

FSMS Exhibit A Language Options ("Pink Sheets")

LEAVES	FSMS language	Exhibit A language
<p><u>Unpaid Leaves—personal reasons – ANNUAL</u> SU – Special Unpaid Leave</p>	<p>You will be on Special-unpaid Leave beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>Since you are on an unpaid leave of absence during the [academic/fiscal] year 20YY-20YY, you will not receive any salary. If you had not been on leave, your annual core salary rate for [academic/fiscal] year would have been \$ _____. It is important that you promptly consult with the Benefits Office regarding options available to you.</p>
<p><u>Unpaid Leaves—personal reasons—SEMESTER</u> SU – Special Unpaid Leave</p>	<p>[IF APPLICABLE, CHECK "Insert IBS Language in Letter" at the bottom of the Proposal to Provost screen: "For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$ _____."] - You will be on Special-unpaid Leave beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>Since you are on an unpaid leave of absence during the [fall/spring] semester 20YY, you will not receive any salary that semester. Your total pay of \$ _____ represents your full pay for [fall/spring] semester 20YY, based on your annual salary rate of \$ _____. It is important that you promptly consult with the Benefits Office regarding options available to you.</p>
<p><u>Medical and statutory Leaves</u></p>	<p>N/A—Do not enter into FSMS but a Request for Leave form must be submitted to the Provost for approval of the academic leave.</p>	<p><u>No contract modification required.</u> [A Request for Leave form must be submitted to the Provost for the academic leave, and the faculty member must also file with Broadspire. • Do not change the FSMS contract. • Do not put the faculty member on leave in FSMS.]</p>
<p><u>Faculty Paid Parental Leaves</u></p>	<p>N/A—Do not enter into FSMS but the leave must be approved in advance by the Provost.</p>	<p><u>No contract modification required.</u> [The Faculty Paid Parental Leave form must be approved in advance by the Provost, and the faculty member must also file with Broadspire. • Do not change the FSMS contract. • Do not put the faculty member on leave in FSMS.]</p>
<p><u>Fellowship Leaves</u> FL—Fellowship Leave</p>	<p>[IF APPLICABLE, CHECK "Insert IBS Language in Letter" at the bottom of the Proposal to Provost screen: "For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$ _____."] You will be on a Fellowship Leave beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>For fellowships when another institution is providing benefits: It is important that you promptly consult with the Benefits Office regarding options available to you. USC full or partial top-offs: USC [SCHOOL/ DEPARTMENT] will supplement your fellowship stipend during your fellowship leave ["by \$X" or "to bring you to your full annual core salary rate" AND, if applicable, "from your external funding in accordance with the terms therein."]</p>

FSMS Exhibit A Language Options (“Pink Sheets”) (continued)

LEAVES	FSMS language	Exhibit A language
<p><u>School Paid Leave - ANNUAL</u> (including Assistant Professor Paid Leave, Librarian Research Leave, ASHSS Sabbatical Leave, Research Leave) SP – School Paid Leave</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on School Paid Leave beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>Your School Paid Leave is [an Assistant Professor Paid Leave/ a Librarian Research Leave/an ASHSS Sabbatical Leave/ a Research Leave] during the [academic/fiscal year 20YY-20YY / calendar year 20YY].</p>
<p><u>School Paid Leave— SEMESTER</u> (including Assistant Professor Paid Leave, Librarian Research Leave, ASHSS Sabbatical Leave, Research Leave) SP – School Paid Leave</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on School-Paid Leave beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>Your School Paid Leave is [an Assistant Professor Paid Leave/ a Librarian Research Leave/an ASHSS Sabbatical Leave/ a Research Leave] during the [Fall/Spring] semester 20YY.</p>
<p><u>Modification of Duties Leave</u> MOD—Modification of Duties</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on a Modification of Duties beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>During your Modification of Duties leave, you will be on X% effort. Your salary of \$Z represents X% of your annual core salary rate for [academic/fiscal year 20YY-20YY].</p> <p>IF the Modification of Duties leave is for a PARTIAL YEAR., ADD: Your total salary is the sum of your salary during your leave of \$_____ and your salary for [fall/spring semester 20__ OR IF THE DATES DO NOT ALIGN WITH A SEMESTER: the period _____ to _____] at 100% FTE.</p> <p>[OPTIONAL FOR TENURED FACULTY if the modification is greater than 25%: “You will not accrue service towards a sabbatical during your Modification of Duties leave.”]</p>
<p><u>Sabbatical Leave</u> SS – Semester-Sabbatical</p>	<p>You will be on a Semester Sabbatical beginning MM/DD/YYYY through MM/DD/YYYY.</p>	<p>[No additional language needed for semester sabbaticals]</p>
<p><u>Sabbatical Leave</u> MS – Mini-Sabbatical</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on Mini Sabbatical Leave beginning MM/DD/YYYY through MM/DD/YYYY.</p>	<p>For Mini-Sabbaticals: Your core salary for 20YY-20YY of \$_____ represents 50% of your annual core salary rate of \$_____ while you are on your [fall/spring] 20YY semester mini-sabbatical and 100% of your annual core salary rate during [fall/spring] 20YY semester.</p> <p>ALTERNATIVE FOR SCHOOLS THAT ARE SUPPLEMENTING THE SABBATICAL PAY: “Your core salary for 20YY-20YY at X% of your annual core salary rate includes the USC [School/ Department] supplement to your [fall/spring] 20YY mini-sabbatical pay.”</p>

