

# **FY18 PART-TIME CONTRACTS IN FSMS**

---

VITERBI FACULTY AFFAIRS MEETING – NOVEMBER 15, 2017


# Deans Module

---

- **The Deans module includes:**
  - **Part-Time Multi-Year Contracts**
  - **Part-Time Annual Contracts**
  - **Part-Time Semester Contracts**
  - **Full-Time Semester Contracts**

# Welcome to FSMS

**Employee Services System**



HomeMenu • Logout Print Page

---

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

**Logout**

16:00:13  
**ESS (V1.0)**  
Saw User No: 1005942

## USC Employee Services System

### Faculty Maintenance Menu


March 4, 2017  
WebPPMainMenu  
c0361985

---

[Back...](#)  
[WEBPP.SCHOOL.MENU](#)  
[WEBPP.PROVOST.MENU](#)  
[WEBPP.ADMIN.MENU](#)

**Back to Home Menu**  
**Faculty Maintenance School Menu**  
**Faculty Maintenance Provost Menu**  
**Faculty Maintenance Administration Menu**

# Welcome to the Deans Module

**Employee Services System** 

HomeMenu • Logout Print Page

---

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

**Logout**

16:01:52  
**ESS (V1.0)**  
Saw User No: 1005942

**USC Employee Services System**  
**Faculty Maintenance School Menu**

---

[Back...](#)  
[WEBPP.SCHFAC.U](#)  
[WEBPP.PROPOSAL.U](#)  
[WEBPP.PT.PROPOSAL.U](#)  
[WEBPP.LIB.PROPOSAL.U](#)  
[WEBPP.PROPOSAL.I](#)

March 4, 2017  
WEBPPSchoolMenu  
c0361985

**Back to Faculty Main Menu**  
**Faculty Update**  
**Faculty Proposal to Provost**  
**Faculty Proposal to Dean** ←  
**Librarian Proposal**  
**Proposal Inquiry**

# Find Your Faculty Member

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

16:04:29  
**WEBPP.PT.PROPOSAL.U (V1.0b)**  
Saw User No: 1005942

**USC Employee Services System**

March 4, 2017  
WebPPPTProposalU  
c0361985

**Faculty Proposal to Dean Process**

---

**Employee and Year Selection**

Employee ID	<input type="text"/>
Employee SSN	<input type="text"/>
USC ID	<input type="text"/>
Employee Name	<input type="text"/>
Include Terminated Employees	No ▾

---

Contract Year	2018 ▾
---------------	--------

---

# By Faculty Member's Name

Saw User No: 1005942 Faculty Proposal to Dean Process c0361985

---

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

### Employee and Year Selection

Employee ID	<input type="text"/>
Employee SSN	<input type="text"/>
USC ID	<input type="text"/>
Employee Name	<input type="text" value="trojano tomas"/>
Include Terminated Employees	<input type="text" value="No"/>


---

Contract Year	<input type="text" value="2018"/>
---------------	-----------------------------------

---

2. Click on "Search for Employee"

1. Enter in last name, first name



2. Click on "Search for Employee"



# By Faculty Member's Name

### Employee and Year Selection

Employee ID	<input type="text" value="0014154"/>
Employee SSN	<input type="text" value="***-**-4154"/>
USC ID	<input type="text" value="5519965113"/>
Employee Name	<input type="text" value="Trojano, Tomas"/>
Include Terminated Employees	<input type="text" value="No"/>

---

Contract Year	<input type="text" value="2018"/>
---------------	-----------------------------------

---

3. Click on "View Employee Information"

- [Home Menu](#)
- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)
- [Logout](#)

# By Employee I.D.

The screenshot shows a web interface for searching employees. On the left is a yellow sidebar with a 'Home Menu' containing links for 'View Reports', 'View Images', 'What's New', 'Help', and 'FAQ', and a 'Logout' link. The main area is titled 'Employee and Year Selection'. It features a table with five rows: 'Employee ID' (input field with '0014154'), 'Employee SSN' (input field), 'USC ID' (input field), 'Employee Name' (input field), and 'Include Terminated Employees' (dropdown menu with 'No' selected). Below this table is a 'Contract Year' dropdown menu with '2018' selected. At the bottom are four buttons: 'Search for Employee', 'Clear Fields', 'View Employee Information' (circled in red), and 'Exit Process'. Two red arrows point from a box labeled '1. Enter Employee ID or USC ID' to the 'Employee ID' and 'USC ID' input fields. Another red arrow points from a box labeled '2. Click on "View Employee Information"' to the 'View Employee Information' button.

**Employee and Year Selection**

Employee ID	0014154
Employee SSN	
USC ID	
Employee Name	
Include Terminated Employees	No ▾

Contract Year: 2018 ▾

Buttons: Search for Employee, Clear Fields, **View Employee Information**, Exit Process

Annotations:  
1. Enter Employee ID or USC ID (points to Employee ID and USC ID fields)  
2. Click on "View Employee Information" (points to View Employee Information button)



# Proposal Selection

### Proposal Selection

Employee Information	
Employee ID	0014154
Employee SSN	***-**-4154
USC ID	5519965113
Employee Name	Trojano, Tomas
Employee Status Description	IS - Inactive - Special for Testing
Employee Home Department	2510250000 - University Payroll Services

---

Contract Year	2018
Primary Department	4747000000 - Dave's Special Department
Secondary Department	
Tertiary Department	
Proposals	Select a Proposal ▼

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Automatically populated – cannot be amended in FSMS

# Select a Proposal

## Proposal Selection

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

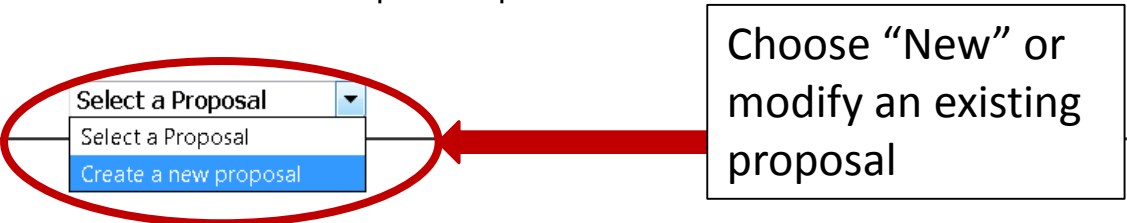
[Logout](#)

Employee Information	
Employee ID	0014154
Employee SSN	***-**-4154
USC ID	5519965113
Employee Name	Trojano, Tomas
Employee Status Description	IS - Inactive - Special for Testing
Employee Home Department	2510250000 - University Payroll Services

