

Senate ad hoc Committee to Investigate NTS Faculty Issues: Interim Report
For Presentation at Faculty Assembly on January 13, 2015

Both full time and part time faculty hired outside of the tenure stream (NTS) are a growing group at the University of Pittsburgh. They can be found in every school. Faculty, both full-time and part-time, working outside of the tenure stream have been and continue to be essential to the growth and successful operation of the University of Pittsburgh. The percentage of full-time NTS faculty has increased in all but two of Pitt's schools over the past decade. NTS faculty now 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.

NTS faculty perform essential tasks. These duties vary from teaching introductory level to highly specialized classes, conducting research as a PI or other support role, performing clinical duties, engaging in administration at all levels, and providing service at the departmental, school and national levels. 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, including 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 faculty occurs in the individual schools or units at the University. This leads to wide variation and inconsistency in practices. For example, with the approval of the Provost and/or senior administration in the Health Sciences, school/unit-level decisions can be made about:

1. Titles used to designate different types of NTS faculty and the privileges, benefits and responsibilities associated with these titles.
2. Contract lengths.
3. Job duties
4. Salaries paid
5. Annual review process for full and part-time NTS faculty
6. Requirements and incentives for promotion.
7. Procedures for determining who should be promoted
8. Criteria for being designated as Emeritus when retiring.

Ad hoc Committee Recommendations

1. **Clearly explained and accessible policies within the unit.** The Provost's Office requires that each school or unit have a clear policy and/or 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. **Career tracks.** Many schools provide one or more promotion tracks for NTS faculty. These tracks generally reflect different areas of emphasis, such as teaching, administration, or research. Each unit should have clearly defined tracks for promotion and career development for NTS faculty. These will vary for those with different duties within the unit and should reflect those duties.
3. **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. Job duties and specific expectations for the coming year need to be clearly outlined in writing. Salary and promotion decisions should be based on meeting the stated expectations.
4. **Incentive structure.** For NTS faculty, it is critical that clear incentives be tied to their promotion. Increased contract length, increased salary, opportunities for paid leave, and improved office space are some examples of the incentives now offered in some units. We therefore urge all schools/units to develop a clear incentive policy related to NTS faculty promotion.
5. **Review of current status of decision-making solely within the unit.** We recommend that a systematic review be done to determine if some of the NTS decisions now delegated to the school or unit should be made at a higher level of the administration so there is more consistency across units.

.....

Ad hoc Committee members: Irene Frieze, chair [Psychology, TS faculty], Carey Balaban [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, NTS], Sue Skledar [Pharmacy, NTS], Jay Sukits [Business, NTS], Cindy Tananis [Education, NTS], Seth Weinberg [Dental Medicine, TS], Frank Wilson [Greensburg, Sociology, NTS].

.....

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.