

FSMS Faculty Proposal to Dean Process

STEP	ENTRY	DESCRIPTION																																														
1	Proposal to Dean	This is the section for part-time contracts, including part-time annual contracts and full-time short-term contracts in the Faculty Maintenance School Menu. The contract information for faculty employed in the prior fiscal years will roll over to pre-populate the proposal screen for the new fiscal year.																																														
2	Appointment Letter Name	This is the name that appears in the faculty salary letter. If there has been a name change in payroll and Workday, it <u>may not</u> automatically populate the new name here. Please review and confirm this field.																																														
3	Proposed Job Code	<p>Make sure the job code is correct. Check the Dean's Portal for the most recent listing of job codes. Job codes in the Dean's module as of 10.01.2015:</p> <table border="0"> <tr> <td>064002 – Part Time Lecturer (E) – E</td> <td>064066 – Adj Professor of Clinical (E) – E</td> </tr> <tr> <td>064003 – Lecturer – E</td> <td>064085 – Clinical Instructor (Med-Ft) – E</td> </tr> <tr> <td>064006 – Pt Fac Wkld Agrmt-Rest Use (E) – E</td> <td>064111 – Asst Prof – Instructional – NTT – E</td> </tr> <tr> <td>064007 – Senior Lecturer – E</td> <td>064112 – Assoc Prof – Instructional – NTT – E</td> </tr> <tr> <td>064008 – Part-Time Faculty – N</td> <td>064113 – Professor – Instructional – NTT – E</td> </tr> <tr> <td>064010 – Adjunct Instructor (E) – E</td> <td>066002 – Part-Time Lecturer – N</td> </tr> <tr> <td>064012 – Adjunct Assistant Professor (E) – E</td> <td>066006 – Pt Fac Wkld Agrmt-Restr Use – N</td> </tr> <tr> <td>064014 – Adjunct Associate Professor (E) – E</td> <td>066010 – Adjunct Instructor – N</td> </tr> <tr> <td>064016 – Adjunct Professor (E) – E</td> <td>066012 – Adjunct Assistant Professor – N</td> </tr> <tr> <td>064019 – Clinical Scholar – Occup. Therapy – E</td> <td>066014 – Adjunct Associate Professor – N</td> </tr> <tr> <td>064020 – Clinical Instructor (E) – E</td> <td>066016 – Adjunct Professor – N</td> </tr> <tr> <td>064021 – Clinical Scholar – Phys. Therapy – E</td> <td>066020 – Clinical Instructor – N</td> </tr> <tr> <td>064022 – Clinical Assistant Professor (E) – E</td> <td>066022 – Clinical Assistant Professor – N</td> </tr> <tr> <td>064024 – Clinical Associate Professor (E) – E</td> <td>066024 – Clinical Associate Professor – N</td> </tr> <tr> <td>064026 – Clinical Professor (E) – E</td> <td>066050 – Research Adj Instructor – N</td> </tr> <tr> <td>064032 – Research Assistant Professor – E</td> <td>066052 – Research Adj Asst Professor – N</td> </tr> <tr> <td>064050 – Research Adj Instructor (E) – E</td> <td>066054 – Research Adj Assoc Professor – N</td> </tr> <tr> <td>064052 – Research Adj Asst Professor (E) – E</td> <td>066056 – Research Adj Professor – N</td> </tr> <tr> <td>064054 – Research Adj Assoc Professor (E) – E</td> <td>066060 – Adj Instructor of Clinical – N</td> </tr> <tr> <td>064056 – Research Adj Professor (E) – E</td> <td>066062 – Adj Asst Professor of Clinical – N</td> </tr> <tr> <td>064060 – Adj Instructor of Clinical (E) – E</td> <td>066064 – Adj Assoc Professor of Clinical – N</td> </tr> <tr> <td>064062 – Adj Asst Professor of Clinical (E) – E</td> <td>066066 – Adj Professor of Clinical – N</td> </tr> <tr> <td>064064 – Adj Assoc Professor of Clin (E) – E</td> <td>066009 – Adjunct Lecturer</td> </tr> </table> <p style="text-align: right;"> <- Common <- Most Common </p>	064002 – Part Time Lecturer (E) – E	064066 – Adj Professor of Clinical (E) – E	064003 – Lecturer – E	064085 – Clinical Instructor (Med-Ft) – E	064006 – Pt Fac Wkld Agrmt-Rest Use (E) – E	064111 – Asst Prof – Instructional – NTT – E	064007 – Senior Lecturer – E	064112 – Assoc Prof – Instructional – NTT – E	064008 – Part-Time