FSMS Exhibit A Language Options (“Pink Sheets”) (continued)

LEAVES	FSMS language	Exhibit A language
<p><u>Sabbatical Leave</u> YS – Year Sabbatical—Academic</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on a Year Sabbatical—Academic beginning MM/DD/YYYY through MM/DD/YYYY.</p>	<p>For AY/FY Year Sabbaticals: Your core salary for 20YY-20YY of \$X represents 50% of your annual core salary rate of \$_____ since you will be on [AY/FY] 20YY-20YY sabbatical.</p> <p>ALTERNATIVE FOR SCHOOLS THAT ARE SUPPLEMENTING THE SABBATICAL PAY: “Your core salary for 20YY-20YY at X% of your annual core salary rate includes the USC [School/Department] supplement to your [AY/FY] 20YY-20YY sabbatical pay.”</p>
<p><u>Sabbatical Leave</u> YSC—Calendar Yr Sabbatical</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>You will be on a Year Sabbatical—Calendar beginning MM/DD/YYYY through MM/DD/YYYY .</p>	<p>First year contract: Your core salary for 20YY-20YY of \$X represents 100% of your annual core salary rate of \$XX for fall semester 20YY (or \$XXX) and 50% of your annual core salary rate for spring YYYY (or \$XXXX) when you will be on the first semester of your YYYY Calendar Year Sabbatical.</p> <p>Second year contract: Your core salary for 20YY-20YY of \$X represents 50% of your annual core salary rate for fall YYYY (or \$XXXX) when you will be on the second semester of your YYYY Calendar Year Sabbatical and 100% of your annual core salary rate of \$XX for spring semester YYYY (or \$XXX) .</p> <p>ALTERNATIVE FOR SCHOOLS THAT ARE SUPPLEMENTING THE SABBATICAL PAY: “Your core salary for 20YY-20YY at X% of your annual core salary rate includes the USC [School/Department] supplement to your 20YY-20YY sabbatical pay.”</p>
<p><u>Phased Retirement</u> PR1—a Phased Retirement Year 1 of 3 PR2—a Phased Retirement Year 2 of 3 PR3—a Phased Retirement Year 3 of 3 PR4—a Phased Retirement Year 1 of 2 PR5—a Phased Retirement Year 2 of 2 PRFOUR1 PRFOUR2 PRFOUR3 PRFOUR4 PRFIVE1 PRFIVE2 PRFIVE3 PRFIVE4 PRFIVE5</p> <p>For a 1 year agreement with reduced effort preceding retirement, use a modification of duties leave . [VPAFA will be glad to work with you on this]</p>	<p>[IF APPLICABLE, CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____.”]</p> <p>During 20YY-20YY you will be on year X of your Z year phased retirement agreement.</p>	<p>In accordance with your phased retirement agreement of [DATE], you will be on X% effort during the [academic/ fiscal year 20YY-20YY/ calendar year 20YY]. Your core salary for 20YY-20YY of \$Z represents X% of your annual core salary rate for [IF A FULL YEAR: academic/ fiscal year 200YY-20YY. IF A PARTIAL YEAR: for the period _____ to _____][IF THE EARLY RETIREMENT PROGRAM APPLIES: plus 10% of the difference between your annual core salary rate and your annual phased retirement salary rate for the same period].</p>
<p>Retiring before the end of a Phased Retirement Agreement</p>	<p>During 20YY/20YY, you will be on year X of your Z year phased retirement agreement. [NOTE: DO NOT CHANGE THE TERM OF THE PHASED RETIREMENT AGREEMENT if the faculty member is retiring early.]</p>	<p>Pursuant to your [DATE] request, you have elected to retire early, and your retirement and resignation from your tenured position will take place on [DATE]. [IF THE RETIREMENT IS MID-YEAR: Your total salary of \$_____ represents _____% of your annual core salary rate prorated for the [TIME PERIOD WORKED—e.g., fall/spring 20YY semester or if the dates do not fall within a semester, then insert dates]</p>

