

Guidelines for USC implementation of AB 736 to part-time instructional faculty



AB 736 (California Labor Code 515.7)

- Recent CA legislation - AB 736 - amended CA Labor Code to permit private, non-profit colleges and universities in CA to treat PT instructional faculty as exempt (salaried) employees.
- USC will be making PT faculty, who are providing instruction for a course or lab, eligible for this exemption.
- A PT faculty member *may* be classified as exempt if the faculty member meets both:
 - The existing professional exemption duties test AND
 - Either: (1) meet the traditional salary basis test for exemption (e.g. for 2021, this is equivalent to \$58,240 a year); OR (ii) is paid at least a specified amount per course or laboratory in accordance with the rates set forth by the new law

AB 736 Classroom Hours

(1) Calculated payment for classroom hours includes (so no separate payment will be required):

- Classroom or laboratory time,
- Preparation,
- Grading,
- Office hours, and
- Other course- or laboratory-related work for that course or laboratory and no separate payment shall be required.

(2) The following minimum rates shall be used in this calculation:

- For each classroom hour in 2020: one hundred seventeen dollars (\$117)
- For each classroom hour in 2021: one hundred twenty-six dollars (\$126)
- For each classroom hour in 2022: one hundred thirty-five dollars (\$135)
- For each classroom hour in 2023 and each year thereafter: a percentage increase to the rate from the previous as determined by the guidelines within AB 736

Calculation of Classroom Hours for Lecture Courses

No. of units	Classroom hours	2021 Course rate	2022 Course rate
4 units	64 total classroom hours*	\$8,064**	\$8,640***
3 units	48 total classroom hours	\$6048	\$6,840
2 units	32 total classroom hours	\$4032	\$4,320
1 unit	16 total classroom hours	\$2016	\$2,160

* 4 classroom hours per week x 16 weeks

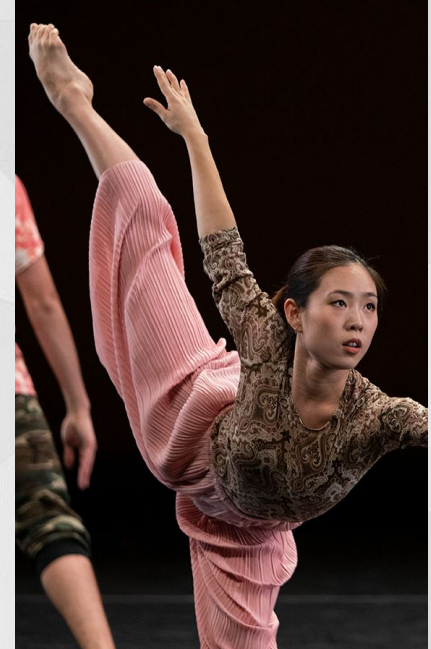
** 64 classroom hours x \$126/classroom hour

*** 64 classroom hours x \$135/classroom hour

Course Rates for Non-Lecture Courses

If a laboratory, art studio course, clinical course, or other non-lecture course has more classroom hours than a lecture-based course with the same number of units at the institution, the minimum salary required by subparagraph (B) of paragraph (2) of subdivision (a) for the laboratory, art studio course, clinical course, or other non-lecture course shall be that of the lecture-based course with the same number of units.

**** Take home message: Minimum compensation for non-lecture courses should be determined by course units.****



USC Response to AB 736

- Exempt status is **required for all PT instructional faculty** beginning in Fall 2021.
 - This sets university wide **minimum salaries** for these positions per course by number of course units.
- Since **adjuncts** have full-time positions outside the university and typically teach only one class for USC, they **will not be transitioned to exempt status**.
- **Adjuncts** should remain hourly, non-exempt employees, unless they are currently classified as exempt under the traditional salary basis test and will continue to be exempt under the traditional salary basis test.

Faculty Teaching Less than Full-Time: PT vs. Adjunct

All those asked to teach less than full-time should have an assignment “because of special expertise” (FH 4-B(4)).

The **PT faculty** appointment is reserved for those teaching less than full-time who do not have a primary position elsewhere.

- Should not be over 75% effort
- Should use “Lecturer (PT)” title series

The **adjunct faculty** appointment is reserved for faculty who have a primary profession or career elsewhere (FH 4-B(2); 4-B(4)).

