

## USC VITERBI SCHOOL PROCEDURES FOR FACULTY POSTINGS & POSTING WAIVERS

*The USC Viterbi School of Engineering has established procedures for implementing postings and exceptions to postings for exceptions falling under the categories listed in the Provost memo dated April 12, 2012.*

### POSTING OF FACULTY POSITIONS

The following procedure is prescribed for implementing the posting of full-time and part-time positions.

#### FULL-TIME FACULTY POSITION POSTINGS (Note: creation of a new position *is* required)

- Vice Dean for Faculty Affairs approves search for faculty position (T/TT, NTT full-time)
- Department submits request for faculty position (T/TT, NTT full-time)
- Faculty Affairs creates position and, once approved, provides Department Req/Position Number
- Department creates position in FAM and provides application webpage link to Faculty Affairs
- Faculty Affairs creates posting
- When applicable, candidate's dossier is prepared and submitted to Faculty Affairs for APT review
- Once recommendation to hire is approved, Faculty Affairs generates offer letter
- Once candidate signs letter, Department submits new hire paperwork/pay instructions to Payroll
- Faculty Affairs creates faculty contract in FSMS

#### PART-TIME FACULTY POSITION POSTINGS (Note: creation of a new position *is* required)

- Department submits request for faculty position (NTT part-time)
- Faculty Affairs creates position and, once approved, creates posting and notifies Department
- Once final candidate has been identified, Department notifies Faculty Affairs who then requests Background Screening, notifies Department once screening is completed, and moves candidate status to "hired"
- Department submits new hire package/pay instructions to Payroll
- Department creates contract in FSMS (Dean's portal)

### EXCEPTIONS TO POSTING OF FACULTY POSITIONS

While a posted search is normally preferred in most cases, exceptional hiring situations do arise (see Appendix A). Per the Provost memo dated April 12, 2012, deans are given the authority to handle most posting exception cases. Accordingly, only dean's approval is required for all posting exception cases except for situations involving persons with outstanding qualifications and expertise, for which the Vice Provost for Faculty Affairs will be consulted as part of the approval process. Normally, the optional form (see Appendix B) is used for approving and document posting exceptions, although documenting via memo or email is also allowed. The following procedure is prescribed for implementing the various categories (below) of exceptions to posting of full-time and part-time positions.

#### CHANGE OF STATUS (Note: creation of a new position *is not* required for most cases)

Such appointments fall under **exceptions 1-6** and are subject to dean's approval only. Promotions (including promotions of ISI and ICT research staff to faculty positions, as detailed below) are exempt from posting and posting waiver.

- Department submits appointment paperwork, as appropriate for the position
- Offer letter is generated by Department or Faculty Affairs; some cases require APT review
- Original signed letter and posting waiver are forwarded by Faculty Affairs to Payroll
- Copy of signed letter and posting waiver are sent to Provost's Office for uploading to the Gold files

Promotions of ISI and ICT research staff to faculty will require creation of a new position as follows:

- Faculty Affairs creates a faculty position and uploads the faculty offer letter. In the Comments Box, the following text will be included – “Requesting a faculty position for reclassification of ISI research staff to faculty based on promotion. No posting waiver required.”
- Viterbi will initiate a Job Transfer for the ISI research staff person and the reason will be Promotion
- After the data sync between Workday and FSMS is complete, Viterbi/ISI will request a Move Worker to put faculty position into an ISI org
- Once individual is reclassified, Faculty Affairs creates contract in FSMS

Note: Staff PTL teaching cases require only dean’s signature and are then routed to Payroll for processing

NO USC EMPLOYMENT INVOLVED (Note: creation of a new position *is not* required)

These appointments (such as Adjunct appointments without pay, Visiting Professors without pay, and volunteer faculty in Viterbi) fall under **exceptions 7-11** and are subject to dean’s approval only.

- Department submits appointment paperwork for (per NTT appointment checklist)
- Offer letter is generated by Faculty Affairs
- Original signed offer letter and posting waiver is forwarded by Faculty Affairs to Payroll
- Copy of signed letter and posting waiver are sent to Provost’s Office for uploading to the Gold files

Visiting Scholars without pay are exempt from posting and posting waiver; these are processed through Viterbi’s on-line Visitor Request Manager (VRM) system.

