



UNIVERSITY OF SAN FRANCISCO  
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# Preferred Hiring Pool

Fall 2023



# College / School Contacts

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## USF Part-time Faculty Association

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## General Submission / Website Questions

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# PHP Eligibility

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**12.1 PHP Eligibility** - Effective Fall 2023, all adjunct professors who upon evaluation are determined to be effective teachers who demonstrate competence and successfully complete their teaching assignment in accordance with Article 13 and who have completed at least forty-four 44 units and have a minimum of 6 semesters service, or 38 units and have a minimum of 8 semesters of service, may apply for the preferred hiring pool (PHP).

***\*\*Units must be COMPLETED, not in progress.\*\****

# PHP2 Eligibility

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**12.8 Preferred Hiring Pool 2 (PHP2)** - PHP 2 candidates must have a minimum of 10 years of service and 124 units in the bargaining unit. They must notify their department chair in writing on their intent to apply for PHP 2. Promotion to PHP 2 will be based on teaching excellence, collegiality, continuing professional development in teaching, and support for department / programs learning objectives and outcomes.

***\*\*Units must be COMPLETED, not in progress.\*\****

# Before applying... (I)

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## Long range best practices

- **Center for Teaching Excellence** - take advantage of their offerings and support and keep written narratives if new, innovative practices are incorporated into your pedagogy
- **Teaching Development Funds** - apply to support your professional development
- **Classroom Observations** - ask a colleague, chair, or director to observe your classroom and provide feedback; have that colleague return on a future date to witness changes geared toward student learning
- **Supplemental Evaluations** - keep records of in-class questionnaires or mid-semester evaluations that supplement the Student Surveys of Teaching Effectiveness (BLUEs)



# Before applying... (II)

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## Short term suggestions

- Consider meeting with Associate Dean before applying to review your Student Surveys of Teaching Effectiveness (BLUEs).
- Contact your dean's office to ensure you have sufficient units and years of service to apply.
  - Units must be completed.
  - Directed studies do not count towards total units as they are not evaluated.
- Review sample applications on the PTFA website.
- Notify department chair/program director in writing of intent to apply (email is sufficient) if you decide to move forward.



# What to prepare...

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The application shall include the following:

- Letter of application
- Curriculum Vitae
- List of Courses and Sections Taught by Semester at USF
- Teaching philosophy
- Statement that outlines support for program learning outcomes and objectives
- Statement that outlines commitment to collegiality
- Confirmation of written notice of intent to apply to department chair
- Any additional materials that demonstrate teaching effectiveness, including letters from faculty, administrators, or students; or documentation of professional development.
- Minimum of 3, maximum of 5 most recent years of BLUE Student Surveys.



*Materials must be uploaded in **PDF format** to the online application site.*

# How to apply...

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- Look for message from the PTFA and Dean's Office with instructions to apply online:  
<https://gnosis.usfca.edu/facinfo/php>
- Log in using your USF Connect username and password
- Upload documents as PDFs
- Upload USF BLUE Student Surveys as one PDF per semester (if you are missing evaluations, please contact your Dean's office as soon as possible in order that we may assist)
- Upload any additional documents such as letters of support as "Additional Materials"



*Log on early to make sure you can login successfully and upload documents! **File size limit is 8 megabytes.** You may have to reduce file size or separate larger documents.*



# Where to apply... <https://gnosis.usfca.edu/facinfo/php>

## Application for PHP / PHP2

Please upload PDF files ONLY! Other formats will be rejected. **File size limit is 8 megabytes.**

If you are uploading scanned documents, make sure to optimize them first to reduce file size. (Document -> Optimize Scanned PDF option in Acrobat.)

You may return to this site as many times as needed to upload additional PDF files until the October 16 application deadline.