- Should teach only one course a year or in exceptional cases, one course per semester
- Appropriate titles include “Adjunct Lecturer” and “Adjunct Assistant/Associate/Professor” series
- Compensation may vary based on individual negotiations, experience and stature

Steps for Implementation of USC Response

1. Signing of an attestation form by PT or adjunct will be required to indicate that faculty meet the requirements of PT or adjunct classifications.
2. Updating Workday to reflect any changes in job profile and/or compensation
3. Use of updated PT hiring procedures (job descriptions, attestations)
4. Use of updated PT faculty offer letter for new hires

Faculty Attestation Form

All PT and adjunct faculty will complete an attestation form

- **What:**
 - Form asks faculty to review PT and adjunct **definitions** and **outside work situation**
 - Select appropriate designation (PT or adjunct) that **best represents their work profile**
- **Why:**
 - Opportunity to update faculty status
 - Ensure PT faculty are paid appropriately
 - Cuts down on work on time cards
- **When:** August 1st. Must be in place before fall start

Acknowledgement 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."

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

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:

Name: _____ School: _____

Faculty Title: _____

Signature: _____ Date: _____

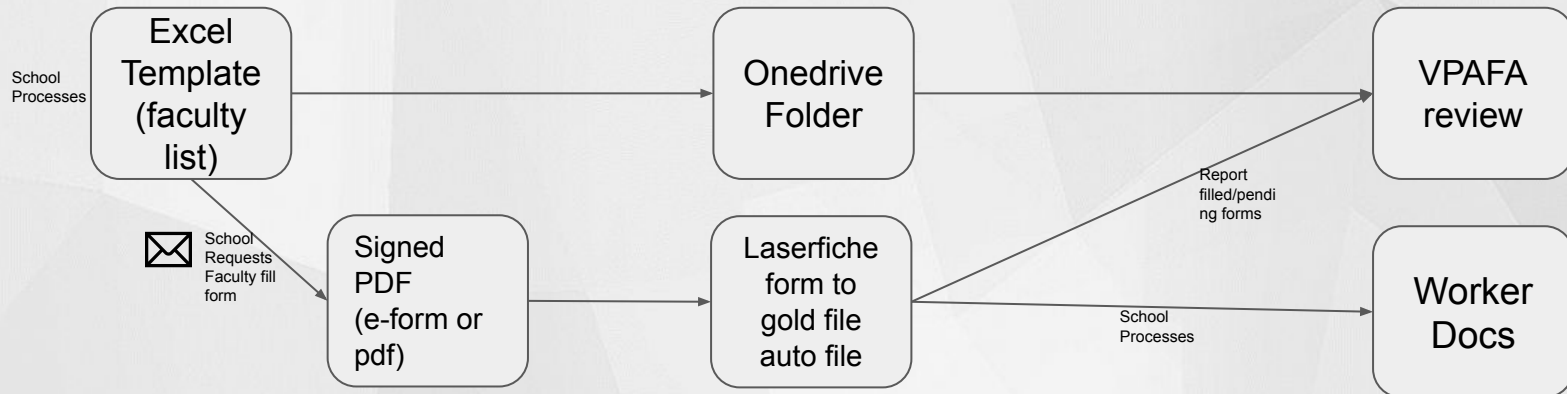
Please keep a copy of this attestation for your records and submit this form to the faculty affairs representative in your school.

Implications of part-time and adjunct from a faculty viewpoint

- Faculty determine whether their work outside USC fits the adjunct or PT category
- The Senate has heard concerns about, and will be sensitive to:
 - Faculty possibly being pressured to select adjunct over PT to preserve school budgets
 - Faculty who select PT possibly not being renewed, and replaced with adjunct faculty
- Ensure faculty know:
 - Attestment based on true assessment of **work situation** and the **definitions** provided
 - If outside PT/FT work is not clear (e.g. the arts), faculty should base attestation on **how their profession defines FT work**
 - **Faculty** are the **sole source** of this information; No documentation required or verification by schools
 - The new pay structure **only applies to PT**. Adjunct faculty negotiate their pay with the dean
- Schools should be careful **not** to contribute to a perception of:
 - Signaling a preference that faculty choose adjunct over PT
 - Non-renewing contracts based on selection of the PT category
 - Replacing PT faculty with adjunct faculty
- Replacement of PT positions should only be in favor of **full-time positions** (per Faculty Handbook)

Attestation Process

1. School distribute electronic attestation form (<https://laserfiche.provost.usc.edu/Forms/pt-adj-att>) to faculty
2. Faculty, or staff on behalf of faculty, submit signed attestation form to Laserfiche
3. Schools upload excel report template of attestation form completion details (template emailed) - contact Jacob Kroeze (jkroeze@usc.edu) for onedrive folder
4. Schools upload copy of each faculty member's signed attestation form to their worker documents in WD



Workday Process

Which Faculty Employees are impacted by this regulatory requirement?

