

# AGENDA

## Faculty Affairs Staff Meeting

Wednesday, May 25, 2016 | 9:00 a.m. – 11:00 a.m.

Scriptorium – University Club

9:00 a.m. – 9:30 a.m.

Welcome, announcements and reminders

- Object Code for Named Chair Compensation
- Non-Degree Teaching
- Faculty Furlough
- Faculty Sick Leave
- Faculty Recruiting
- USC Exempt Salary Minimums
  - Post Docs – Dan Carino
  - Faculty – David Haugland

9:30 a.m. – 10:00 a.m.

Panel Discussion on Non-Exempt Faculty Timekeeping Practices

*Panelists: Kelley Randle, Nataly Manzo, Sharon Vang, Fabiola Salinas*

10:00 a.m. - 10:45 a.m.

Part-Time Contracts in FSMS - Update

10:45 a.m. – 11:00 a.m.

Questions and discussion

# Object Code for Named Chairs

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11232:

**Other Faculty Supplement:** Any other supplemental compensation paid to faculty member not covered by a different object code and that is established at the commencement of the faculty contract period for which it would be paid and approved by the relevant Dean and the Provost as university supplemental compensation (“Y” component). This object code should not be used to pay faculty compensation for any research related activities, including interdepartmental consulting.

# NON-DEGREE TEACHING

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## 3-I (3) Outside Consulting

Many faculty have the opportunity to receive recognition and remuneration through consultation beyond their University employment. The nature of the consulting work should be evaluated in terms of its worth as a scholarly experience and should in no way detract from the prestige of the University or the professional stature of the faculty member. (This is not intended to interfere with general personal or nonprofessional activities of the faculty member.)

The University obligations of faculty members are complex and the degree to which obligations are met cannot easily be ascertained by time records or publications lists. As a result, the University has established limits on the amount of time that normally can be devoted to outside consulting work.

A full-time faculty member may not consult more than **one day per week on average during the contract period of service.**

# NON-DEGREE TEACHING

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## **3-I (3) Outside Consulting** *(continued)*

In rare instances circumstances may warrant an exception to this policy. Requests should be made prior to the period during which consulting will take place. Approval must be secured from the Provost.

In addition to external consultation, a faculty member may engage in clinical practice for a University-approved faculty practice plan corporation, within the terms of the appropriate school or departmental practice plan and as approved by the dean. Full-term status for purposes of benefits, governance, and applicability of University policies may be extended to such faculty even though the extent of their practice with the practice plan corporation means that the professional services provided directly to the University are less than full-time.

It should always be borne in mind that consulting is a conditional privilege granted by the University. As such, the University is the final judge of the appropriateness of the outside activity and whether it unduly compromises the faculty member's primary responsibilities implicit in his or her contract for full-time employment with the University.

# NON-DEGREE TEACHING

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- **TOTAL NUMBER OF DAYS OF NON-DEGREE TEACHING AND OUTSIDE CONSULTING CANNOT EXCEED “ONE DAY PER WEEK”** (days may be aggregated to accommodate program schedules if there is no negative impact on core academic responsibilities)
- **COMPENSATION IS BASED ON MARKET RATE** and is not compared to the rate for degree courses.
- **COMPENSATION IS NOT BASED ON HEAD COUNT OR REGISTRATION** – this is the same principle that applies to degree-teaching.
- **OBJECT CODE: 11217** (Faculty non-degree teaching overload for exempt faculty) (11917 for Keck Clinical Faculty Non-Degree teaching overload and 12777 for non-exempt faculty)

# FY16 Contract Deadline Dates

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- **June 25** – Submit all FY16 contracts that need revision
- **June 30** – FY16 Contracts are closed for revision

# USC Exempt Faculty Salary Guideline

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“The minimum exempt full-time faculty salary this year (FY17) is \$47,500 for the nine month academic year or \$50,440 for the fiscal year.”

*[Provost's FY17 Faculty Salary Memo – 2/14/2016]*

## **Numbers to remember:**

\$4204 - monthly core earned to be exempt faculty

\$21,020 – semester core earned to be exempt

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# **Non-exempt Faculty Timekeeping Panel**



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# **FY17 PART-TIME FACULTY CONTRACTS**

# NEW PROCEDURES

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TYPE OF PART-TIME CONTRACT	PROVOST MODULE	DEAN'S MODULE
PT <b>ANNUAL EXEMPT</b> CONTRACTS	X	
PT EXEMPT CONTRACTS LESS THAN 8 MONTHS		X
PT ANNUAL NON-EXEMPT CONTRACTS		X
PT NON-EXEMPT CONTRACTS LESS THAN 8 MONTHS		X

# FY17 PT FACULTY SALARY PRINCIPLES

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- Person-based part-time faculty compensation
- Codify part-time faculty profiles
- Establish/revise part-time faculty compensation guidelines
- Identify benchmarks – 5-yr cohort analysis
- Merit-based evaluation of all continuing PT faculty

# FY17 PT FACULTY SALARY PRINCIPLES

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- Faculty peer review for appt/promotion
- Individually set PT faculty compensation/contracts
- Individually set part-time faculty comp contracts
- Continuing PT faculty compensation increases

# Job Codes

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Exempt (064\*) MAY have course entries

