

Attestation of Workday Classification - Faculty Teaching Less Than Full-Time

To ensure part-time faculty are properly categorized, we ask that all adjunct and part-time faculty take a moment to review their employment circumstances and use the definitions below to select the faculty category (part-time or adjunct) that best describes their work profile. Faculty should make their selection based on the definitions provided here and their own assessment of their employment circumstances, and *not based on their current titles or classifications within their school*. We recognize that what is considered full-time work varies between professions. We trust that faculty will determine whether they have a primary career (are employed full-time) outside of USC based on the conventions of how full-time work is defined within their own profession. Please see the USC definitions for Adjunct and Part-time Faculty below.

Adjunct Faculty

USC reserves the “Adjunct Faculty” appointment for faculty teaching less than full-time at USC, who are employed full-time in a primary profession or career elsewhere. Adjunct faculty typically *teach only one course per year* but, in exceptional cases, may teach one course per semester, if approved by the dean.

Adjunct faculty titles include:

“Adjunct Lecturer”

“Adjunct Assistant Professor of <discipline>”

“Adjunct Senior Lecturer”

“Adjunct Associate Professor of <discipline>”

“Adjunct Professor of <discipline>”

There may be exceptions to these titles that require Provost approval under the Faculty Handbook.

For example, a full-time freelance artist, lawyer employed full-time at a firm, or pharmacist employed full-time by a pharmacy, who teach 1-2 classes a year for USC would be considered an adjunct faculty member. A retired person who considers themselves fully retired, but teaches 1-2 classes a year for USC, could be considered “Adjunct Faculty.”

Part-time Faculty

USC reserves the “Part-time Faculty” appointment for faculty teaching less than full-time who are not employed full-time in a primary position or career elsewhere.

Part-time faculty titles include:

“Lecturer (part-time)”

“Senior Lecturer (part-time)”


“Master Lecturer (part-time)”

There may be exceptions to these titles that require Provost approval under the Faculty Handbook.

For example, a therapist with a part-time private practice, a musician who books performances on what they consider to be a part-time basis, a biologist who has a part-time job in a lab, who teach less than full-time at USC could be considered “Part-time Faculty.”

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How to check your Adjunct or Part-Time faculty classification in Workday:

1. Log into Workday
2. Click your profile picture in the upper right corner of the home screen.
3. Click “*View Profile*” directly under your name.
4. Click “*Academic*” on the profile page, in the blue column on the left side of the screen.
5. Click “*Current Appointments*” at the top of the screen, to view basic current appointment information.
6. Click the  magnifying glass icon in the far left “Appointment” column to display the details of a specific appointment.
7. Look at the “Track Type” heading. Determine whether your categorization (part-time or adjunct) is correct, based on your review of your own work situation and the definitions above.

After completing the above steps, please complete the attestation below.

Please check **both** of the boxes below to certify that you have done **both** of the following:

- I acknowledge that I have carefully read the above definitions.
- I certify that I have reviewed my categorization in Workday.

Please check **one** of the boxes below to certify which of the following is true for you:

- I certify that my **Workday designation is accurate**, based on my understanding of my work situation and the definitions provided above.

OR

- I certify that I **should be categorized differently in Workday** with the designation I have set forth below.

Please check the box below next to the appropriate designation for how you should be categorized, based on your statement above.

- Adjunct Faculty
- Part-time Faculty

Please complete the following information:

Employee ID: _ _ _ _ _

Name: _____ School: _____

Faculty Title: _____

Signature: _____ Date: _____

Please keep a copy of this attestation for your records and submit this form to the faculty affairs representative in your school.