Faculty – N	064113 – Professor – Instructional – NTT – E	064010 – Adjunct Instructor (E) – E	066002 – Part-Time Lecturer – N	064012 – Adjunct Assistant Professor (E) – E	066006 – Pt Fac Wkld Agrmt-Restr Use – N	064014 – Adjunct Associate Professor (E) – E	066010 – Adjunct Instructor – N	064016 – Adjunct Professor (E) – E	066012 – Adjunct Assistant Professor – N	064019 – Clinical Scholar – Occup. Therapy – E	066014 – Adjunct Associate Professor – N	064020 – Clinical Instructor (E) – E	066016 – Adjunct Professor – N	064021 – Clinical Scholar – Phys. Therapy – E	066020 – Clinical Instructor – N	064022 – Clinical Assistant Professor (E) – E	066022 – Clinical Assistant Professor – N	064024 – Clinical Associate Professor (E) – E	066024 – Clinical Associate Professor – N	064026 – Clinical Professor (E) – E	066050 – Research Adj Instructor – N	064032 – Research Assistant Professor – E	066052 – Research Adj Asst Professor – N	064050 – Research Adj Instructor (E) – E	066054 – Research Adj Assoc Professor – N	064052 – Research Adj Asst Professor (E) – E	066056 – Research Adj Professor – N	064054 – Research Adj Assoc Professor (E) – E	066060 – Adj Instructor of Clinical – N	064056 – Research Adj Professor (E) – E	066062 – Adj Asst Professor of Clinical – N	064060 – Adj Instructor of Clinical (E) – E	066064 – Adj Assoc Professor of Clinical – N	064062 – Adj Asst Professor of Clinical (E) – E	066066 – Adj Professor of Clinical – N	064064 – Adj Assoc Professor of Clin (E) – E	066009 – Adjunct Lecturer
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4	Proposed Core Position ID	This is the Workday Position ID. There should only be one Core Position ID.																																														
5	Core Object Code	<table border="0"> <tr> <td>11260 – PT NT-FA/SPR</td> <td>12770 – P/T HOURLY FACULTY</td> </tr> <tr> <td>11261 – PT NT TR-SUM</td> <td>12771 – P/T HOURLY FACULTY SUMMER USE</td> </tr> </table>	11260 – PT NT-FA/SPR	12770 – P/T HOURLY FACULTY	11261 – PT NT TR-SUM	12771 – P/T HOURLY FACULTY SUMMER USE																																										
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7	Yr Rank Achieved (USC)	This must be correct. This is the year of the last promotion the faculty member received from USC.																																														
8	Adj. Yr Rank Achieved	This can be left blank. It applies to full-time lateral hires.																																														
9	Proposed Academic Title	This is the “business card” title and does not need to be the same as the job code. Do NOT put the job code number in the academic title. In Viterbi, this is commonly "Part-Time Lecturer of [Discipline]"																																														
10	Proposed Admin Title	This should be used only if the faculty member was given a written administrative appointment letter. Please be sure that this letter is filed in the faculty member's gold file.																																														
11	Letter Begin Date	Must start on the 1st or 16th of the month. ACADEMIC YEAR contracts start on 8/16/YYYY and FISCAL YEAR contracts start on 7/01/YYYY.																																														
12	Letter End Date	Must end on the 15th or the last day of the month. ACADEMIC YEAR contracts end on 05/15/YYYY. FISCAL YEAR contracts end on 06/30/YYYY.																																														
13	Letter Effective Date	The date that the contract effectively was amended. For new contracts entered before the letter effective date, the Letter Effective Date is the same as the Letter Begin Date.																																														
14	Department Issuing Letter	Make sure the Department number in the drop down box is correct.																																														
15	Date Fixed Empl. Ends	This should be the same as the Letter End Date																																														