---

Contract Year	2018
Primary Department	4747000000 - Dave's Special Department
Secondary Department	
Tertiary Department	
Proposals	<div style="border: 1px solid gray; padding: 2px;"><div style="border-bottom: 1px solid gray; padding: 2px;">Select a Proposal ▾</div><div style="padding: 2px;">Select a Proposal</div><div style="background-color: #007bff; color: white; padding: 2px;">Create a new proposal</div></div>

Choose "New" or modify an existing proposal



# Modify Selected Proposal

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

**Employee Information**

Employee ID	0014154
Employee SSN	***-**-4154
USC ID	5519965113
Employee Name	Trojano, Tomas
Employee Status Description	IS - Inactive - Special for Testing
Employee Home Department	2510250000 - University Payroll Services

---

Contract Year	2018
Primary Department	4747000000 - Dave's Special Department
Secondary Department	
Tertiary Department	
Proposals	Create a new proposal ▼

---

Click on "Modify Selected Proposal"

[Modify Selected Proposal](#) [Select another Employee or Contract Year](#) [Exit Process](#)

# Proposal "New"

## [Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

## Proposal "New"

Employee Id	0014154
Employee USC ID	5519965113
Employee SSN	***-**-4154
Employee Name	Trojano, Tomas
Home Department	2510250000 - University Payroll Services
Latest Hire Date	08/01/2006
Orig Hire Date	07/28/1990
Contract Year	2018
Proposal Id	New
Recruitment Requisition ID	
Proposal Status	SW - School - Working
Proposed Faculty Status	S - Non-Tenure Track (Special)
Proposed Activity Level	PT - Part Time
Reappointment Status	F - Fixed Term
Overload Employee	No

This information is automatically populated and cannot be amended in FSMS

# Select a Job Code

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Appointment Letter Name (Last, First Middle)
Current Job Code
Proposed Job Code
Proposed Core Position Id
Core Object Code
Job Code Change Reason
Year Rank Achieved (USC)
Adjusted Year Rank Achieved
Current Academic Title
Proposed Academic Title
Current Administrative Title
Proposed Administrative Title
Letter Begin Date
Letter End Date
Letter Effective Date
Date Fixed Term Employment Ends

**064002 - Part Time Lecturer (E)**

064002 -- Part Time Lecturer (E) -- E

Select a Job Code

064002 -- Part Time Lecturer (E) -- E

064003 -- Lecturer (E) -- E

064006 -- Pt Fac Wkld Agrmt-Rest Use (E) -- E

064007 -- Senior Lecturer -- E

064008 -- Part-Time Faculty -- N

064009 -- Adjunct Lecturer (E) -- E

064010 -- Adjunct Instructor (E) -- E

064012 -- Adjunct Assistant Professor (E) -- E

064014 -- Adjunct Associate Professor (E) -- E

064016 -- Adjunct Professor (E) -- E

064019 -- Clinical Scholar - Occupational Therapy -- E

064020 -- Clinical Instructor (E) -- E

064021 -- Clinical Scholar-Physical Therapy -- E

064022 -- Clinical Assistant Professor (E) -- E

064024 -- Clinical Associate Professor (F) -- F

# Job Codes

---

- Non-exempt (066\*) – Viterbi uses only non-exempt job codes for part-time faculty
- The adjunct job codes are used only when the faculty member has a primary job other than the faculty member's part-time job at USC



# Part-Time Job Codes

---

Definition of Part-Time Faculty in the Faculty Handbook:

“PART-TIME FACULTY – For individuals with part-time appointments, non-tenure-track: (a) Lecturer (part time); (b) for those whose USC work is adjunct to a primary position or career elsewhere, Adjunct Lecturer, Adjunct Professor of <discipline>; in the medical school, Adjunct Professor of Clinical <discipline>.”

# Deans Module Job Codes

064002 – Part Time Lecturer (E) – E  
064003 – Lecturer (E)  
064006 – Pt Fac Wkld Agrmt – Rest Use (E)  
064007 – Senior Lecturer – E  
064008 – Part-Time Faculty – N  
064009 – Adjunct Lecturer (E) – E  
064010 – Adjunct Instructor (E) – E  
064012 – Adjunct Assistant Professor (E) – E  
064014 – Adjunct Associate Professor (E) – E  
064016 – Adjunct Professor (E) - E  
064019 – Clinical Scholar – Occupational Therapy – E  
064020 – Clinical Instructor (E) – E  
064021 – Clinical Scholar – Physical Therapy – E  
064022 – Clinical Assistant Professor (E) - E  
064024 – Clinical Associate Professor (E) – E  
064026 – Clinical Professor (E) - E  
064032 – Research Assistant Professor - E

064050 – Research Adj Instructor (E) – E  
064052 – Research Asst Professor (E) – E  
064054 – Research Adj Assoc Profesor (E) – E  
064056 – Research Adj Professor (E) – E  
064060 – Adj Instructor of Clinical (E) – E  
064062 – Adj Asst Professor of Clinical (E) – E  
064064 – Adj Assoc Professor of Clin (E) – E  
064066 – Adj Professor of Cliical (E) – E  
064085 – Clinical Instructor (Med-Ft) – E  
064111 – Assistant Professor – Instructional – NTT – E  
064112 – Associate Professor – Instructional – NTT – E  
064113 – Professor – Instructional – NTT – E  
**066002 – Part-Time Lecturer – N**  
066003 – Lecturer – N  
066006 – Pt Fac Wkld Agreement-Restr Use – N  
**066009 – Adjunct Lecturer – N**

**066010 – Adjunct Instructor - N**  
**066012 – Adjunct Assistant Professor – N**  
**066014 – Adjunct Associate Professor – N**  
**066016 – Adjunct Professor – N**  
066020 – Clinical Instructor – N  
066022 – Clinical Assistant Professor – N  
066024 – Clinical Associate Professor – N  
066026 – Clinical Professor – N  
**066050 – Research Adj Instructor – N**  
**066052 – Research Adj Asst Professor – N**  
**066054 – Research Adj Assoc Professor – N**  
**066056 – Research Adj Professor – N**  
**066060 – Adj Instructor of Clinical – N**  
**066062 – Adj Asst Professor of Clinical – N**  
**066064 – Adj Assoc Professor of Clinical – N**  
**066066 – Adj Professor of Clinical - N**