Files	Current	Upload
Application Type		<input type="text" value="v"/>
Letter of Application		<input type="button" value="Choose File"/> No file chosen
Curriculum Vitae		<input type="button" value="Choose File"/> No file chosen
List of Courses and Sections Taught by Semester <i>(indicate semesters in which each course was taught)</i>		<input type="button" value="Choose Files"/> No file chosen
Teaching Philosophy		<input type="button" value="Choose File"/> No file chosen
Statement of Support for Department/Programs Learning Outcomes and Objectives		<input type="button" value="Choose File"/> No file chosen
Statement that Outlines the Applicant's Commitment to Collegiality within their Department, College and University		<input type="button" value="Choose File"/> No file chosen
Confirmation of Notification to Department Chair/Program Director		<input type="button" value="Choose File"/> No file chosen
Teaching Evaluations <i>(USF only, minimum of three and maximum of five most recent years of SUMMA/BLUE surveys, saved by semester)</i>		<input type="button" value="Choose Files"/> No file chosen
Additional Materials <i>(sample syllabi, recommendation letters, etc.)</i>		<input type="button" value="Choose Files"/> No file chosen

## When to apply...

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**Monday, October 16, 2023**  
**(11:59 PM)**

*By contract, October 15, but since that is a Sunday this year,  
an extension to Monday, October 16 is approved.*

# Tips - Application Materials (I)

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- Sample applications are available on the **PTFA website**.
- **Teaching Philosophy** - may include how research and service has contextualized your teaching, but this is not required.
- **SOM only** - *Academic and Professional accomplishments may be an additional component for SOM applicants, as noted in the PT-CBA Appendix 4: "(4) In recognition of the AACSB accreditation standards under which the SOM must operate, such Adjuncts admitted to PHP or PHP2 will be evaluated by the Dean on an annual basis as to their teaching quality and the relevance of their background."*
- **Statement of Support for Program Learning Outcomes and Objectives** - be sure to understand the difference between CLOs and PLOs.
- **Collegiality Statement** - should state your commitment to collegiality, and/or description of what collegiality means to you at USF.

# Tips - Application Materials (II)

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- In either the letter of application, or the statement of teaching philosophy, it is recommended to discuss strategies that have worked for you as an instructor, and also areas that you have identified for further development.
- In providing BLUE Student Surveys, do not “cherry pick” the best of the bunch.
- Address any semesters with lower BLUE scores, and explain how you address substantive student comments in future semesters, if relevant.
- Selective supplemental materials may include: syllabi, key assignments, mid-semester evaluations (if any), letters from faculty and/or students - letters are best if from faculty who have seen you teach.



# Review Process

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- Deans/Associate Deans review all applications.
- Provost meets with the Deans to make final decisions.
- Notifications will be sent to applicants prior to the following spring semester.
- Decisions are effective for the following spring semester.
  - Spring 2024 - max of 15 promotions
  - Spring 2025 - caps expire
- PHP seniority rights are school/college, department/program, and course specific.  
(Some schools may not be department/program or course specific.)

# Rates

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## Spring 2024

Beginning Spring 2024 semester, part-time faculty shall receive an across the-board increase equal to the greater of (a) 2.75% and (b) the index of the fiscal year 2024 merit compensation increase pool for administrative staff. This across the-board increase will be applied to the non-PHP and PHP 1 classifications but will be capped at 3% for the PHP 2 classification.

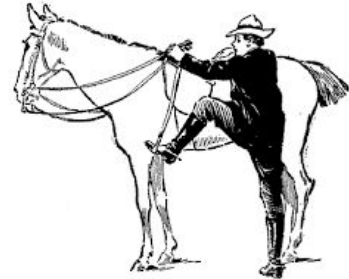


**Note: PHP 2 is a pay increase only. It does not confer additional seniority rights.**

# PHP / PHP2 Denial

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- Decisions of the Dean are not be subject to the grievance and arbitration provisions of the CBA.
- If an adjunct professor's application is denied, they may request an explanation of the reasons for the denial.
- Applicants may request a review of the Dean's decision, but such reviews shall be limited to whether procedures set forth in the CBA have been followed.
- PHP applicants may re-apply the following year.
- PHP2 applicants are eligible to re-apply in 2 years.





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Q&A

