counts is needed. Information regarding part time faculty salaries needs to be examined by the Senate Budget Policies Committee.*

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### History of Senate Examination of NTS Policies

History: These ideas were developed through a multi-year process of Senate activity in collaboration with the administration:

- After a number of interviews with NTS faculty, and with administrators in the Provost Office as well as Arts and Sciences, and review of several excellent school policies, the Gender Discrimination Initiatives Subcommittee developed a set of initial guidelines that were reviewed and approved by the Senate Anti-Discrimination Policies Committee, the Tenure and Academic Freedom Senate Committee, Faculty Assembly and Senate Council during the summer and fall of 2012.
- The Guidelines were endorsed by the Provost at the Senate Council meeting on December 5, 2012 where they were presented. As the Provost explained at that time, her office and the deans had already been working on NTS faculty issues for some time, including several of the issues proposed in the Guidelines and would continue to work on these and other issues.
- With the publicity given these Guidelines, members of the original committee were approached about additional issues that had not been fully considered in the Guidelines and suggested that additional work was needed.
- On September 3, 2013, a new Senate Ad Hoc committee was established and charged "with the analysis of university policies and procedures related to non-tenure stream faculty, both part-time and full-time with an eye to adjustments that may need to be made and positioning of responsibility for consideration of these matters within the standing committees of the Senate, as well as identification of issues not currently within the purview of an existing standing committees."
- Last year, after reviewing the University bylaws, we discussed the policies relating to full-time, NTS faculty. A report was presented to Faculty Assembly in April 2014 that outlined tentative recommendations. [See <http://www.univsenate.pitt.edu/sites/default/files/Recommendations%20%20%20for%20Faculty%20Assembly%204%2029%2014%20NTS.pdf> ] Members of Faculty Assembly had many questions and concerns, and the recommendations were not approved at that time. The Committee was asked to continue their good work and report an expanded update at a future Faculty Assembly meeting.