# Select Position Number

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Appointment Letter Name (Last, First Middle)	Trojano, Tom
	Current Job Code	064002 - Part Time Lecturer (E)
	Proposed Job Code	066002 -- Part-Time Lecturer -- N
	Proposed Core Position Id	P0014154001
	Core Object Code	Select Position Id PR
	Job Code Change Reason	P0014154001
	Year Rank Achieved (USC)	Select Job Change Reason Code
	Adjusted Year Rank Achieved	
	Current Academic Title	Adjunct Lecturer
	Proposed Academic Title	Adjunct Lecturer
	Current Administrative Title	
	Proposed Administrative Title	
	Letter Begin Date	07/01/2017
	Letter End Date	06/30/2018
Letter Effective Date		
Date Fixed Term Employment Ends		

# Select Object Code

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Appointment Letter Name (Last, First Middle)
Current Job Code
Proposed Job Code
Proposed Core Position Id
Core Object Code
Job Code Change Reason
Year Rank Achieved (USC)
Adjusted Year Rank Achieved
Current Academic Title
Proposed Academic Title
Current Administrative Title
Proposed Administrative Title
Letter Begin Date
Letter End Date
Letter Effective Date
Date Fixed Term Employment Ends
Department Issuing Letter

064002 - Part Time Lecturer (E)

Select Core Object Code

- 11100 – SENR ADMIN
- 11108 – AMI – USC SAL SZA BASE
- 11109 – SAI S/A BASE
- 11200 – FACULTY CORE (IBS)
- 11202 – SAL BAC BAS
- 11205 – SPECIAL FACUTY
- 11207 – Clinical Fac Core PCPP only
- 11208 – AMI USC FT JOINT FAC
- 11209 – O/T FACULTY CORE IBS
- 11235 – KSOM NTT Clin Fac Core PCPP
- 11260 – PT NT FA/SPR
- 11261 – PT NT TR-Sum
- 11300 – LIBRARIANS
- 11320 – LIBRARIANS STI
- 11900 – KSOM TT CLINICAL FAC ACA CORE
- 11905 – KSOM NTT CLIN FAC ACA CORE
- 12770 – P/T HOURLY FACULTY**
- 12771 – P/T HOURLY FACULTY SUMMER USE**
- 12777 – NE FAC NON-DEGREE TCHING OVERLD



# Job Change Reason Code

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Appointment Letter Name (Last, First Middle)	Trojano, Tom
	Current Job Code	064002 - Part Time Lecturer (E)
	Proposed Job Code	066002 -- Part-Time Lecturer -- N
	Proposed Core Position Id	P0014154001
	Core Object Code	12770 -- P/T HOURLY FACULTY
	Job Code Change Reason	Select Job Change Reason Code
	Year Rank Achieved (USC)	Select Job Change Reason Code
	Adjusted Year Rank Achieved	CP -- Competitive Hire Promotion
	Current Academic Title	DE -- Demotion
	Proposed Academic Title	DP -- Internal Department Promotion
	Current Administrative Title	EC -- Error Correction
	Proposed Administrative Title	LT -- Transfer
	Letter Begin Date	NH -- New Hire
	Letter End Date	PR -- Promotion
Letter Effective Date	PT -- Percent of Time Change	
	RH -- Rehire	

# Job Change Reason Code

---

CP – COMPETITIVE HIRE PROMOTION  
DE – DEMOTION  
DP – INTERNAL DEPARTMENT PROMOTION  
EC – ERROR CORRECTION  
LT – TRANSFER  
NH – NEW HIRE  
PR – PROMOTION  
PT – PERCENT OF TIME CHANGE  
RH - REHIRE



# Year Rank Achieved


<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Core Object Code	12770 -- P/T HOURLY FACULTY
	Job Code Change Reason	RH -- Rehire
	Year Rank Achieved (USC)	<input type="text"/>
	Adjusted Year Rank Achieved	<input type="text"/>
	Current Academic Title	Adjunct Lecturer
	Proposed Academic Title	Adjunct Lecturer
	Current Administrative Title	<input type="text"/>
	Proposed Administrative Title	<input type="text"/>
	Letter Begin Date	07/01/2017
	Letter End Date	06/30/2018
	Letter Effective Date	<input type="text"/>
	Date Fixed Term Employment Ends	<input type="text"/>
	Department Issuing Letter	4747000000
	Current Percent of FTE (actual)	25.00
Proposed Percent of FTE (actual)	<input type="text" value="25.00"/>	
Current Percent of Effort (actual)	25.00	

**LEAVE BLANK**

# Proposed Academic Title

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Core Object Code	12770 -- P/T HOURLY FACULTY
	Job Code Change Reason	RH -- Rehire
	Year Rank Achieved (USC)	
	Adjusted Year Rank Achieved	
	Current Academic Title	Adjunct Lecturer
	Proposed Academic Title	Adjunct Lecturer
	Current Administrative Title	
	Proposed Administrative Title	
	Letter Begin Date	07/01/2017
	Letter End Date	06/30/2018
	Letter Effective Date	
	Date Fixed Term Employment Ends	
	Department Issuing Letter	4747000000
	Current Percent of FTE (actual)	25.00
Proposed Percent of FTE (actual)	25.00	
Current Percent of Effort (actual)	25.00	

Can use the "business card" title – this should be consistent with your school's practice






# Proposed Admin Title

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Core Object Code	12770 -- P/T HOURLY FACULTY
	Job Code Change Reason	RH -- Rehire
	Year Rank Achieved (USC)	
	Adjusted Year Rank Achieved	
	Current Academic Title	Adjunct Lecturer
	Proposed Academic Title	Adjunct Lecturer
	Current Administrative Title	
	Proposed Administrative Title	
	Letter Begin Date	07/01/2017
	Letter End Date	06/30/2018
	Letter Effective Date	
	Date Fixed Term Employment Ends	
	Department Issuing Letter	4747000000
	Current Percent of FTE (actual)	25.00
Proposed Percent of FTE (actual)	25.00	
Current Percent of Effort (actual)	25.00	

Part-time non-exempt faculty generally do NOT have an admin appointment. If they do, there must be an admin appointment letter. For non-exempt faculty, this must be added as a work assignment.