All Non-Exempt Faculty in the below impacted, Part-Time Job Profiles and some Non-Exempt Faculty in the below, Adjunct Job Profiles will need to be converted into one of 3 available PT, Exempt Job Profiles in Workday. Once converted, their new PT reappointment letter will have updated contract verbiage, per direction from USC General Counsel.

Impacted, Non-Exempt Job Profiles:

- **064008** - Part-Time Faculty
- **066002** - Part-Time Lecturer
- **066048** - Instructor Of Research-Part-Time
-

Potentially impacted, Non-Exempt Adjunct Job Profiles:

- **066010** - Adjunct Instructor
- **066012** - Adjunct Assistant Professor
- **066014** - Adjunct Associate Professor
- **066016** - Adjunct Professor
- **066009** - Adjunct Lecturer
- **066150** - Adjunct Senior Lecturer

Available, PT Exempt Job Profiles:

- **064002** - Part Time Lecturer (E)
- **064140** - Part-Time Senior Lecturer (E)
- **064142** - Part-Time Master Lecturer (E)

Available, Adjunct Exempt Job Profiles:

- **064010** - Adjunct Instructor (E)
- **064012** - Adjunct Assistant Professor (E)
- **064014** - Adjunct Associate Professor (E)
- **064016** - Adjunct Professor (E)
- **064009** - Adjunct Lecturer (E)
- **064150** - Adjunct Senior Lecturer (E)

Are current, Exempt Faculty Impacted?

Continue to process these reappointments as you would today, with some minor changes (see upcoming slides for changes to overall PT Reappointment process).

Workday Process: Part-Time Reappointment

Workday Action Steps:

Upon notification from Imagine and/or the Provost Office on the PT Reappointment Contract Letter changes being available in Production, proceed with the following next steps* in Workday:

- 1) Initiate Edit Position transaction in Workday for worker.
 - Change Job Profile
 - Select AWP and DPP for worker (AWP will now factor into total pay calculated in PT Contract Letter)
- 2) Complete Request Compensation Change sub-process for worker
 - Select **Core Pay*** plan.
 - Add monthly salary plan details
- 3) Complete Update Academic Appointment sub-process for faculty worker's reappointment and generate PT Contract Letter.
 - Enter assignment rate amount*** within 'Course' field in Part-Time Teaching Assignments entry screen.
- 4) Once the faculty worker acknowledges their generated contract letter, with the updated contract verbiage, the process is complete!

** Optional: Upload attestation document to worker's personal documents section in Workday prior to initiating Edit Position.*

***The Core Pay plan will be applied for all Exempt Faculty core pay, moving forward. As of 6/30/21 the Core Pay Part Time plan will be inactivated in Workday.*

****New USC requirement.*

Workday Process: Part-Time Reappointment



Scenario: Conversion of PT Faculty from Non-Exempt to Exempt

Edit Position Transaction

- Enter effective date and select '*Faculty Contract > Part-time Reappointment*' reason.
- Change Job Profile to new, Exempt Job Profile.
- Validate remaining fields are correct based on Job Profile change. Make adjustments as needed.

Edit Position

NOTE: for all staff re-classifications, please request a consultation with a Compensation Partner by emailing the HR Service Center

Position P01418553 Part-Time Lecturer - Tony Stark

Worker Tony Stark

Organization Dornsife College of Letters, Arts and Sciences: Physical Education-Director (Steve Vankanegan)

Effective Date * 08/16/2021

Reason × Faculty Contract > Part-time Reappointment

Job Details

Employee Type * × Faculty

Job Profile * × 064002 - Part Time Lecturer (E)

Job Title Part Time Lecturer (E)

Business Title Part Time Lecturer (E)

