To: All faculty

Subject: Enhanced Support for Part-Time Faculty

March 7, 2016

Dear Colleagues,

I am writing to share ten new developments in our continuing efforts to support DePaul’s part-time faculty.

1. Last Thursday, March 3rd, the board of trustees approved a 2½ percent raise pool for 2017 for the entire university community including part-time faculty and staff. This complements the 2½ percent raise pool in 2016 and the $500 bonus paid to all part-time employees this past September.

Over the past few weeks, many part-time faculty have written or attended meetings sharing reflections on how their experience at DePaul could be further improved. Faculty Council also recently released the findings of a survey of contingent faculty, suggesting ways the university can enrich the experience of part-time faculty in our academic community.

We’ve been collecting those ideas and believe many can be implemented. These changes will be put into effect as soon as possible and a mechanism will be designed to develop a structure through which longer-term changes to support part time faculty may be proposed.

DePaul will:

2. **Create multicourse contracts** for part-time faculty to make possible longer and more predictable teaching appointments — particularly for faculty who have been teaching for us for a number of years.

3. **Enhance the Course Cancellation Fee** from its present rates (10 percent of agreed-upon salary if the course is cancelled one month to one week before the first day of class; and 20 percent if the course is cancelled less than one week before the first day of class) to 25 percent if the course is cancelled one month before the first day of class, effective July 1, 2016.

4. **Develop an opt-out process** which would allow part-time faculty, if they wished, to opt out of the course cancellation fee and request that their course not be cancelled if there is hope that last minute registration would permit it to run.

5. **Compile, in one place, all policies and procedures** relating to part-time faculty, with a view to harmonizing those across the colleges.

6. **Designate an Associate Provost** in the Provost’s office with responsibility to attend to part-time faculty affairs.
7. **Establish a Task Force to determine what kind of permanent committee or other structure might best give part-time faculty voice in proposing longer-term changes to improve their experience at DePaul.** The Task Force will include: a) 10 part-time faculty, one from each college; b) two representatives appointed by Faculty Council, preferably to include the chair of the Committee on Contingent Faculty; c) a dean appointed by the Provost; and d) the designated Associate Provost, as described above. It is expected that the Task Force would develop its recommendations quite soon – in months, not years.

The Task Force will have the following charge:

8. **Design a permanent structure** through which part-time faculty can voice and resolve workplace concerns. This could, for example, be a university-wide body with a majority of part-time faculty, but would likely also include representation from Faculty Council and from Academic Affairs. The hope is that such a body would enable part-time faculty to present their opinions and perspectives directly to the university.

9. **Identify ways to deepen involvement of part-time faculty in the life of their departments.** This could include, for example, formation of college level committees that would consider the issues of part-time faculty in each college.

10. **Propose ways to pay part-time faculty for service beyond their teaching responsibilities.**

Some of these initiatives will take time to implement, but I have accepted them all in principle and announce them today so the work can start.

Part-time faculty who are interested in serving on the Task Force should prepare a brief statement of a few sentences describing their service at DePaul and their experience and explain how they could help the Task Force fulfill its charge. Statements should be sent by March 14 to Provost@depaul.edu. A small group of senior part-time faculty will review the statements and select the Task Force members. It is expected that the Task Force will begin its work within a few weeks. Part-time faculty appointed to the Task Force will be compensated for their time.

In addition, all faculty should feel free to continue to send their thoughts and ideas to Provost@depaul.edu.

Thank you,

Marten den Boer
Provost