# Begin and End Dates

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Core Object Code
Job Code Change Reason
Year Rank Achieved (USC)
Adjusted Year Rank Achieved
Current Academic Title
Proposed Academic Title
Current Administrative Title
Proposed Administrative Title
Contract Begin Date
Contract End Date
Amendment Effective Date
Date Fixed Term Employment Ends
Department Issuing Letter
Current Percent of FTE (actual)
Proposed Percent of FTE (actual)
Current Percent of Effort (actual)
Proposed Percent of Effort (actual)
Hours per Week

12770 -- P/T HOURLY FACULTY

RH -- Rehire

Adjunct Lecturer

Adjunct Lecturer

08/16/2017

12/31/2017

08/16/2017

12/31/2017

4747000000

Select a Department

4747000000

25.00

25.00

**For Initial Contracts of New Hires or Re-Hires**

- Amendment Effective Date is the same date as the Contract Begin Date
- Date Fixed Term Employment Ends is the same date as the Contract End Date

**For Contract Amendments**

- Amendment Effective Date is the date that the amendment becomes effective
- Date Fixed Term Employment ends is the same date as the Contract End Date

# Date Fields

---

- Begin dates: DD= 1 or 16
- End dates: DD= 15 or 28, 29, 30, 31 (last day of month)



# Contract Begin and End Dates

---

## Academic Year Contracts

- 08/16/YYYY to 05/15/YYYY

## Fiscal Year Contracts

- 07/01/YYYY to 06/30/YYYY




# Contract Effective Date

---

- Note that the Letter Effective Date is the same date as the Letter Begin Date when the part-time faculty contract is entered on or before the Letter Begin Date
- When there is mid-year change (e.g., a course is added, or additional service work is added), the Letter Effective Date is the date that the mid-year change takes effect

# Department Issuing Letter

<a href="#">Home Menu</a> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <a href="#">Logout</a>	Core Object Code	12770 -- P/T HOURLY FACULTY
	Job Code Change Reason	RH -- Rehire
	Year Rank Achieved (USC)	
	Adjusted Year Rank Achieved	
	Current Academic Title	Adjunct Lecturer
	Proposed Academic Title	Adjunct Lecturer
	Current Administrative Title	
	Proposed Administrative Title	
	Letter Begin Date	08/16/2017
	Letter End Date	12/31/2017
	Letter Effective Date	08/16/2017
	Date Fixed Term Employment Ends	12/31/2017
	Department Issuing Letter	4747000000
	Current Percent of FTE (actual)	Select a Department
Proposed Percent of FTE (actual)	4747000000	
Current Percent of Effort (actual)	25.00	
Proposed Percent of Effort (actual)	25.00	



# %FTE = %Effort

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Letter Effective Date	08/16/2017
	Date Fixed Term Employment Ends	12/31/2017
	Department Issuing Letter	4747000000
	Current Percent of FTE (actual)	25.00
	Proposed Percent of FTE (actual)	25.00
	Current Percent of Effort (actual)	25.00
	Proposed Percent of Effort (actual)	25.00
	Hours per Week	
	Instruction Rate	
	Arbitration Agreement	Yes
	Temporary	No
	Benefits Eligible	No
	Print Chair Signature	No
	Print Dean Signature	Yes

Assignment	1 -- Teaching
Proposed Compensation Basis	TF -- Total USC Funding
Current Actual Core Pay	

**FTE = EFFORT**

# Calculating FTE and Effort

---

- Divide the number of hours per week by 40

$$\text{Number of hours worked per week} \div 40 = \% \text{FTE} / \% \text{Effort}$$



# Calculating FTE and Effort

---

- Example: Part-Time lecturer A. Smith works 23 hours a week

Number of hours worked per week  $\div 40 = \%FTE / \% Effort$

$$23 \div 40 = .575 \text{ or } 57.5 \%FTE / \%Effort$$

# Non-Exempt Faculty

<a href="#">Home Menu</a> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <a href="#">Logout</a>	Letter Effective Date	<input type="text" value="08/16/2017"/>
	Date Fixed Term Employment Ends	<input type="text" value="12/31/2017"/>
	Department Issuing Letter	<input type="text" value="4747000000"/>
	Current Percent of FTE (actual)	<input type="text" value="25.00"/>
	Proposed Percent of FTE (actual)	<input type="text" value="25.00"/>
	Current Percent of Effort (actual)	<input type="text" value="25.00"/>
	Proposed Percent of Effort (actual)	<input type="text" value="25.00"/>
	Hours per Week	<input type="text" value="10"/>
	Instruction Rate	<input type="text" value="50"/>
	Arbitration Agreement	<input type="text" value="Yes"/>
	Temporary	<input type="text" value="No"/>
	Benefits Eligible	<input type="text" value="No"/>
	Print Chair Signature	<input type="text" value="No"/>
	Print Dean Signature	<input type="text" value="Yes"/>

Assignment:

Proposed Compensation Basis:

Current Actual Core Pay:

**Enter Hours Per Week AND Instruction Rate**


# Hours Per Week

---

- Hours per Week must be consistent with the FTE based on a 40 hour week
  - EXAMPLES:
    - 10% FTE and Effort – 4 hours per week
    - 15% FTE and Effort – 6 hours per week
    - 25% FTE and Effort – 10 hours per week
    - 50% FTE and Effort – 20 hours per week
- Hours per week must be **LESS THAN 40** for part-time faculty
- Hours per week must be **EQUAL TO OR LESS THAN 10** for adjunct faculty

# Arbitration Agreement

<a href="#">Home Menu</a>	Letter Effective Date	08/16/2017
<a href="#">View Reports</a>	Date Fixed Term Employment Ends	12/31/2017
<a href="#">View Images</a>	Department Issuing Letter	4747000000
<a href="#">What's New</a>	Current Percent of FTE (actual)	25.00
<a href="#">Help</a>	Proposed Percent of FTE (actual)	25.00
<a href="#">FAQ</a>	Current Percent of Effort (actual)	25.00
<a href="#">Logout</a>	Proposed Percent of Effort (actual)	25.00
	Hours per Week	
	Instruction Rate	
	Arbitration Agreement	Yes
	Temporary	No
	Benefits Eligible	No
	Print Chair Signature	No
	Print Dean Signature	Yes
	Assignment	1 -- Teaching
	Proposed Compensation Basis	TF -- Total USC Funding
	Current Actual Core Pay	
	Proposed Actual Core Pay	



# Arbitration Agreement

---

For Exempt of Non-Exempt Contracts (whether you choose “Y” or “No”):

An important benefit provided by the university to employees is arbitration, through the "Agreement to Arbitrate Claims," a copy of which is attached for your signature.

In accordance with California state law and USC's commitment to build a harassment-free environment, you are required to complete two hours of harassment prevention training during the first sixty (60) days of employment, and again every second year. You will be provided access to the on-line training program after receipt of your signed appointment letter.

The Faculty Handbook and other university policies are available at <http://policy.usc.edu>. Other useful information is easily accessible at the Faculty Portal (<http://faculty.usc.edu>). By signing below, you agree to adhere to the applicable university and school policies, as revised from time to time, including those defining intellectual property rights. The possibility of future appointment will be based on departmental needs, available funding, performance in your assignments, and other considerations.