Time Type * × Part time

Location * × Physical Education Building

Pay Rate Type × Salary

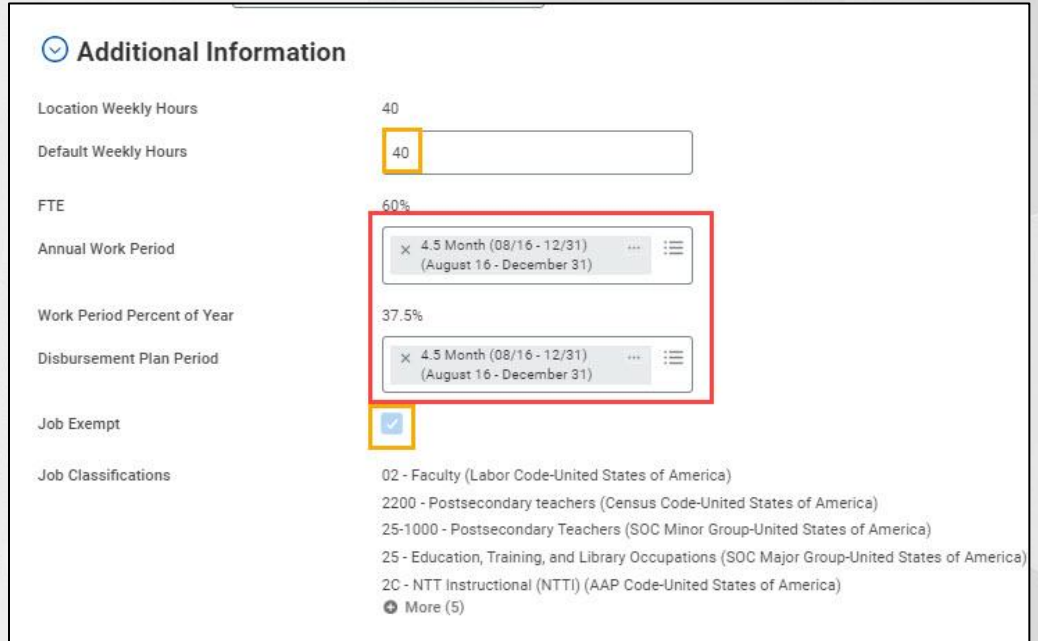
Scheduled Weekly Hours 24

> Additional Information

Workday Process: Part-Time Reappointment

Edit Position Transaction

- Enhance '**Additional Information**' section and select applicable AWP and DPP for worker.
- Validate the Job Exempt field is checked, confirming conversion to Exempt.
- Change Default Weekly Hours if applicable.
- Submit transaction to initiate Request Comp. Change sub-process.



Additional Information

Location Weekly Hours 40

Default Weekly Hours

FTE 60%

Annual Work Period

Work Period Percent of Year 37.5%

Disbursement Plan Period

Job Exempt

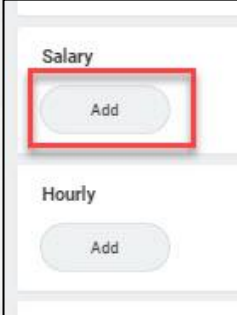
Job Classifications

- 02 - Faculty (Labor Code-United States of America)
- 2200 - Postsecondary teachers (Census Code-United States of America)
- 25-1000 - Postsecondary Teachers (SOC Minor Group-United States of America)
- 25 - Education, Training, and Library Occupations (SOC Major Group-United States of America)
- 2C - NTT Instructional (NTTI) (AAP Code-United States of America)
- [More \(5\)](#)

Workday Process: Part-Time Reappointment

Request Compensation Change Sub-Process

- Start Request Comp. Change sub-process and select the add salary option.
- Select **Core Pay** plan, enter monthly amount, monthly frequency, and enter end date of plan.
- Submit transaction for consolidated Edit Position and Compensation Change review by Faculty Partner.

