New Faculty Orientation

Faculty Affairs

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USC Viterbi
School of Engineering

University of Southern California

Key Policy and Practice Documents

- ➢ Faculty Handbook
- • UCAPT Manual
- • Viterbi School APT Guidelines
- ➢ Viterbi School Faculty Evaluation Policy
- ➢ Faculty Load Policy: Junior Faculty Extended Teaching Load Reduction; T/TT Faculty Load Policy, Teaching Faculty Load Policy
- ➢ Mid-probationary (Three-Year) Academic Progress Review
- ➢ Viterbi Mentoring Programs and Activities, Reference Guides
- • Guide to Research at USC
- • Conflicts of Interest in Professional and Business Practices; Conflicts of Interest in Research; VSoE Contracts and Grants
- • New Faculty Reference Guide to Technology Commercialization
- • Academic Integrity; GRA Handbook; Postdoc Scholars Guidelines

Faculty Handbook*

- Describes current official university policy affecting faculty

- Faculty participation in university governance (Section 2B)
  - Academic Senate, Faculty Councils, Univ./Senate Committees

- Faculty rights and responsibilities (Section 3B and 3C)
  - Academic freedom and responsibilities (teaching, research, service, mentoring)

- Compensation, leaves, and benefits (Sections 3D, 3E and 3F)
  - Sabbatical Leave (paid), Family Care & Medical Leave (12 wk unpaid), Personal/Special Leave (unpaid), Part-time Leave (proportionate pay)
  - Paid Parental Leave (10 wk paid) – see Section 9A
  - Academic year appointments (9 months): no vacation entitlement
  - Fiscal year appointments (12 months): 20 days/yr, 35 days max. accrual
  - *Note:* 3 days of sick leave annually (compliant w/ HWHF Act of 2014)

Faculty Handbook

- Conflicts of interest (COIs), outside activities (Sections 3G - 3I)
  - Identify and disclose via https://diSClose.usc.edu/ system
  - If permitted, manage the COI with approved plan
  - Personal COIs – can't participate in decisions affecting Close Relations
  - COIs in research – reviewed by COI Review Committee (Compliance)
  - Outside Activities – of scholarly worth that in no way detracts from one's primary responsibilities to, and the prestige of, the university

- Appointment, promotion, and tenure (Sections 4C - 4H)
  - Term of (re)appointment indicated in app't letter (typically 1, 2 or 3 yrs)
    - Decision rests with Dean (or delegate); other levels of review are advisory
  - TDD in app't letter; changes only for leaves or special circumstances
    - Tenure decision rests with Provost; all other levels of review are advisory
  - Evaluation follows UCAPT Manual* and/or Viterbi School APT Guidelines

* 2017 is most recent version, found at https://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/

Faculty Handbook

- Policies Pertaining to Research (Chapter 5)
  - More info in the "Research at USC" orientation session this afternoon
- Providing Safe Educational and Work Environment (Chapter 6)
  - Civility in the workplace: no discrimination, harassment, retaliation
  - Workplace harassment prevention training required every 2 years
- Faculty Grievances (Chapter 7)
  - For violations of rights provided by law or by university policies
  - Informal resolution via department chair (alternatively, VD Fac. Affairs)
  - Formal filing by submitting, in writing, to Academic Senate President
- Faculty Dismissals (Chapter 8)
  - Only for adequate cause
  - Mid-contract terminations not to be confused with dismissals for cause

Faculty Handbook

- Academic and Family Life Balance (Chapter 9)
  - Paid Parental Leave (PPL): for full-time faculty in connection with the birth or adoption of child, and serve as *primary caregiver*
    - 10 weeks paid parental leave (no obligation for duty during leave period)
    - No teaching obligation during entire semester of approved leave
  - Accommodation for probationary faculty with childcare responsibilities
    - Half-time leave with half-time duties at half pay (up to 2 years) or
    - Reduced teaching & service totaling two courses (including PPL relief) or
    - Limited period of assistance (lab technician or teaching assistant)
  - Extension of probationary period
    - Birthing or primary caregiver faculty member entitled to TDD extension
  - PPL and TDD extensions will not raise expectations for scholarly output

- Transition from Full-time Work (Chapter 10)

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Viterbi Faculty Evaluation

- Annual faculty evaluation
  - Based on FLP and accomplishments during preceding year
  - Peer review by departmental faculty committee; also by chair (optional)

- Mid-probationary academic progress review (i.e., 3-year review)
  - Facilitate communication and understanding of criteria for tenure
  - Provide constructive feedback on strengths & weaknesses of research and teaching activities

- Reappointment review (see VSoE APT Guidelines*)
  - Occurs during expiration year of current term, with consideration of whether to initiate promotion process
  - Normally 90 days' notice given (mid-contract termination or non-renewal)

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Viterbi Faculty Load Profile

- T/TT Load Profile: 40% teaching, 40% research, 20% service
  - Curriculum based on 3-unit course model (few dept's still transitioning):
    - <u>Junior faculty load:</u> 1 course in yr 1; 2 in yrs 2-5 (research active); 8 units in yr 6
    - <u>Default load:</u> 9 units if supporting < 2 PhDs; 8 units if supporting >= 2 PhDs; add'l 1 unit reduction if mentor PhD to graduation or buy-out 8.33% of AY time
  - Curriculum based on 4-unit course model (most dept's have transitioned):
    - <u>Junior faculty load:</u> 9 courses over the first six years
    - <u>Default (normal) load:</u> 2 courses per year

Viterbi Faculty Load Profile

- **Teaching Faculty Load Profile**
  - Curriculum based on 3-unit course model: 80% teaching, remainder service
    - 18 units per year
  - Curriculum based on 4-unit course model: 89% teaching, 13% service
    - 5 courses per year
  - Limited research expectations (up to 25% allowed if externally supported)

- **Research Faculty Load Profile**
  - Default load profile: 87% research, 13% service (includes proposal writing)
  - Effort devoted to externally-supported research obtained by faculty
  - May act as PI on grants; chair Ph.D. committee(s) with Dean approval
  - Limited teaching expectations (typically 1 course/yr; 2 only if preapproved)

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Faculty Mentoring & Development

- Junior Faculty Mentoring
  - "Network of mentors" model
  - Senior faculty mentors assigned to all junior faculty members
    - Mentor-mentee luncheons (up to 2 per semester)
  - Peer mentoring
    - Peer mentoring luncheons (hosted by the School, some by your department)
  - Other mentoring sessions (e.g., with Vice Dean for Faculty Affairs--FA)
  - Mentoring Workshops for Mentors and Mentees (about best practices)

- Junior Faculty Professional Development and Recognition
  - Funds to support junior TT faculty travel to key conference/meetings (FA)
  - Funds to support teaching faculty travel to key conference/meetings (FA)
  - Support opportunities for growth and advancement, recognize & reward achievements, encourage and reinforce continual success