

## **USC Viterbi School Principles Related to Part-Time Faculty**

The Viterbi School expects to provide a world-class education for our students. Faculty play the key role in enabling us to deliver on this expectation. The following are key principles upon which the relevant School practices of hiring part-time faculty are based.

1. The School's preference is to have full-time faculty engaged in teaching in all of our classrooms as there is value in having faculty whose full-time effort is devoted to the academic mission of the School. We strive to have all core undergraduate classes taught by full-time faculty.
2. We also recognize that, here in Los Angeles, we have access to many practicing professionals with deep and highly technical backgrounds. We engage such professionals who have relevant expertise and are willing to provide part-time service in an adjunct lecturer capacity to teach. These faculty members play an important and valuable role in our teaching mission and are particularly helpful in covering some specialized technical electives. The vast majority (currently around 95%) of part-time teaching faculty members across the School are fully employed practitioners in industry or retired professionals from technical careers.
3. The School actively works toward reducing the number of part-time teaching faculty where appropriate, particularly in non-specialized technical elective areas. Whenever a full-time teaching load can be identified to replace part-time faculty positions, we seek to hire a qualified full-time faculty member to fill the teaching needs. Whenever possible, we work to identify a benefits-eligible teaching load for part-time teaching faculty.
4. Part-time faculty salaries are tied in a proportional, effort-based approach to benchmarked full-time teaching faculty salaries. In addition, we use a merit review process to recommend continued service and merit based pay increases.
5. Part-time faculty members are eligible to provide academic service, can be engaged as appropriate, and are explicitly paid for this service.
6. Classroom support in terms of TAs and graders are assigned to courses independently of the full-time or part-time status of the instructor. In addition, we strive to accommodate the needs of faculty to meet with students outside of class time, and all faculty are provided with access to supplies, printers, copiers, etc.

In addition to the above key principles, the Viterbi School practices are compliant with university principles and policies described in the Faculty Handbook.