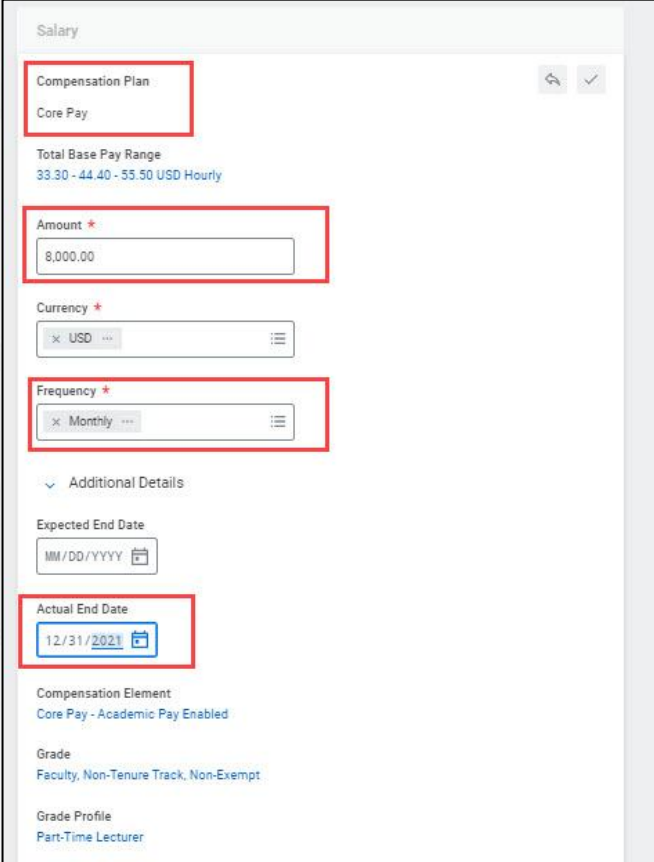


Salary

Add

Hourly

Add



Salary

Compensation Plan
Core Pay

Total Base Pay Range
33.30 - 44.40 - 55.50 USD Hourly

Amount *
8,000.00

Currency *
USD

Frequency *
Monthly

Additional Details

Expected End Date
MM/DD/YYYY

Actual End Date
12/31/2021

Compensation Element
Core Pay - Academic Pay Enabled

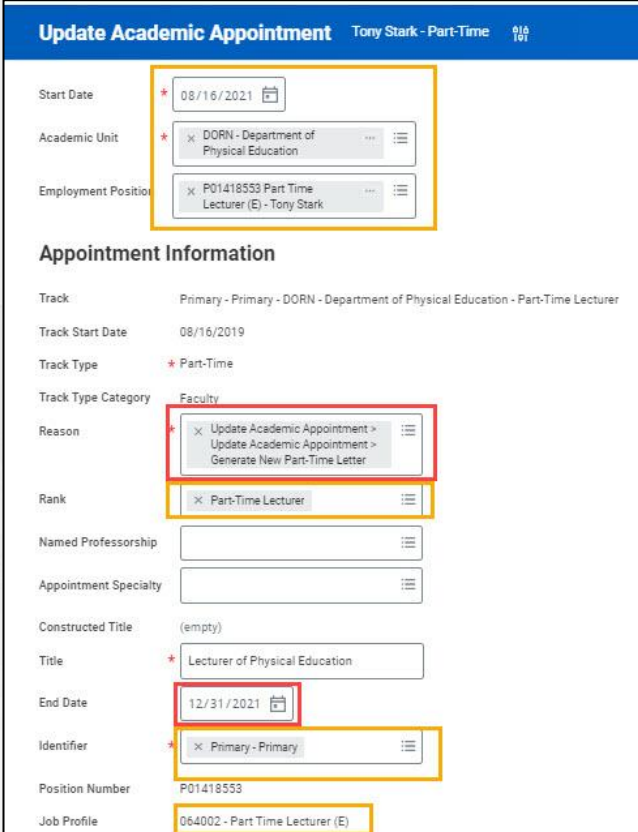
Grade
Faculty, Non-Tenure Track, Non-Exempt

Grade Profile
Part-Time Lecturer

Workday Process: Part-Time Reappointment

Update Academic Appointment Sub-Process

- Start Update Academic Appointment Sub-Process, select '*Generate New Part-Time Letter*' reason, and enter appointment end date.
- Validate remaining fields are correct. Make adjustments as needed.
- Submit appointment data screen to start the Part-Time Teaching Assignment entry task for appointment.



Update Academic Appointment Tony Stark - Part-Time 916/101

Start Date * 08/16/2021

Academic Unit * DORN - Department of Physical Education

Employment Position * P01418553 Part Time Lecturer (E) - Tony Stark

Appointment Information

Track Primary - Primary - DORN - Department of Physical Education - Part-Time Lecturer

Track Start Date 08/16/2019

Track Type * Part-Time

Track Type Category Faculty

Reason * Update Academic Appointment > Update Academic Appointment > Generate New Part-Time Letter

Rank * Part-Time Lecturer

Named Professorship

Appointment Specialty

Constructed Title (empty)

Title * Lecturer of Physical Education

End Date 12/31/2021

Identifier * Primary - Primary

Position Number P01418553

Job Profile 064002 - Part Time Lecturer (E)

Workday Process: Part-Time Reappointment

Update Academic Appointment Sub-Process

- Start the Part-Time Teaching Assignment entry task for appointment and enter assignment details.
 - **USC Requirement (for Exempt. Instructional PT Faculty only):** Enter pay rate for each course/assignment. This can be done currently directly in the 'Course' field
- Submit Part-Time Teaching Assignment entry task for Office of the Dean review and approval.
- Once the worker reviews and acknowledges their generated PT reappointment contract letter in Workday, the process is completed. The acknowledged contract is visible within the worker's personal documents section in Workday.

