

Office of the Vice Provost for Academic and Faculty Affairs

# Faculty Affairs Staff Meeting

Friday, October 2, 2015

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9:00 a.m. – 9:15 a.m.	<b>Welcome</b>
9:15 a.m. – 10:15 a.m.	<b>Review of 2015 Faculty Handbook</b>
10:15 a.m. – 10:20 a.m.	<b>Dossier Deadlines</b>
10:20 a.m. – 10:25 a.m.	<b>Transactional Reminders: FSMS</b>
10:25 a.m. – 10:30 a.m.	<b>Faculty Data Validation</b>
10:30 a.m. – 10:35 a.m.	<b>Laserfiche and “Gold Files”</b>
10:35 a.m. – 10:45 a.m.	<b>FSMS and Workday Data &amp; System Trainings</b>
10:45 a.m. – 11:00 a.m.	<b>Questions</b>

# Dossier Deadlines

# Dossier Deadlines

- **October 15, 2015** (*Promotion to Full Professor and Lateral Appointments with Tenure*)
- **February 1, 2016** (*Promotion to Associate Professor with Tenure*)
- **March 15, 2016** (*Lateral Appointments with Tenure*)

# Transactional Reminders: FSMS

# Requests for Provost Approval

- **OVERLOADS Flow Chart**
- **ADMINISTRATIVE APPOINTMENTS Flow Chart**

Ensure that the request is made by the dean to the Vice Provost for Academic and Faculty Affairs

# Administrative Appointments

- An Administrative Appointment Letter is **REQUIRED**
  - Administrative language in a full-time FSMS letter is not sufficient as full-time faculty salary letters are not signed by the faculty member
- All mid-year changes to an administrative appointment **REQUIRE** Provost Approval
- All new mid-year appointments **REQUIRE** Provost Approval
- Any administrative appointment not included in the Annual Faculty Salaries review **REQUIRES** Provost approval

# Administrative Appointments

- **Full-time** 9-month Faculty with 12-month appointments receive **VACATION**
  - Enter using the object code 11230 for the stipend paid during the regular academic year and object code 11231 if there is a summer administrative appointment
- **Full-time** 9-month Faculty with 9-month appointments
  - The Administrative Stipend **CANNOT** be spread over 12 months
- **Full-time** 12-month faculty with administrative stipends use object code 11230.
  - 12-month faculty do NOT have summer administrative stipends.
  - 12-month faculty get vacation as part of their contract of employment and vacation wording is not needed in the administrative appointment letter

# Administrative Appointments

- **Part-time Faculty**

- Administrative stipends increase their FTE and Effort
- Administrative stipends for 9-month part-time faculty are entered into FSMS using the object code 11230 for the stipend paid during the regular academic year and object code 11231 if there is a summer administrative appointment
- Administrative stipends for 12-month part-time faculty are entered into FSMS using object code 11230



# Administrative Appointments

- Any administrative appointment letter that needs Provost Approval should be submitted to the Vice Provost for Academic and Faculty Affairs with the Dean's signature but NOT with the faculty member's signature.

The Provost must approve the Administrative appointment BEFORE the offer is given to the faculty member.

# Overloads

- **Provide enough descriptive information for Provost review**
  - Including a memo or email from the dean to the Vice Provost for Academic and Faculty Affairs including but not limited to:
    - Description of the overload
    - Amount of the overload
    - Reason for the overload
    - Whether part-time faculty can assume the additional work
    - Amount of all previously approved supplemental salary



# Overloads

- **Part-time Faculty Do NOT have overloads**
  - Instead, add another work assignment and increase the FTE and Effort

# Overloads

- **One course overload can be dean-approved**
  - If the standard course overload rate is greater than \$10,000, the dean can approve
  - ALL second course overloads must be provost approved
  - If a course overload was approved as part of the annual faculty salary review, the second course overload must still be provost approved

# Overloads

- **Dean-approval of other supplemental salary <\$10,000**
  - All other supplemental salary (not including course overloads), whether approved in the annual faculty salary proposal or not, is included in the <\$10,000 category
  - Lectures and other activities not equivalent to instruction of a course are generally included in this category – when in doubt, contact the Office of the Vice Provost for Academic and Faculty Affairs



# Summer Pay

- **12-month faculty**

- 12-month faculty do NOT receive summer pay

- **9-month faculty**

- 9-month faculty can receive summer pay subject to the limitations in the Faculty Handbook

# Using Other Schools' Faculty

- **Your dean or designee must contact the dean of the other school for advance permission to use the other school's faculty member**
  - Written confirmation from the home school is required
  - Payment of the extra funds is through the home school
  - Contract revision is through the home school
  - The home school contacts the Office of the Vice Provost for Academic and Faculty Affairs



## FY 2015-2016 ONLY

- **These guidelines for overloads and administrative appointments are based on the Provost's 2015-2016 Faculty Salaries Memo only.**



# Faculty Data Validation

## “HCM Data Validation – Faculty”

- Job Profile
- Business Title
- Compensation
- Cost Allocation Exists on Worker
- \*FSMS Contract Dates\*

Field	Example	Field	Example	Field	Example
<b>Worker</b>	Jane Doe	<b>Employee Type</b>	Faculty	<b>Contract Type</b>	9 Month Contract
<b>Legal Name - Last Name</b>	Doe	<b>Job Code</b>	063006	<b>**Contract Status</b>	Open
<b>Employee ID</b>	0765432	<b>Pay Group</b>	Monthly	<b>Contract Start Date</b>	8/16/2013
<b>USC ID</b>	0087654321	<b>Compensation Plan</b>	Core Pay	<b>Contract End Date</b>	5/15/2014
<b>Position</b>	P123 TITLE – Jane Doe	<b>Assignment Details</b>	1,833.33 USD Monthly	<b>FTE %</b>	100
<b>Business Title</b>	TITLE	<b>Frequency</b>	Monthly	<b>Costing Allocation Exists for Worker</b>	Yes
<b>Annual Work Period</b>	9 Month (08/16 – 05/15)	<b>Plan Start Date</b>	7/1/2015	<b>Region</b>	0503905000 Leventhal School of Accounting
<b>Disbursement Plan Period</b>	12 Month (07/1 – 06/30)	<b>**Expected End Date</b>	“		
<b>Exempt</b>	Yes	<b>Actual End Date</b>	10/31/2022		
<b>Supervisory Organization</b>	Marshall...	<b>Effective Date</b>	7/1/2015		
<b>**Tenure Status</b>	Tenured				
<b>Time Type</b>	Full Time				
<b>Hire Date</b>	6/15/2011				
** tenured not current reliable, generally ok.		**verify with HR that “Actual End Date” is used		** always open.	

# EIB for Spring *[Proposed Dates]*

- Contracts in **Tuesday, December 1** (*4 weeks before Winter Break*)
- Reports to You: **Friday, December 4**
- Reports Approved to Me: **Tuesday, December 8**
- EIB Complete in Sandbox: **Wednesday, December 16, 2015**
- Final Approval from You: **Monday, December 21, 2015**
- Final EIB to Production: **Wednesday, December 23, 2015**

# Laserfiche & "Gold Files"

# FSMS and Workday Data & System Trainings

# Exempt Part-Time Faculty Contract Minimums *[As of January 1, 2016]*

- **Semester Contract: \$17,333.35**
- **Academic Year Contract (9 mos.): \$34,666.70**
- **Fiscal Year Contract: \$41,600.00**

QUESTIONS?