FSMS Faculty Proposal to Dean Process (continued)

STEP	ENTRY	DESCRIPTION												
16	Proposed % of FTE (Full-Time Equivalent salary)	Same as Proposed % of Effort. Divide total hours per week by 40 (i.e., 18 hours of weekly effort is 45% FTE and percent of effort).												
17	Proposed % of Effort	% Effort is the % Time Worked. FTE ALWAYS EQUALS EFFORT FOR PT FACULTY.												
18	Hours Per Week	Make sure that this is consistent with FTE. Calculations are based on a 40-hour week. For example, if the faculty member is working 50% time, then the hours per week is 20 (50% of 40 hours).												
19	Instruction Rate	This is rate at which the part-time faculty member is being paid. If the faculty member is exempt, back into his instruction rate by dividing his core pay by the total number of hours worked.												
20	Arbitration Agreement	<p>If you click "yes," the following is printed: "An important benefit provided by the university to employees is arbitration, through the "Agreement to Arbitrate Claims," a copy of which is attached for your signature.</p> <p>In accordance with California state law and USC's commitment to build a harassment-free environment, you are required to complete two hours of harassment prevention training during the first sixty (60) days of employment, and again every second year. You will be provided access to the on-line training program after receipt of your signed appointment letter.</p> <p>The Faculty Handbook and other university policies are available at http://policy.usc.edu. Other useful information is easily accessible at the Faculty Portal (http://faculty.usc.edu). By signing below, you agree to adhere to university and school policies, as revised from time to time, including those defining intellectual property rights.</p>												
21	Temporary	<p>If you check "yes" or "no" for exempt faculty, the following is printed: "As you know, this assignment is for the stated period only and the appointment is for a fixed term."</p> <p>If you check "yes" or "no" for non-exempt faculty, the following is printed: "As you know, this assignment is for the stated period only and the appointment is for a fixed term. While we recognize that the time you devote to your work will vary from day to day and week to week, we expect that the total time per week, on average, should not exceed @hoursPerWeek@ hours. In no event should you work more than 8 hours in any given day, nor more than 40 hours in any given work week, which is Thursday through Wednesday. With your assignment you are not eligible for holiday pay."</p>												
22	Benefits eligible	<p>If you check "no," the following is printed in the first paragraph: "Since you work less than 50% time, you are not eligible to enroll for university benefits."</p> <p>If you check "yes," the following is printed in the first paragraph: "Since you work at least 50% time, you are eligible to enroll for university benefits. See http://benefits.usc.edu for more information."</p>												
23	Print Chair signature	In Viterbi, this is always checked "yes"												
24	Print Dean signature	In Viterbi, used only in coordination with Dean's Office												
25	Assignment	<table> <tr> <td>1 – Teaching</td> <td>5 – Teaching-Research</td> <td>8 – Research – Patient Care</td> </tr> <tr> <td>2 – Research</td> <td>6 – Teaching – Patient Care</td> <td>9 – Research – Service Activities</td> </tr> <tr> <td>3 – Patient Care</td> <td>7 – Teaching – Service Activities</td> <td>10 – Patient Care – Service Activities</td> </tr> <tr> <td>4 – Service Activities</td> <td></td> <td></td> </tr> </table>	1 – Teaching	5 – Teaching-Research	8 – Research – Patient Care	2 – Research	6 – Teaching – Patient Care	9 – Research – Service Activities	3 – Patient Care	7 – Teaching – Service Activities	10 – Patient Care – Service Activities	4 – Service Activities		
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26	Proposed Compensation Basis	<table> <tr> <td>CF—Conditional Funding</td> <td>PC—Partial USC—Conditional Funding</td> <td>PF—Partial USC Funding</td> </tr> <tr> <td>EF—External Funding</td> <td>PE—Partial USC—External Funding</td> <td>TF—Total USC Funding</td> </tr> <tr> <td>OT—Other</td> <td></td> <td></td> </tr> </table>	CF—Conditional Funding	PC—Partial USC—Conditional Funding	PF—Partial USC Funding	EF—External Funding	PE—Partial USC—External Funding	TF—Total USC Funding	OT—Other					
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27	Proposed Actual Core Pay	Update Core Pay, if applicable. This is the actual amount the faculty member will be paid as core. This field does NOT calculate.												
28	Proposed Institutional Base Salary	This is the full-time equivalent annual salary used for grant purposes. If the faculty member teaches and is fully supported by USC, then you do not need to calculate the amount.												
29	Prop Appt Letter Months	Update Appointment Letter Months, if applicable												
30	Course Section	Enter in an assignment for each task. Be sure to adjust the FTE and percent of effort fields above to account for the additional task.												
31	Merit Rating													
32	Merit-Based Percent Increase	If a faculty member receives a salary increase, the school must enter in the percent of the increase that is based on MERIT												