FSMS Exhibit A Language Options (“Pink Sheets”) (continued)

PT IN PROVOST MODULE	Exhibit A language
All PT faculty are in the dean’s module, which can now be used for AY or FY contracts.	N/A—Part-time faculty are now only in the Dean’s Module.
OTHER TERMS	FSMS language
Exhibit A: External Funding	The university guarantees payment of that portion of your compensation that is comprised of current unrestricted funds, departmental restricted funds, endowment funds and funding from other university schools in the “USC Guaranteed Amount” (as specified below). All other sources of funding (“External Funding Sources”), including Los Angeles County, Children’s Hospital of Los Angeles, the various faculty practice plans, and contracts and grants, are external and controlled by those funding entities. The external funding portion of your compensation is contingent upon the availability of such funds from external funding sources.
CONTRACT CHANGES	Exhibit A language
Mid-Year New Hire with <u>no</u> admin appointment	Your total salary of \$_____ for fiscal year 20YY-20YY, is based on a [9-month/12-month] annual core salary rate of \$_____, prorated for your [DATE] start date. [IF GRANT FUNDING IS APPLICABLE, DO <u>NOT</u> CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen. Instead insert into Exhibit A: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the annual rate of \$_____.”]
Mid-Year New Hire with an admin appointment	Your total salary of \$_____ for fiscal year 20YY-20YY, is based on a [9-month/12-month] annual core salary rate of \$_____, prorated for your [DATE] start date..pFor those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the rate of \$_____. [NOTE: IBS = Actual core salary paid <u>plus</u> admin stipend that is designated as IBS (e.g., that paid during the academic year for 9-month faculty and the entire admin stipend for 12-month faculty)] [IF GRANT FUNDING IS APPLICABLE, DO <u>NOT</u> CHECK “Insert IBS Language in Letter” at the bottom of the Proposal to Provost screen. Instead insert into Exhibit A: “For those of you applying for federal grants, your university Institutional Base Salary (IBS) for the 20YY-20YY academic year is at the annual rate of \$_____.”]
Settlement Agreement	This Faculty Contract is issued pursuant to a Settlement Agreement and General Release dated [MM/DD/YYYY]. If any provision of this Faculty Contract is contrary to any provision of the Settlement Agreement and General Release, then the Settlement Agreement and General Release shall prevail over the Faculty Contract.
Reduction in Effort from FT to PT due to a faculty request	With the acceptance of this appointment as [TITLE1], your previous appointment as [TITLE2] will end. By accepting this appointment, you acknowledge that you accept the change in compensation and the change in effort from full time to part time.
Teaching overload eligibility (course overload)	Your base teaching load each semester is [#] units [plus other assignment(s)]. You are eligible to be paid supplemental overload compensation for a maximum of [#] additional unit(s) per semester (if needed and assigned) at the rate of \$X per [unit/course].
Teaching overload eligibility (individual instruction)	You are eligible to be paid supplemental overload compensation at the rate of \$X per student for teaching [#] Y-unit individual instruction students beyond your full-time load for a maximum of [#] additional unit(s) per semester (if needed and assigned).
Teaching overload eligibility (service overload)	In addition, for the 20YY-20YY fiscal year, you may receive service overloads for [<i>insert service duties to be undertaken – e.g., serving as faculty lead of specific-named courses</i>] of \$X per [SERVICE ACTIVITY] for up to [# of hours] as needed by the [SCHOOL], at the School’s sole discretion.
Special Event payments	You are eligible to be paid up to \$_____ in academic year 20YY-20YY for participation in non-instructional special events as needed and assigned. There is no guarantee that you will receive this total amount as it will be based on actual participation.