# Temporary

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Letter Effective Date	08/16/2017
Date Fixed Term Employment Ends	12/31/2017
Department Issuing Letter	4747000000
Current Percent of FTE (actual)	25.00
Proposed Percent of FTE (actual)	25.00
Current Percent of Effort (actual)	25.00
Proposed Percent of Effort (actual)	25.00
Hours per Week	
Instruction Rate	
Arbitration Agreement	Yes
Temporary	No
Benefits Eligible	No
Print Chair Signature	No
Print Dean Signature	Yes
Assignment	1 -- Teaching
Proposed Compensation Basis	TF -- Total USC Funding
Current Actual Core Pay	
Proposed Actual Core Pay	



# Temporary

---

EXEMPT (if you choose “Y”): As you know, this assignment is for the stated period only and the appointment is for a fixed term.

NON-EXEMPT (if you choose “Y”): As you know, this assignment is for the stated period only and the appointment is for a fixed term. While we recognize that the time you devote to your work will vary from day to day and week to week, we expect that the total time per week, on average, should not exceed @hoursPerWeek@ hours. In no event should you work more than 8 hours in any given day, nor more than 40 hours in any given work week, which is Thursday through Wednesday. With your assignment you are not eligible for holiday pay.

# Benefits Eligible

**IMPORTANT**

[Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Letter Effective Date	08/16/2017
Date Fixed Term Employment Ends	12/31/2017
Department Issuing Letter	4747000000
Current Percent of FTE (actual)	25.00
Proposed Percent of FTE (actual)	25.00
Current Percent of Effort (actual)	25.00
Proposed Percent of Effort (actual)	25.00
Hours per Week	
Instruction Rate	
Arbitration Agreement	Yes
Temporary	No
Benefits Eligible	No
Print Chair Signature	No
Print Dean Signature	Yes
Assignment	1 -- Teaching
Proposed Compensation Basis	TF -- Total USC Funding
Current Actual Core Pay	
Proposed Actual Core Pay	

If you don't make a selection and leave "N," the text will print out that the faculty member is not eligible for benefits





# Benefits Eligible

---

If you choose “No”: Since you work less than 50% time, you are not eligible to enroll for university benefits.

If you choose “Yes”: Since you work at least 50% time, you are eligible to enroll for university benefits. See <http://benefits.usc.edu> for more information.

# Assignment

## [Home Menu](#)

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Temporary
Benefits Eligible
Print Chair Signature
Print Dean Signature
Assignment
Proposed Compensation Basis
Current Actual Core Pay
Proposed Actual Core Pay
Current Institutional Base Salary
Proposed Institutional Base Salary
Current Appointment Letter Months
Proposed Appointment Letter Months

No ▾

No ▾

No ▾

Yes ▾

1 -- Teaching ▾

Select Assignment ▾

- 1 -- Teaching
- 2 -- Research
- 3 -- Patient Care
- 4 -- Service Activities
- 5 -- Teaching-Research
- 6 -- Teaching-Patient Care
- 7 -- Teaching-Service Activities
- 8 -- Research-Patient Care
- 9 -- Research-Service Activities
- 10 -- Patient Care-Service Activities

Multi-Year Contract Section

# Assignment

---

- 1 – Teaching
- 2 – Research
- 3 – Patient Care
- 4 – Service Activities
- 5 – Teaching – Research
- 6 – Teaching – Patient Care
- 7 – Teaching Service Activities
- 8 – Research – Patient Care
- 9 – Research – Service Activities
- 10 – Patient Care – Service Activities




# Compensation Basis

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Hours per Week	<input type="text" value="10"/>
	Instruction Rate	<input type="text" value="50"/>
	Arbitration Agreement	<input type="text" value="Yes"/>
	Temporary	<input type="text" value="No"/>
	Benefits Eligible	<input type="text" value="No"/>
	Print Chair Signature	<input type="text" value="No"/>
	Print Dean Signature	<input type="text" value="Yes"/>
	Assignment	<input type="text" value="1 -- Teaching"/>
	Proposed Compensation Basis	<input type="text" value="TF -- Total USC Funding"/>
	Current Actual Core Pay	<input type="text" value="Select Status"/>
	Proposed Actual Core Pay	<input type="text" value="CF -- Conditional Funding"/>
	Current Institutional Base Salary	<input type="text" value="EF -- External Funding"/>
	Proposed Institutional Base Salary	<input type="text" value="OT -- Other"/>
	Current Appointment Letter Months	<input type="text" value="PC -- Partial USC - Conditional Funding"/>
	Proposed Appointment Letter Months	<input type="text" value="PE -- Partial USC - External Funding"/>

PF -- Partial USC Funding  
TF -- Total USC Funding

# Proposed Actual Core Pay


<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Hours per Week	<input type="text" value="10"/>
	Instruction Rate	<input type="text" value="50"/>
	Arbitration Agreement	<input type="text" value="Yes"/>
	Temporary	<input type="text" value="No"/>
	Benefits Eligible	<input type="text" value="No"/>
	Print Chair Signature	<input type="text" value="No"/>
	Print Dean Signature	<input type="text" value="Yes"/>
	Assignment	<input type="text" value="1 -- Teaching"/>
	Proposed Compensation Basis	<input type="text" value="TF -- Total USC Funding"/>
	Current Actual Core Pay	<input type="text" value="8000"/>
	Proposed Actual Core Pay	<input type="text" value="8000"/>
	Current Institutional Base Salary	<input type="text" value="8000"/>
	Proposed Institutional Base Salary	<input type="text" value="8000"/>
	Current Appointment Letter Months	<input type="text" value="4.5 -- 4.5 Months"/>
Proposed Appointment Letter Months	<input type="text" value="4.5 -- 4.5 Months"/>	



# Proposed IBS

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Hours per Week	<input type="text" value="10"/>
	Instruction Rate	<input type="text" value="50"/>
	Arbitration Agreement	<input type="text" value="Yes"/>
	Temporary	<input type="text" value="No"/>
	Benefits Eligible	<input type="text" value="No"/>
	Print Chair Signature	<input type="text" value="No"/>
	Print Dean Signature	<input type="text" value="Yes"/>
	Assignment	<input type="text" value="1 -- Teaching"/>
	Proposed Compensation Basis	<input type="text" value="TF -- Total USC Funding"/>
	Current Actual Core Pay	<input type="text" value="8000"/>
	Proposed Actual Core Pay	<input type="text" value="8000"/>
	Current Institutional Base Salary	<input type="text" value="8000"/>
	Proposed Institutional Base Salary	<input type="text" value="8000"/>
	Current Appointment Letter Months	<input type="text" value="4.5 -- 4.5 Months"/>
Proposed Appointment Letter Months	<input type="text" value="4.5 -- 4.5 Months"/>	

Enter IBS only if the faculty member does research



# Multi-Year Contract Section

- Use only with multi-year contracts

The screenshot shows a web interface for the 'Multi-Year Contract Section'. On the left is a yellow 'Home Menu' box with links for 'View Reports' and 'View Images'. The main content area features a dark red header with 'Proposed Appointment Letter Months' and a dropdown menu set to '4.5 -- 4.5 Months'. Below this is a table with three columns: 'Multi-Year Contract Start Date', 'Multi-Year Contract End Date', and 'Multi-Year Contract Period'. A button labeled 'Add Multi-Year Contract Line' is positioned below the table.