FSMS Faculty Proposal to Dean Process (continued)

STEP	ENTRY	DESCRIPTION
33	Supplemental Salary Section	If the faculty member is to be paid an administrative stipend, click on "Add Supplemental Line" to add in the administrative stipend. Be sure to adjust the FTE to account for the additional time allotted to administering his/her administrative tasks. Viterbi does not include supplemental salary for part-time faculty. Most of Supplemental Salary Reasons are intended for FT faculty as there are no overloads for part-time faculty (i.e., you instead add another work assignment) . The supplemental salary reasons that might be used is "AS – an Administrative Stipend (IBS) – 11230 – stipend Pay – Administrative"
34	Leave section	Part-time faculty generally do not go on leave. In rare instances, leaves may be granted (e.g., for military leave, medical leaves, etc.), but consult with the Office of the Vice Provost for Faculty and Academic Affairs for assistance (contact Debora Chan-Southwell on ext. 06725)
35	Addtl Paragraphs Section	See Below
36	Additional Terms, Conditions, Agreements	in Viterbi, please include the following: If the terms specified in this letter are acceptable to you, please sign and return both the original of this letter and the attached "Agreement to Arbitrate Claims" to me within 14 days from the date of this letter. The terms of this letter supplant any previous correspondence and discussions and constitute your employment contract unless superseded by a future agreement signed by the Provost or President of the University.
37	Proposal Remarks	This section can be used for your notes. The text will not show up in the letter.