FSMS Supplemental Salary Text Options

TYPE OF SUPPL SALARY	FSMS language	Supplemental Text (Not Exhibit A)
All	This total includes supplemental salary for this year only of \$ _____ including	N/A
Teaching/Service Overload (11213—IBS)	\$ _____ is for a Faculty Teaching or Service Overload (Non-IBS) -	TEACHING OL: for teaching [COURSE NUMBER] during [fall/spring] semester 20YY SERVICE OL: for [SERVICE DESCRIPTION]; during [fall/spring] semester 20YY
Other Faculty Supplement (11232—IBS)	\$ _____ is for an Other Faculty Supplement (IBS) - [Use for endowed chair stipends, regular supplemental payments, etc.]	EXAMPLE—ENDOWED CHAIR: for your appointment as _____ EXAMPLE—FOR MERIT RECOGNITION: for [DESCRIBE WORK DONE] for the period [DATE] to [DATE].
Non-Degree Teaching Overload (Exempt) (11217—Non-IBS)	\$ _____ is for a Non-Degree Teaching Overload (Non-IBS) Exempt—	EXAMPLE: for delivering a lecture on [DATE] for [COURSE NUMBER]
Non-Degree Teaching Overload (Non-Exempt) (12777—Non-IBS)	\$ _____ is for a Non-Degree Teaching Overload (Non-IBS) Non-Exempt—	EXAMPLE: for delivering a lecture on [DATE] for [COURSE NUMBER]
Summer Teaching/Service Overload (11215—Non-IBS)	\$ _____ is for a Faculty Teaching Overload—Summer (Non-IBS) -	TEACHING OL: for teaching [COURSE NUMBER] from [DATE] to [DATE] SERVICE OL: for [SERVICE DESCRIPTION] from [DATE] to [DATE]
Summer Research Supplement (11220—Non-IBS)	\$ _____ is for a Summer Research Supplement (Non-IBS) -	FULL SUMMER: for summer 20YY PARTIAL SUMMER: for [DATE] to [DATE]
Administrative Stipend (11230—IBS)	\$ _____ is for an Administrative Stipend (IBS) -	for serving as [ADMIN TITLE] for [insert dates or semester or AY/FY year]
Summer Admin Stipend (11231—Non-IBS)	\$ _____ is for a Summer Administrative Stipend (Non-IBS) -	for serving as [ADMIN TITLE] from [DATE] to [DATE]
Discretionary Bonus (14241—Non-IBS)	\$ _____ is for a Discretionary Bonus (Non-IBS) - [NOTE: This is a bonus paid at the end of the fiscal year based on merit and is not guaranteed or established prior to the commencement of the contract period. This should only be used for exempt employees.]	for [work done/service provided] in [academic year/ fiscal year 20YY-20YY]
Productivity Bonus (1425__—Non-IBS)	\$ _____ is for a Productivity Bonus (Non-IBS) - [NOTE: Compensation awarded at the completion of a contract year or more frequently at the discretion of the Dean and is based on such factors as academic, research and clinical merit and productivity]	for [DESCRIBE WORK BEING RECOGNIZED] from [DATE] to [DATE]