Part-Time Teaching Assignments

Work Assignment 1 Course	THTR 101: Introduction to Acting – Course
Work Assignment 1 Units	4
Work Assignment 1 Start Date	08/16/2021
Work Assignment 1 End Date	12/31/2021
Work Assignment 1 Course Hours	150
Work Assignment 2 Course	XYZ Committee Work – Assignment Pay:
Work Assignment 2 Units	0
Work Assignment 2 Start Date	08/16/2021
Work Assignment 2 End Date	12/31/2021
Work Assignment 2 Course Hours	50



USC University of
Southern California

Jun 9, 2021

Dear Tony Stark:

We are pleased to ask you to work for us from Aug 16, 2021 to Dec 31, 2021 as a Lecturer of Physical Education.

The total pay for this work is \$40,500.00, which covers all hours worked.

Since you work at least 50% time, you are eligible to enroll for university benefits. The benefits for which you may be eligible are described at <http://benefits.usc.edu> and are subject to change from time to time.

Your Assignment(s):

	Start:	End:	Units	Total Hours
1: THTR 101: Introduction to Acting - Course Pay: \$8,000	Aug 16, 2021	Dec 31, 2021	4	150
2: XYZ Committee Work - Assignment Pay: \$1,000	Aug 16, 2021	Dec 31, 2021	0	0

Note: The sample letter on this slide is for process training purposes only and may not reflect AB736 (CA Labor Code 515.7) guidelines on PT exempt assignment rates.

Workday Process: Part-Time Reappointment

IMAGINE R5 QUICK REFERENCE GUIDES:

- *General PT Reappointment Process:* PT Reappointment QRG ([LINK](#))
- *Refresher Training Deck:* PT Faculty Reappointment Refresher Deck ([LINK](#))
- *PT Reappointment Workflows:* Workday Workflows ([LINK](#))
- *Change Scenarios:* Part-Time Troubleshooting Reference Guide ([LINK](#))
- *Workday Academic R5 Reports:* R5 Report Guide ([LINK](#))
 - **TIP:** Use the **Part Time Faculty Data Review** report to show in-progress (pending Office of the Dean approval) appointment details as they will be pulled into the letter.

★ TBD: Once the PT Reappointment Contract verbiage changes are completed in Production, an updated template guide will be posted for reference.

Part-time Job Posting and New Hire Procedures

Part-time WD posting requisition review process

- Alignment of job profile (job code) and job posting title
- Weekly hours in compliance with PT job profile
- Clear job description

Provide a clear job description for adjunct postings

Recommended language for adjunct posting Job Description

The [ACADEMIC UNIT] is seeking a working professional with a special expertise in [SUBFIELD] and who has [SELECT ONE - a primary position OR an equivalent artistic career] in [FIELD].

[INSERT: program information; teaching assignment; minimum and preferred qualifications]

SAMPLE - Job Description

The Interactive Media & Games Division within USC's School of Cinematic Arts is seeking an adjunct faculty member in the field of Interactive Media and Games with a specialty in board games. We are looking for a working professional **with a primary position** in the games industry with extensive experience analyzing or designing tabletop games.

Our program is a vibrant and exciting community of designers, scholars and researchers, committed to the advancement of the digital arts, and it is situated within a larger school dedicated to the craft of storytelling and user experience from diverse perspectives.

The position will teach introductory courses at the undergraduate and graduate level, with topics ranging from a survey of board game mechanics to introduction to game design, production, and testing.

Minimum qualifications...

Preferred qualifications...

New Hire Procedures

- Change to Onboarding process - New hires will complete an Attestation Agreement
- Schools should be prepared to change the position from adjunct to PT or vice versa if a new hire attests to the other category
 - Consider budgeting for PT, even when hiring for adjunct
 - Consider using job description recommendations to prevent misalignment
- Workday upload - HRPA will upload to FAM, along with our new hire docs

Changes to Part-Time Instructional Faculty Offer Letter

1. Business title added (optional text to add Job Profile for clarification)
2. New Exempt Definitions
 - a. Current - 2021 - \$58,240 annually (\$4,853.34 per month)
 - b. Current - 2022 - \$62,400 annually (\$5,200 per month)
 - c. NEW - Part-time **lecture-based teaching** - based on course rates
 - d. NEW - Part-time art, music, dance, or other **non-lecture-based instruction** - based on course rates
3. Harassment Training - 30 days
4. Background Screening - awaiting HR policy decision

