



New Faculty Orientation

Faculty Affairs

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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)*



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 (primary caregiver)**
 - 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



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 (i.e., 36 units) over the first six years (probationary period)
 - Default (normal) load: 2 courses per year if fully research active (increased load if less 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 conferences/meetings (VDFA)
 - Funds to support teaching faculty travel to key conferences/meetings (VDFA)
 - We support opportunities for growth and advancement, recognize & reward achievements (Viterbi Faculty Honors/Awards office), and encourage and reinforce your continual success!