- See NEW Pink Sheets for PT Exempt Faculty on Annual contracts

Non-exempt (066\*) MUST have course entries

# Contract to Payroll Fields

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## A “Compensation Plan”

- Work Assignments
  - Core Object Code (11270, 11271)
  - Assignment Number
  - Hour Rate
  - Course Begin Date
  - Course End Date
- Core or Core Pay Part Time
  - Core Object Code (FT: 11200, 11205 or PT: 11260, 11261)
  - Proposed Core Pay
  - Contract Begin and End Dates
- Cost Allocation (added outside of Contract System)
  - A ten-digit account number
- Academic + Admin. Title = Business Title (Can edit or opt out)
- Position Code and Job Code

# FY 17 Part Time Faculty Contracts Deans Module - Important Dates

- **Thursday, July 14** → FY17 Deans Module Contracts printed
- **Friday, July 15** ← FY17 Deans Module Reports to you from Jacob
- **Thursday, July 21** → Schools Return Reports to Jacob
- **Monday, July 25 (Est.)** ↑ Reports to HRIS
- **Monday, August 8 (TBD)** ↓ HRIS loaded info to Workday
- **Sunday, August 14** — Biweekly payroll starts!

Su	M	T	W	Th	F	Sa
				14		
					15	
				21		
	25					
	8					
14						

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# **PROPOSAL TO PROVOST**

## **Part-time Annual Exempt Faculty**



# Proposed Faculty Status

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Under “Proposed Faculty Status,” for Part-time exempt faculty enter – “S – Non-Tenure Track (Special)”

<b>Contract Status</b>	SW - School - Working
<b>Current Faculty Status</b>	
<b>Proposed Faculty Status</b>	S -- Non-Tenure Track (Special) ▼
<b>Tenured Date</b>	<input type="text"/>

# Proposed Job Code

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Enter in a part-time job code. The part-time job codes in FSMS are:

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

# Proposed Job Code

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Additional part-time job codes in FSMS:

- 064050 – Research Adj Instructor (E) – E
- 064052 – Research Adj Asst Professor (E) – E
- 064054 – Research Adj Assoc Professor (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 Clinical(E) - E

# Proposed Position ID

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There should only be one selection for “Proposed Core Position Id.” If there is more than one selection, contact Jacob Kroeze at [jkroeze@provost.usc.edu](mailto:jkroeze@provost.usc.edu)

Example:

<b>Proposed Core Position Id</b>	P000886901 ▼
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# Core Object Code

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11260 – PT NT – FA/SPR for Academic Year faculty (Fall and Spring semesters) or for Fiscal Year faculty

 Core Object Code	11260 -- PT NT-FA/SPR ▼
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11261 – PT NT TR-SUM for Academic Year faculty with summer contracts

 Core Object Code	11261 -- PT NT TR-SUM ▼
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# Additional provisions

Example:

<b>Job Code Change Reason</b>
<b>Year Rank Achieved (USC)</b>
<b>Adjusted Year Rank Achieved</b>
<b>Current Academic Title</b>
<b>Proposed Academic Title</b>
<b>Current Administrative Title</b>
<b>Proposed Administrative Title</b>
<b>Contract Begin Date</b>
<b>Contract End Date</b>
<b>Amendment Effective Date</b>
<b>Primary Department</b>
<b>Secondary Department</b>
<b>Tertiary Department</b>
<b>Fourth Department</b>
<b>Tenure Decision Date</b>

Select Job Change Reason Code

Librarian of Metallurgy

Lecturer

Put in the appropriate job code change reason if applicable

Required. Use the year that the job code was assigned.

Leave blank

# Reappointment Status

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For part-time exempt faculty, use “F-Fixed Term”

- Complete “Date Fixed Term Employment Ends” with the Contract End Date

Example:

<b>Reappointment Status</b>
<b>Date Fixed Term Employment Ends</b>

F -- Fixed Term
05/15/2017

# Additional provisions

Example:

Non-Reappointment Date
Current Percent of FTE
Proposed Percent of FTE
Current Percent of Effort
Proposed Percent of Effort
Current Activity Level
Proposed Activity Level
Proposed Compensation Basis
Current Actual Annual Core Pay
Proposed Actual Annual Core Pay

Leave blank

FTE = Effort

Enter "PT-Part Time"

Enter actual amount of pay



# Total Contract Months

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For part-time exempt faculty, the total contract months must be 8 months or greater to be in the Proposal to Provost module

Example:

Proposed Contract Months

9 -- 9 Months ▼

# Vacation Benefits

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For Part-Time AY Faculty – enter “No”

For Part-Time FY Faculty – enter “Yes”

Example:

<b>Vacation Benefits</b>	No ▼
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# Additional Provisions

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Complete as you would complete for a full-time faculty member:

- Multi-Year Contract Section
- Merit Rating Information

# Supplemental Salary

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There are limited uses for supplemental salary for part-time exempt faculty in the Proposal to Provost module:

- Non-degree teaching
- Approved administrative appointments
- Approved bonuses or other faculty supplements
- If you aren't sure, consult with VPAFA

# **Exhibit A**

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See NEW Pink Sheets for Part-Time Exempt Faculty  
on Annual Contracts

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# Q&A