New Faculty Orientation

Faculty Affairs

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August 17, 2023
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 2-B)
  – Academic Senate, Faculty Councils, Univ./Senate Committees
• Faculty rights and responsibilities (Section 3-B)
  – Academic freedom and responsibilities (teaching, research, service, mentoring)
• Compensation, leaves, and benefits (Sections 3-C, 3-D, and 3-E)
  – 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) – Section 3-D(8)
  – Academic year appointments (9 months): no vacation entitlement
  – Fiscal year appointments (12 months): 20 days/year, 35 days maximum accrual
  – Note: 3 days of sick leave annually (compliant with HWHF Act of 2014)

* 2022 is most recent version, found at https://policy.usc.edu/faculty/faculty-handbook/
Faculty Handbook

- Academic and Family Life Balance (Chapter 3, Section 3-D(8))
  - 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 a maximum of two courses (including PPL relief) or
    - Limited period of assistance (lab technician or teaching assistant)
  - Extension of probationary period (Tenure Decision Date, or TDD)
    - Birthing or primary caregiver faculty member entitled to one year of TDD extension
  - PPL and TDD extensions will not raise expectations for scholarly output
Faculty Handbook

• Conflicts of interest (COIs), outside activities (Section 3H)
  – Identify and disclose via https://diSClose.usc.edu/ system
  – If permitted, manage the COI with approved plan
  – Personal COIs – cannot 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 4A - 4H)
  – Term of (re)appointment indicated in appointment letter (typically 1, 2, or 3 years)
    • Decision rests with Dean (or delegate); other levels of review are advisory
  – TDD is in the appointment 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

* 2022 is most recent version, found at https://policy.usc.edu/appointments-promotions-tenure/
Faculty Handbook

• Policies Pertaining to Research (Chapter 5)
  – More info in the “Research at USC” orientation session this afternoon

• Providing Safe, Professional, 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 different from dismissals for cause

• Transition from Full-time Work (Chapter 9)
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Viterbi Faculty Evaluation

• Annual faculty review (AFR) and evaluation
  – Based on faculty load profile (FLP) and accomplishments during preceding year
  – Peer review performed by academic unit’s faculty committee; also by Chair/Director (optional)

• Mid-probationary academic progress review (i.e., 3-year review)
  – Facilitate communication and understanding of criteria for tenure
  – Provide constructive feedback on strengths and 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 one semester notice for non-renewal; 90 days’ notice for mid-contract termination

* 2018 is most recent version, found at
Viterbi Faculty Load Profile

- **T/TT Load Profile: 40% teaching, 40% research, 20% service**
  - Curriculum based on 4-unit course model (most dept’s have transitioned):
    - Junior faculty teaching load: 9 courses over the first six years (probationary period)
    - Default (normal) load: 2 courses per year, conditional on being fully research active

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

- **Research Faculty Load Profile**
  - Default load profile: 87% research, 13% service (includes proposal writing)
  - Effort is devoted to externally-supported research obtained (for use by) the faculty member
  - May act as PI on grants; chair Ph.D. committee(s) if departmental practice or Dean approval
  - Limited teaching expectations (typically 1 course/year; rarely 2 but 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/program)
  – Other mentoring sessions (e.g., by Vice Dean for Faculty Affairs (VDFA) or VD for Research)
  – 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 (VDFA)
  – Funds to support teaching faculty travel to key conference/meetings (VDFA)
  – We support opportunities for growth and advancement, recognize & reward achievements (Viterbi Faculty Honors/Awards office), and encourage and reinforce you continual success!