Admin Appointment Letters—Additional Text Options

ISSUE	Optional Language for the Admin Appointment Letter
<p>Dornsife standard language for research account that is <u>in addition</u> to an admin stipend or course release</p>	<p>I will be pleased to provide you with a research account in the amount of [AMOUNT] fiscal year [20YY-20YY], contingent on your continuing service as [ADMIN TITLE]. This research account may be used for any legitimate scholarly expenses in accordance with the customary financial procedures of the [NAME OF SCHOOL] and policies of the university. If salaries or non-student wages are charged against this account, the university's then-current fringe benefit rate will also be assessed. Residual balances will not roll forward, although we ask that you notify the Business Office by January 1 of your projected expenses through June 30. Assets purchased with university funds remain the property of the university and are recorded in your Employer Inventory Form. Your business officer can provide additional information if needed.</p>
<p>Replacement of one admin appt with a different admin appt and different stipend</p>	<p>With the start of your new appointment as [ADMIN TITLE2], your current administrative appointment as [ADMIN TITLE1] will terminate. By accepting this appointment, you acknowledge that you are giving up your previous position and agreeing to the change in compensation.</p>
<p>Replacement of one admin appt with another but no change in compensation</p>	<p>With the start of your new appointment as [ADMIN TITLE2], your current administrative appointment as [ADMIN TITLE1] will terminate. By accepting this appointment, you acknowledge that you are giving up your previous position and agreeing to the change in position.</p>
<p>Elimination of an admin position and replacement with a new position</p>	<p>I am writing you about your administrative appointment as [ADMIN TITLE] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. After careful appraisal of the [SCHOOL]'s overall needs, they have determined that the administrative position you hold, [ADMIN TITLE], no longer meets the needs of the [SCHOOL] and recommended that the position be eliminated effective [insert date that gives 90 days notice]. However, your faculty appointment as [ACADEMIC TITLE][IF APPLICABLE: with tenure] remains the same.</p> <p>I have approved the recommendation and, in accordance with the provisions of the Faculty Handbook, I am informing you that the last day you will receive your current stipend amount of [STIPEND AMOUNT] per annum will be [DATE].</p> <p>As a result of the appraisal of the [insert name of school]'s overall needs, I am pleased to offer you an appointment as [insert admin title, if applicable]. The initial term of the appointment is from [insert date], until [insert date], and your appointment may be renewed annually, following a performance review with the Dean of the [insert name of school], subject to the conditions stated below.</p> <p>In recognition of your duties as [insert new administrative title], I will be pleased to provide you with an annual administrative stipend of [insert amount], prorated, contingent on your continuing services as [insert administrative title]. This is a full time position and your base salary will be [insert AMOUNT]. [OPTIONAL FOR 12 MONTH ADMIN APPOINTMENTS: Your duties as Director will extend throughout the fiscal year]. In all other respects, your 20XX-20XX [academic/fiscal year] contract remains unchanged and is incorporated by reference.</p> <p>With the start of your new appointment as [insert administrative title], your current administrative appointment as [insert current administrative title] will terminate. By accepting this appointment, you acknowledge that you are giving up your previous position and agreeing to the change in compensation.</p>
<p>Elimination of an admin position</p>	<p>I am writing you about your administrative appointment as [ADMIN TITLE] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. After careful appraisal of the [SCHOOL]'s overall needs, they have determined that the administrative position you hold, [ADMIN TITLE], no longer meets the needs of the [SCHOOL] and recommended that the position be eliminated effective [insert date that gives 90 days notice]. However, your faculty appointment as [ACADEMIC TITLE][IF APPLICABLE: with tenure] remains the same.</p> <p>I have approved the recommendation and, in accordance with the provisions of the Faculty Handbook, I am informing you that the last day you will receive your current stipend amount of [STIPEND AMOUNT] per annum will be [DATE].</p> <p>We deeply appreciate your service to [SCHOOL/DEPARTMENT] as [ADMIN POSITION]. Thank you for your contributions, and I look forward to your continued success in the [SCHOOL].</p>
<p>Termination of an admin appointment</p>	<p>I am writing you about your appointment as [ADMIN TITLE] in [SCHOOL/DEPARTMENT].</p> <p>A faculty committee and the dean considered the future direction of [SCHOOL]. And after careful appraisal of the [SCHOOL]'s overall needs, you will not be reappointed as [ADMIN POSITION] in the 20XX-20XX [academic/fiscal year]. Your last day serving as [ADMIN POSITION] at the [SCHOOL] will be [insert date that gives 90 days notice]. However, your faculty appointment as [ACADEMIC TITLE][IF APPLICABLE: with tenure] remains the same. In all other respects, your 20XX-20XX [academic/fiscal year] contract remains unchanged and is incorporated by reference.</p> <p>We deeply appreciate your service to [SCHOOL/DEPARTMENT] as [ADMIN POSITION]. Thank you for your contributions, and I look forward to your continued success in the [SCHOOL].</p>