Multi-Year Contract Start Date	Multi-Year Contract End Date	Multi-Year Contract Period
<a href="#">Add Multi-Year Contract Line</a>		

# Course Section

- Required for Non-Exempt Faculty Contracts

- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Course Section

Assignment Number	Course Number	Course Name	Number of Units	Course Pay	Course Hourly Rate	Instructional Hours Per Week	Exam Hours	Course Weeks	Course Begin Date	Course End Date	Course Object Code	F
-------------------	---------------	-------------	-----------------	------------	--------------------	------------------------------	------------	--------------	-------------------	-----------------	--------------------	---

---

---



# Course Section

- Non-Exempt Faculty Contract

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li>• <a href="#">View Reports</a></li><li>• <a href="#">View Images</a></li><li>• <a href="#">What's New</a></li><li>• <a href="#">Help</a></li><li>• <a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	<b>Assignment Number</b>	Assignment 1
	<b>Course Number</b>	XYZ
	<b>Course Name</b>	XYZ
	<b>Number of Units</b>	4
	<b>Course Pay</b>	15,000.00
	<b>Course Hourly Rate</b>	100.00
	<b>Instructional Hours Per Week</b>	
	<b>Exam Hours</b>	
	<b>Course Weeks</b>	
	<b>Course Begin Date</b>	08/16/2017
	<b>Course End Date</b>	12/31/2017
	<b>Course Object Code</b>	11260 -- PT NT-FA/SPR
	<b>Course Frequency</b>	Hourly
	<b>Comment</b>	

[Save Changes and Return to Summary](#)   [Exit - Do Not Save Changes](#)   [Delete This Item and Return to Summary](#)

**Hourly rate** (points to Course Hourly Rate field)

**Use 11260 or 11261** (points to Course Object Code field)

# Course Section

- Adding Service Assignments

Course Section  
(Now Editing Item 1 of 1)

Assignment Number	Assignment 1
Course Number	
Course Name	
Number of Units	0
Course Pay	15,000.00
Course Hourly Rate	100.00
Instructional Hours Per Week	
Exam Hours	
Course Weeks	
Course Begin Date	08/16/2017
Course End Date	12/31/2017
Course Object Code	11260 -- PT NT-FA/SPR
Course Frequency	Hourly
Comment	


Home Menu

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Save Changes and Return to Summary    Exit - Do Not Save Changes    Delete This Item and Return to Summary

Enter in the service pay for exempt faculty under "course pay," service hourly rate for non-exempt faculty under "course hourly rate"



# Course Section


- Adding Admin Appointments for NON-EXEMPT faculty

**Proposal "0014154:169"**

Course Section  
(Now Editing Item 1 of 1)

Assignment Number	Assignment 1
Course Number	ADMIN APPT
Course Name	ADMIN APPT
Number of Units	0
Course Pay	5,000.00
Course Hourly Rate	100.00
Instructional Hours Per Week	
Exam Hours	
Course Weeks	16.00
Course Begin Date	08/16/2017
Course End Date	12/31/2017
Course Object Code	12770 -- P/T HOURLY FACULTY
Course Frequency	Hourly
Comment	

Enter admin stipend amount; figure out the hourly rate; add in the number of course weeks



# %FTE must correlate

---

- When determining the %FTE for a non-exempt faculty member's contract, be sure to take into account administrative appointments and service overloads



# Merit Rating

---

- Merit Rating Information will be provided to you by your dean. This may be annual or on a cycle. Check with your dean as to your school's merit evaluation process for part-time faculty.

<p><a href="#">Home menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	<hr/> <p>Merit Rating Information</p> <table><tr><td>Merit Rating</td><td><input type="text"/></td></tr><tr><td>Merit Sign</td><td><input type="text"/></td></tr><tr><td>Merit Description</td><td><input type="text"/></td></tr><tr><td>Custom Group Number</td><td><input type="text"/></td></tr><tr><td>Merit-Based Percent Increase</td><td><input type="text"/></td></tr></table> <hr/>	Merit Rating	<input type="text"/>	Merit Sign	<input type="text"/>	Merit Description	<input type="text"/>	Custom Group Number	<input type="text"/>	Merit-Based Percent Increase	<input type="text"/>
Merit Rating	<input type="text"/>										
Merit Sign	<input type="text"/>										
Merit Description	<input type="text"/>										
Custom Group Number	<input type="text"/>										
Merit-Based Percent Increase	<input type="text"/>										

# Supplemental Salary

VITERBI DOES NOT USE THIS SECTION – as all part-time faculty are non-exempt. Part-time non-exempt faculty do not have supplemental salary. If a non-exempt faculty member is given an admin appointment, it is added as a work assignment in the Course Section.

- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

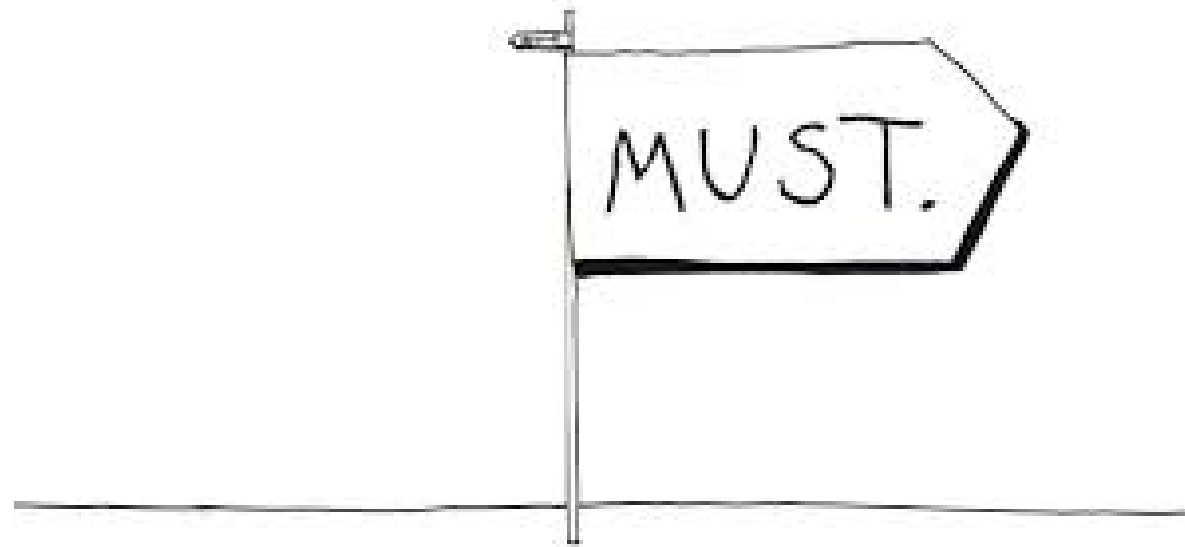
### Supplemental Salary Section

	Salary	Start Date	End Date	Proposed Suppl Position Id	Suppl Frequency	Salary Reason	Description	Salary Obj Code	Workday Comp Plan	Text
<a href="#">Edit Suppl Line 1</a>	5,000.00	08/16/2017	12/31/2017	P0014154001	Monthly	AS	an Administrative Stipend (IBS)	11230	Stipend Pay-Administrative	
<a href="#">Add Suppl Line</a>	Total: 5,000.00									

# Proposed administrative title

---

- THERE MUST BE AN ADMINISTRATIVE APPOINTMENT LETTER OR MEMO FOR EVERY ADMINISTRATIVE APPOINTMENT



# Leaves and Med School Info

---

- Not normally applicable to part-time faculty
- Leaves requests are submitted for some types of medical and statutory leaves. Consult with your HR department.

Leave Section

Leave Reason	Description	% Paid during Leave	Leave Start Date	Leave End Date	Leave Comment
--------------	-------------	---------------------	------------------	----------------	---------------

[Home Menu](#)



# Additional Paragraphs

<p><a href="#">Home Menu</a></p> <ul style="list-style-type: none"><li><a href="#">View Reports</a></li><li><a href="#">View Images</a></li><li><a href="#">What's New</a></li><li><a href="#">Help</a></li><li><a href="#">FAQ</a></li></ul> <p><a href="#">Logout</a></p>	Additional Paragraphs Section	
	Sufficient Enrollment	Yes
	Individual Instruction	No
	Office Hours	No
	Consistent Curriculum	No
	Additional Support	Yes
	Vacation Benefits	No
	External Funding	No
	Early Termination	Yes
	Faculty Practice	No
	Retired, Recalled to Duty	No
Admin Stipend	Yes	
Additional Terms, Conditions, Agreements		
<input type="text"/>		

# Sufficient Enrollment

---

This appointment is contingent upon there being sufficient enrollment to warrant all sections of courses now scheduled. If the school decides to cancel your course(s) for any reason, we will let you know as soon as possible, and you will be paid only for any sessions taught and their preparation.



# Individual Instruction

---

If there is additional enrollment in the course, you will be paid for this additional work at the rate of \$\_\_\_\_\_ per student. [*This provision is for Thornton.*]

**USC** Thornton  
School of Music

# Office Hours

---

You are expected to schedule office hours at times that are convenient to students. You are expected to participate in regularly scheduled meetings of the appropriate committees.





# Additional Support

---

Assignments of space, equipment, clerical, and other support, as well as stipends and overload payments, are subject to change at the sole discretion of the chair or dean.



# Vacation Benefits

---

You accrue vacation benefits at a rate of four weeks per year (20 days), up to a total of no more than seven weeks (35 days), which must be taken at a mutually agreed upon time that does not conflict with your faculty responsibilities. Accrual of vacation will cease when the maximum is reached and will resume when accruals fall below the maximum. For faculty members working less than 100%, vacation accrual is pro-rated based on the percentage of time worked.



# External Funding

---

The external funding portion of your compensation is contingent upon the continued availability of such funds from external funding sources.





# Early Termination

---

Since your compensation is funded by external sources, your appointment may be terminated early, on 90 days notice, if there is a reduction or discontinuation of the funding.



# Faculty Practice

---

You are required to maintain all necessary approvals from the appropriate credentialing, re-credentialing and privileging bodies (for example the USC Care Credentialing Service) while a member of the faculty. In addition, you agree to conduct all your clinical practice solely under the terms and conditions of the university's medical faculty practice plan and, if applicable, the policies and procedures of USC Care Medical Group, Inc., as they maybe amended from time to time. You agree to observe all aspects of the university's healthcare compliance program. You agree to work for the university, and if assigned , USC Care Medical Group, Inc. Failure to observe these obligations will result in termination of your employment on thirty days' notice. In order to maintain continuity in patient care, you agree that if at some future time you elect to resign your faculty appointment, you will provide the department chair with at least 60 days advance written notice. The General Provisions for Health Sciences Faculty are attached for your signature, and are incorporated in this agreement by reference.

# Retired, Recalled to Duty

---

We appreciate your willingness to accept this responsibility, after your retirement from the faculty. During this appointment, your title will continue to be Lecturer, though of course without tenure, and when this appointment concludes you will resume your retired status and title. Retired faculty who agree to be recalled to service make an enormous contribution to the department's programs. Thank you for all your efforts. If you have any questions, please do not hesitate to contact our office.



# Admin Stipend

---

As with all administrative appointments at the University of Southern California, you serve at the pleasure of the president, provost, and dean, which is to say that the president, provost, or dean may dismiss you from this office at any time with or without cause, either on ninety days notice or on payment of the stipend in proportion to the extent notice falls short of ninety days.