EMERGENCY SHORT-TERM APPOINTMENTS (Note: creation of a new position *is* required)

Paid Visiting Scholar and Visiting Professor appointments supported by USC funding sources require verification of funding by Payroll. Such appointments and appointments involving emergency hire of PTLs fall under **exceptions 12 and 13** and are subject to dean’s approval only.

- Department submits appointment paperwork (per NTT appointment checklist or the VRM system)
- Faculty Affairs generates offer letter using template language approved by the Provost Office
- Original signed letter and posting waiver are forwarded to Payroll
- Faculty Affairs creates position in Workday using relevant object code
- Department submits payroll instructions to Payroll
- Copy of signed letter and posting waiver are sent to Provost’s Office for uploading to the Gold files for Visiting Professors only
- Faculty Affairs creates contract in FSMS for Visiting Professors only; Department creates contract in FSMS for PTLs

OUTSTANDING QUALIFICATION & EXPERTISE, DUAL CAREER HIRE, or NOT APPLYING THROUGH JOBS@USC

Cases that fall under **exception 14** are subject to consultation with the Vice Provost for Faculty Affairs prior to dean’s approval. In USC Viterbi School, typically such hires would go through standard position posting. Cases that fall under **exceptions 15 and 16** are subject to dean’s approval only. A similar procedure as for Change of Status exceptions will be used for these cases, as appropriate.

**APPENDIX A**  
**CATEGORIES OF EXCEPTIONS TO POSTING – PER PROVOST MEMO (APRIL 12, 2012)**

**Change in Status** - *Subject to Dean or Vice Dean approval.*

- 1) Recalling a retired faculty member to active duty
- 2) Giving a supplementary part-time teaching assignment to an existing staff member
- 3) Given an assignment to a faculty member who is on temporary inactive status
- 4) Changing effort from full-time to part-time (or later restoring that person to full-time)
- 5) Promotion, including ISI and ICT research staff to faculty (no posting exception needed)
- 6) Change of one full-time non tenure-track faculty title to another, or one part-time non-tenure track faculty title to another

**No USC Employment Involved** (Viterbi-specific cases include Adjunct appointments without pay, Visiting Professors without pay, Volunteer faculty) - *Subject to Dean or Vice Dean approval*

- 7) Supported by fellowship
- 8) On sabbatical from another institution
- 9) Paid by another institution and leased or loaned to USC
- 10) Employed by an affiliate of USC and a USC appointment is necessary for participation in USC program(s)
- 11) A volunteer rather than a paid employee

**Emergency or Short-Term Appointments** (Viterbi-specific cases include emergency hire (e.g., of PTLs), Visiting Professors with pay, Visiting Scholars with pay) - *Subject to Dean or Vice Dean approval*

- 12) Unforeseeable emergency
- 13) Temporary Appointment – Outstanding Qualification Expertise

**Outstanding Qualification and Expertise** - *Subject to Dean or Vice Dean approval after consultation with the Vice Provost for Faculty Affairs*

- 14) Outstanding qualification and expertise

**Dual Career Hire** - *Subject to Dean or Vice Dean approval*

- 15) Dual Career Hire

**Considered for a posted position without applying** (Viterbi typically has no such cases) - *Subject to Dean or Vice Dean approval.*

- 16) Senior person is invited, but it is not required to apply for posting.

**APPENDIX B**

**ACADEMIC RECRUITING**

**OPTIONAL FORM TO USE TO REQUEST AND APPROVE EXCEPTIONS**

Requests and approvals can be given by memo or email, instead of using this form.

In any case, ask for approval in advance, not after the fact.

If the Dean gives approval, send a copy to the Vice Provost for Faculty Affairs.

Department Name: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

School Name: \_\_\_\_\_

Requesting Approval of:

- No posting or search OR
- (16) Internally Added to Jobs@USC requisiton

Which situation applies?

\_\_\_\_ Enter number 1-15

Add a phrase of explanation. Attach memo or CV if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of the Person: \_\_\_\_\_

Academic Title of Position: \_\_\_\_\_

Requisition No. if Position Has Been Posted: \_\_\_\_\_

Has the person who was internally added to a Jobs@USC requisition been sent the voluntary survey form on demographic information? Yes  No

Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Full Time? Yes  No

Requested by: \_\_\_\_\_ Date \_\_\_\_\_

Dean's approval: \_\_\_\_\_ Date \_\_\_\_\_

Provost Office: \_\_\_\_\_ Date \_\_\_\_\_