ADDITIONAL PARAGRAPHS

Sufficient enrollment	This appointment is contingent upon there being sufficient enrollment to warrant all sections of courses now scheduled. If the school decides to cancel your course(s) for any reason, we will let you know as soon as possible, and you will be paid only for any sessions taught and their preparation.
Individual Instruction	If there is additional enrollment in the course, you will be paid for this additional work at the rate of @hourRate@ per student.
Office Hours	You are expected to schedule office hours at times that are convenient to students. You are expected to participate in regularly scheduled meetings of the appropriate committees.
Consistent Curriculum	The program's curriculum is designed to provide integrated and sequential learning. It is important, therefore, that you confer with the head of the area to which you are assigned in order to ensure that what you teach is consistent with the department's educational goals.
Additional Support	Assignments of space, equipment, clerical, and other support, as well as stipends and overload payments, are subject to change at the sole discretion of the chair or dean.
Vacation Benefits	You accrue vacation benefits at a rate of four weeks per year (20 days), up to a total of no more than seven weeks (35 days), which must be taken at a mutually agreed upon time that does not conflict with your faculty responsibilities. Accrual of vacation will cease when the maximum is reached and will resume when accruals fall below the maximum. As a faculty member working less than 100%, your rate of accrual is pro-rated based on the percentage of time worked.
External Funding	The external funding portion of your compensation is contingent upon the continued availability of such funds from external funding sources.
Early Termination	Since your compensation is funded by external sources, your appointment may be terminated early, on 90 days notice, if there is a reduction or discontinuation of the funding.
Faculty Practice	You are required to maintain all necessary approvals from the appropriate credentialing, re-credentialing and privileging bodies (for example the USC Care Credentialing Service) while a member of the faculty. In addition, you agree to conduct all your clinical practice solely under the terms and conditions of the university's medical faculty practice plan and, if applicable, the policies and procedures of USC Care Medical Group, Inc., as they may be amended from time to time. You agree to observe all aspects of the university's healthcare compliance program. You agree to work for the university, and if assigned, USC Care Medical Group, Inc. Failure to observe these obligations will result in termination of your employment on thirty days' notice. In order to maintain continuity in patient care, you agree that if at some future time you elect to resign your faculty appointment, you will provide the department chair with at least 60 days advance written notice. The General Provisions for Health Sciences Faculty are attached for your signature, and are incorporated in this agreement by reference.
Retired, Recalled to Duty	We appreciate your willingness to accept this responsibility, after your retirement from the faculty. During this appointment, your title will continue to be @jobTitle@, though of course without tenure, and when this appointment concludes you will resume your retired status and title. Retired faculty who agree to be recalled to service make an enormous contribution to the department's programs. Thank you for all your efforts. If you have any questions, please do not hesitate to contact our office.
Admin Stipend	As with all administrative appointments at the University of Southern California, you serve at the pleasure of the president, provost, and dean, which is to say that the president, provost, or dean may dismiss you from this office at any time with or without cause, either on ninety days notice or on payment of the stipend in proportion to the extent notice falls short of ninety days.

09:08:15
 WEBPP.PT.PROPOSAL.U
 (V1.0a)
 Saw User No:
 965464

USC Employee Services System

Faculty Proposal to Dean Process

September 22, 2015
 WebPPPTProposalU
 c0361985

Proposal "0014154:4927"

Employee Id	0014154
Employee USC ID	5519965113
Employee SSN	***-**-4154
Employee Name	Trojano, Tomas
Home Department	2510250000 - University Payroll Services
Latest Hire Date	08/01/2006
Orig Hire Date	07/28/1990
Contract Year	2016
Proposal Id	0014154:4927
Recruitment Requisition ID	
Proposal Status	SW - School - Working
Proposed Faculty Status	S - Non-Tenure Track (Special)
Proposed Activity Level	PT - Part Time
Reappointment Status	F - Fixed Term
Overload Employee	No

Appointment Letter Name (Last, First Middle)	Trojano, Tomas
Current Job Code	113319 - HD Human Resources Manager
Proposed Job Code	
Proposed Core Position Id	
Core Object Code	
Job Code Change Reason	
Year Rank Achieved (USC)	2011
Adjusted Year Rank Achieved	
Current Academic Title	Lecturer - LIB
Proposed Academic Title	PT Academic Title
Current Administrative Title	
Proposed Administrative Title	
Letter Begin Date	08/16/2015
Letter End Date	05/15/2016
Letter Effective Date	10/01/2015
Department Issuing Letter	

If the employee name is changed in Workday, it also needs to be changed here unless the employee prefers another name (e.g. nickname, initials, etc.)

If a faculty member is promoted, put the year of promotion in this box – this usually is accompanied by a change in job code.

When you are revising a contract, do NOT change the contract term. Instead, change the Letter Effective Date to the date of the revision.

