

Guidelines for USC implementation of



AB 736 (California Labor Code 515.7)

AB 736 Classroom Hours

Calculation of Classroom Hours for Lecture Courses

Course Rates for Non-Lecture Courses

USC Response to

Faculty T

Steps for Implementation of USC Response



Faculty

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: _____

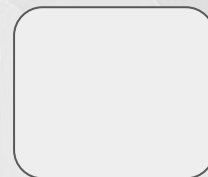
Signature: _____ Date: _____

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

Attestation Process

1. School distribute electronic attestation form



W



W

The background of the slide is an abstract geometric pattern composed of numerous overlapping triangles. These triangles are rendered in a variety of gray tones, ranging from very light, almost white, to medium and dark grays. The arrangement of the triangles creates a sense of depth and movement, with some shapes appearing to recede into the background while others come forward. The overall effect is a modern, minimalist aesthetic.

Workday Process: Part-T



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Part-time Job Posting and New Hire Procedures



SAMPLE - Job Description



New Hire Procedures

Changes to Part-T

Course Rates for Part-T

New - Business T

New - Lecture-Based Exempt Category

New - Non-Lecture-Based Exempt Category

New - Updated Non-Exempt Language

Background Screening - awaiting HR policy

Work

The background of the slide is an abstract composition of numerous overlapping triangles. These triangles vary in size and are rendered in a range of gray tones, from very light to medium gray, creating a complex, layered geometric pattern.

Entering W

New Review of Part-time Practices for Data Collection



Upcoming Important Dates

Contact Sheet for Questions