Course Rates for Part-Time Instructional Faculty - Debora

2021 course rates for Part-Time Exempt Instructional faculty

- 4-unit course - \$8,064
- 3-unit course - \$6,048
- 2-unit course - \$4,032
- 1-unit course - \$2,016

2022 course rates for Part-Time Exempt Instructional faculty

- 4-unit course - \$8,640
- 3-unit course - \$6,480
- 2-unit course - \$4,320
- 1-unit course - \$2,160

These are NOT applicable to PT Research faculty, PT Clinical faculty, or Adjunct Instructional faculty; there are no changes to their pay calculations

New - Business Title added

[FOR general use] We are pleased to ask you to **[insert teach or perform service activities or perform patient care services]** for us from **[insert date mm/dd/yyyy]** to **[insert date mm/dd/yyyy]** as **[insert Business Title]** for **[insert Department/School]**. **[Optional: Insert if the job profile is different from the Business Title: Your job profile in Workday will be [insert Job Profile]].**

New - Lecture-Based Exempt Category Added

[ADD FOR PT faculty who provide instruction for a LECTURE-BASED course or laboratory and (a) who do not otherwise meet the traditional salary basis threshold for exempt status, (b) who are not instructors in a laboratory, clinical course, music instruction course, art studio, or other non-lecture course that has more classroom hours than a lecture-based course, and (c) are currently paid hourly. These faculty will be transitioned to AB 736's 'per course' form of EXEMPT status pay.]

Your appointment is a [insert percentage of time] time appointment. You will be paid an established monthly salary at the rate of **[insert monthly rate]** for your efforts, **which is based on the number of classroom hours over the time period worked**. Your salary encompasses payment for all classroom or laboratory time, preparation, grading, office hours, final exams, and other course- or laboratory-related work. Exempt employees are not eligible for overtime compensation. Anticipating that you will complete your semester without interruption of service, your total pay for the semester will be **$\$[total\ salary = monthly\ rate \times number\ of\ months]$** . If you perform other non-course related work (e.g. service), you shall be compensated separately.

New - Non-Lecture-Based Exempt Category Added

[ADD FOR PT faculty who provide instruction for a NON-LECTURE-BASED laboratory, clinical course, art studio course, music instruction course, or other non-lecture course that has more classroom hours than a lecture-based course, and who are currently paid hourly. These faculty will be transitioned to AB 736's 'per course' form of EXEMPT status pay.]

Your appointment is a *[insert percentage of time]* time appointment. You will be paid an established monthly salary at the rate of *[insert monthly rate]* for your efforts. Your salary encompasses payment for all classroom or laboratory time, preparation, grading, office hours, and other course- or laboratory-related work. **Your salary rate is based on a lecture-based course with the same number of units.** Exempt employees are not eligible for overtime compensation. Anticipating that you will complete your semester without interruption of service, your total pay for the semester will be $\$[total\ salary = monthly\ rate \times number\ of\ months]$. If you perform other non-course related work (e.g. service), you shall be compensated separately.

New - Updated Non-Exempt Language

[ADD FOR NON-EXEMPT faculty paid hourly (e.g., adjunct faculty not covered by paragraph 4 above and PT faculty not covered by paragraphs 3 or 4 above)].

This faculty assignment is a non-exempt, hourly position to be paid on a bi-weekly basis at an hourly rate for all hours worked. The base hourly rate for each assignment is detailed below. While it is not expected that your work will exceed 8 hours in a day or 40 hours in a week, the university recognizes that overtime may be unavoidable. Should you work overtime hours, you will be paid for all overtime hours at the appropriate overtime rate. You are also entitled to meal and rest periods pursuant to USC's Wage and Hour Policy and as required by California law. Anticipating that you will complete your assignment without interruption of service, your total pay for the period will be ***[Total hours from work assignment 1 x hourly rate + Total hours from work assignment 2 x hourly rate] [if work assignments are greater than 2, then continue up to 8]***. The hours identified below are an estimate only. The university understands that actual hours worked may vary or exceed the estimate provided below. You should, in all cases, record all hours you worked to ensure that you are paid accordingly.

Background Screening - awaiting HR policy

Please sign and return the original of this letter, *[insert for Keck SOM appointments the General Provisions,]* and the attached “Agreement to Arbitrate Claims” to the Dean’s office by *[insert date]*. Your offer of appointment is conditioned on you (a) accepting and returning a signed copy of this offer letter (b) accepting and returning a signed copy of the Agreement to Arbitrate Claims (which may be signed electronically); and (c) completion of a successful background screening (instructions on how to complete the background screening will be provided separately). The terms of this letter supplant any previous contracts, correspondence and discussions, and constitute your employment contract unless superseded by a future agreement signed by the Provost or President of the University.