Date Fixed Term Employment Ends	05/15/2016
Current Percent of FTE	
Proposed Percent of FTE	50
Current Percent of Effort	
Proposed Percent of Effort	50
Hours per Week	20.00
Instruction Rate	50.00
Arbitration Agreement	
Temporary	
Benefits Eligible	
Print Chair Signature	
Print Dean Signature	
Assignment	
Proposed Compensation Basis	
Current Actual Core Pay	
Proposed Actual Core Pay	32,000.00
Current Institutional Base Salary	
Proposed Institutional Base Salary	0.00
Current Appointment Letter Months	
Proposed Appt Letter Months	

FTE ALWAYS EQUALS EFFORT IN THE DEAN'S MODULE

In Viterbi, 1 unit is equivalent to 51 hours of expected effort. Therefore, the hourly rate is the 1 unit rate divided by 51.

Make sure that the %FTE and %Effort are adjusted each time you add an assignment. Note that assignments can only be taken away without provost approval if there is additional paragraph language such as "Sufficient Enrollment" and "Early Termination" (see next page).

Course Section

Assignment Number	Course Number	Course Name	Number of Units	Course Pay	Course Hourly Rate	Instructional Hours Per Week	Exam Hours	Course Weeks	Course Begin Date	Course End Date	Course Object Code	Course Position ID	Course Frequency	Comment
Assignment 1	101A	Intro 101A	4	8,000.00	50.00	10.00	10.00	16.00	08/16/2015	12/31/2015	12770	P0014154001	Hourly	
Assignment 2	101B	Intro 101B	4	8,000.00	50.00	10.00	10.00	16.00	08/16/2015	12/31/2015	12770	P0014154001	Hourly	
Assignment 3	101C	Intro 101C	4	8,000.00	50.00	10.00	10.00	16.00	01/01/2016	05/15/2016	12770	P0014154001	Hourly	
Assignment 4	101D	Intro 101D	4	8,000.00	50.00	10.00	10.00	16.00	01/01/2016	05/15/2016	12770	P0014154001	Hourly	

Salaries provided on the Provost-approved salary worksheet are divided by 22.5 (Viterbi full-time equivalent effort) to arrive at the rate for 1 unit of instructional effort.

Merit Rating Information

Merit Rating	<input type="text"/>
Merit Sign	<input type="text"/>
Merit Description	<input type="text"/>
Custom Group Number	<input type="text"/>
Merit-Based Percent Increase	<input type="text"/>

Supplemental Salary Section

Salary	Start Date	End Date	Proposed Suppl Position Id	Suppl Frequency	Salary Reason	Description	Salary Obj Code	Workday Comp Plan	Text
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PT FACULTY DO NOT HAVE OVERLOADS. They may have an administrative appointment, but if they do, the %FTE and %Effort need to be adjusted accordingly.

Leave Section

Leave Reason	Description	% Paid during Leave	Leave Start Date	Leave End Date	Leave Comment
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Leaves are generally not given to part-time faculty members, because the FTE and Effort are adjusted. If your school's practice is to enter certain types of leaves, provost approval of any such leave is required.

FCPP SALARY SECTION

Medical School Only

FCPP Amount	
FCPP Object Code	11207
FCPP Code	FCPP
FCPP Effective Date	

Core Object Code Section

Medical School Only

Salary Object Code
Clinical Incentive Comp Text

Total Salary Section

Current Total Salary	
Proposed Total Salary	32,000.00

Additional Paragraphs Section

Sufficient Enrollment
Individual Instruction
Office Hours
Consistent Curriculum
Additional Support
Vacation Benefits
External Funding
Early Termination
Faculty Practice
Retired, Recalled to Duty
Admin Stipend

See page 3 for the language of each term.

Additional Terms, Conditions, Agreements

If the terms specified in this letter are acceptable to you, please sign and return both the original of this letter and the attached "Agreement to Arbitrate Claims" to me within 14 days from the date of this letter. The terms of this letter supplant any previous correspondence and discussions and constitute your employment contract unless superseded by a future agreement signed by the Provost or President of the University.