# Reminders

---

VITERBI FACULTY AFFAIRS MEETING – NOVEMBER 15, 2017

# No Overloads

---

- **Part-time faculty do NOT have overloads.** If they undertake additional work, it is an additional Work Assignment, which may change the % FTE and the % Effort

# Part-Time %FTE and %Effort

---

- Faculty full-time contracts are based on 40 hours per week
- Part-time faculty contracts are a percentage based on the number of hours worked per week divided by 40
  - **PART-TIME FACULTY CONTRACTS MUST BE LESS THAN 40 HOURS PER WEEK**

# Administrative Appointments

---

- Administrative Appointments for Part-time Non-Exempt Faculty are entered as a service work assignment
- Administrative Appointments for Part-time Faculty change the % FTE and the % Effort
- **An administrative appointment letter is required**
- For those part-time faculty with an administrative appointment reporting to the Dean, **THE PROVOST MUST APPROVE THE APPOINTMENT BEFORE THE OFFER IS MADE TO THE FACULTY MEMBER**



# New Part-Time Hires

---

- **Use Part-Time Offer Letter Template in the Dean's Portal for the initial hire AND enter the contract terms into FSMS**
- Subsequent reappointment letters are done in FSMS
- Mid-year new hires have FSMS contracts that begin on the 1<sup>st</sup> or 16<sup>th</sup> and coordinate with the hire date

# Mid-Year Changes in Status

---

- **Mid-Year changes from Part-Time to Full-Time**
  - A temporary change from part-time to full-time is allowed in the Dean's module during the current contract period. The faculty member must return to part-time in the following fiscal year.
  - If a full-time appointment is needed, a competitive search must be conducted to which a part-time faculty member may apply.

# Check Your Contracts

- Check your contracts before printing in “Proposal Inquiry”

**Employee Services System** USC University of Southern California

HomeMenu • Logout Print Page

14:14:05  
**ESS (V1.0)**  
Saw User No: 1005994

**USC Employee Services System**  
**Faculty Maintenance School Menu**

March 6, 2017  
WEBPPSchoolMenu  
c0361985

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

[Back...](#)

- [WEBPP.SCHFAC.U](#)
- [WEBPP.PROPOSAL.U](#)
- [WEBPP.PT.PROPOSAL.U](#)
- [WEBPP.LIB.PROPOSAL.U](#)
- [WEBPP.PROPOSAL.I](#)
- [WEBPP.APPROVE.U](#)
- [WEBPP.FORM.PRINT.U](#)
- [WEBPP.CONTRACT.I](#)
- [WEBPP.CONTRACT.SIGN.U](#)
- [WEBPP.SCHREPT](#)
- [WEBPP.SCHDL](#)


- Back to Faculty Main Menu**
- Faculty Update**
- Faculty Proposal to Provost**
- Faculty Proposal to Dean**
- Librarian Proposal**
- Proposal Inquiry**
- School Approvals**
- Print Contracts and Letters**
- Contract Inquiry**
- Contract Signature Update**
- School Reporting**
- School Download**

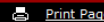
# Proposal Inquiry Process

- View Proposal in PDF

The screenshot shows the USC Employee Services System interface for the Faculty Proposal Inquiry Process. The page header includes the system name and the USC logo. A navigation menu on the left lists options like View Reports, View Images, What's New, Help, and FAQ. The main content area displays the system title and version (WEBPP.PROPOSAL.I (V1.0)), the user ID (Saw User No: 1005994), and the date (March 6, 2017). Below this, there are four buttons: 'Select New Proposal', 'Select New Faculty/Year', 'View Proposal in PDF' (circled in red), and 'Exit Process'. A red bar at the top right contains the text 'IBS/FCPP/CORE Information'.

# BATCH approvals

**Employee Services System** 

HomeMenu • Logout 

---

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

14:35:27  
**ESS (V1.0)**  
Saw User No: 889851

**USC Employee Services System**  
**Faculty Maintenance School Menu**

February 20, 2013  
WEBPPSchoolMenu  
c0361985

---


[Back...](#)

- [WEBPP.SCHFAC.U](#)
- [WEBPP.PROPOSAL.U](#)
- [WEBPP.PT.PROPOSAL.U](#)
- [WEBPP.LIB.PROPOSAL.U](#)
- [WEBPP.PROPOSAL.I](#)
- [WEBPP.APPROVE.U](#)
- [WEBPP.FORM.PRINT.U](#)
- [WEBPP.CONTRACT.I](#)
- [WEBPP.CONTRACT.SIGN.U](#)
- [WEBPP.SCHREPT](#)
- [WEBPP.SCHDL](#)

- Back to Faculty Main Menu**
- Faculty Update
- Faculty Proposal to Provost
- Faculty Proposal to Dean
- Librarian Proposal
- Proposal Inquiry
- School Approvals
- Print Contracts and Letters
- Contract Inquiry
- Contract Signature Update
- School Reporting
- School Download



# Batch approvals

**Employee Services System** 

HomeMenu • Logout Print Page

---

14:37:04 **USC Employee Services System** February 20, 2013  
WEBPP.APPROVE.U (V1.0a) School Approvals WebPPApproveU  
Saw User No: 889851 c0361985

---


**Employee Selection** Department Selection

Employee ID	<input type="text"/>
Employee SSN	<input type="text"/>
USC ID	<input type="text"/>
Employee Name	<input type="text"/>
Include Terminated Employees	No ▾

---

Contract Year 2014 ▾

---



# Batch approvals

You can save time by approving your faculty contracts in batches of 25 after you have input the faculty contract information

**Employee Services System** USC University of Southern California

HomeMenu • Logout Print Page

14:38:11 **USC Employee Services System** February 20, 2013  
WEBPP.APPROVE.U (V1.0a) School Approvals WebPPApproveU  
Saw User No: 889851 c0361985

**Home Menu**

- [View Reports](#)
- [View Images](#)
- [What's New](#)
- [Help](#)
- [FAQ](#)

[Logout](#)

Employee Selection

Department

Proposal Year 2014 ▾

Department Selection

Enter your dept code

Process Individual Approvals Select Proposals for Batch Approval Exit Process

# Research Faculty

---

- Viterbi puts research faculty in the Dean's Module – including full-time research faculty.



# FY18 Minimum Salary

---

The Provost's Annual Faculty Salary Memo provides that the minimum salary for full-time faculty is \$50,000.

- 9-month faculty – minimum salary is \$50,000
- 12-month faculty – minimum salary is \$50,440

# FY18 Exempt Guideline

---

- Same Exempt Guidelines from FY17 apply

\$4,204 – monthly core to be earned by exempt faculty

# Part-Time Visiting Faculty

---

- Part-time visiting faculty are not in FSMS unless they are being paid by USC.
- If they are being paid by USC, then there is no part-time visiting faculty job code in FSMS. Use an Adjunct job code if they are visiting from another educational institution or from industry.
- Note that you can use “Visiting” in the academic (“business card”) title

# ... and ...

---



# **FY18 FSMS Part-Time Contracts**

---

VITERBI FACULTY AFFAIRS  
NOVEMBER 15, 2017