Work Assignments in the PT Instructional Offer Letter

ALL Your assignment(s):

Work Assignment #: **Course Number/Name, Units** *[insert for exempt: **Course Pay**]* *[insert for non-exempt : total hours to be worked, pay rate]*

Work Assignment #: **Description of service, as applicable** *[insert for exempt: **Assignment Pay**]* *[insert for non-exempt: total hours to be worked, pay rate]*

Entering Work Assignments in Workday

- In the “Work Assignment” field, for **INSTRUCTIONAL WORK**, enter:
 - ⇒ THTR 101: Introduction to Acting – Course Pay: \$8,064
- In the “Work Assignment” field, for **SERVICE**, enter:
 - ⇒ THTR 101: Introduction to Acting – Course Development – Assignment Pay: \$4,000
 - ⇒ XYZ Committee Work – Assignment Pay: \$1,000

New Review of Part-time Practices for Data Collection

To establish baseline data, one-time brief progress report, due first week of Aug 2021

- Should not take long to complete
 - Existing policy documents
 - Brief descriptions

Going forward:

- After the 3rd week of each semester, submit a list of all instructors of record who are PT or Adjunct to VPAFA office
- Updates to policies sent to VPAFA
- Workday data

School Progress Report on Part-Time Policies and Practices

Below are requests for documents or brief explanations of your part-time policies and processes. You may attach documents if you already provide these policies and processes in written form to your part-time faculty. Otherwise, please provide brief descriptions helping us understand where you are in implementing these policies.

Job Codes and Titles

To improve analyses of part-time faculty data, we are paring down the number of job codes being used, and helping schools to better utilize those codes.

Please provide a list of job codes used by the school to categorize adjunct and part-time faculty in workday. Include a list of titles used, definitions for those titles, and why those titles are tied to the corresponding job code.

Hiring Practices

Please briefly describe the school's hiring practices for all adjunct and part-time faculty, including recruitment, faculty hiring committees, and post-hire faculty review of emergency hires.

Contracts

Payment for additional hours

Please attach, as an appendix, the policy and process documents provided to your part-time faculty that explain the reporting and compensation process for working additional hours. Include a sentence about how often and in what form faculty are informed of this policy and process.

Annual and multiyear contracts

Please indicate whether you provide annual or multi-year contracts for adjunct and/or part-time faculty, and if so, briefly describe the criteria and process for awarding each.

Merit Review

Please attach, as an appendix, the merit review policies and process documents that are provided to your part-time faculty. Include a sentence about how often and in what form faculty are informed of this policy and process.

Promotion

Please attach, as an appendix, the promotion policies and process documents that are provided to your part-time faculty. Include a sentence about how often and in what form faculty are informed of this policy and process.

Internal Salary Benchmarking

Please provide a brief description of the calculation you are using (percent of full-time effort to teach one course) for internal salary benchmarking of part-time salaries. Describe the progress you've made in moving salaries toward this goal over the last 3 ½ years, and what your next steps are in meeting this goal.

Upcoming Important Dates

Workday Dates

- Core Pay Part-Time compensation plan is inactivating in Workday on June 30, 2021.
- Workday Financials Go-Live is July 6, 2021
 - The Workday system will be down July 1 - July 5
- Submit the Edit Position (and Request Compensation Change Sub-Process) by **June 18th.**
- Any Edit Position transactions not approved by June 25th will be cancelled due to Financials Go-Live conversion activities. You will need to re-initiate these transactions on/after July 6th, following the Financials Go-Live.

VPAFA Dates

- **Summer 2021** - School meetings
- **August 1** - Attestation forms completed in Laserfiche and PDFs/excel report sent to VPAFA onedrive
- **Fall 2021** - Copies of completed attestation forms uploaded into WD

Contact Sheet for Questions

VPAFA Contact Information

- VPAFA will be holding office hours twice a week.
 - Office Hours - Tuesday and Thursday, 10 am - 10:30 am
 - Starting June 9 (tomorrow) and running through June 30th
 - Zoom Meeting Information: <https://usc.zoom.us/j/97051472487?pwd=UUJWL20xZVRibVpVeVhxMEExFTndBQT09>
 - Meeting ID: 970 5147 2487
 - Passcode: 736296

Workday Contact Information

- IMAGINEworkday@usc.edu - Workday process questions (PT contract reappointment letter)

Guidelines for USC implementation of AB 736 to part-time instructional faculty

QUESTIONS?