Viterbi Faculty Load Profiles
+
Workday IMAGINE HCM V
February 13, 2020

Viterbi Faculty Affairs

For Discussion:

- Quick updates

- Faculty Load Profiles (focusing on RTPC)

- Workday IMAGINE HCM V (Christine Rahn and Carrie Tannenbaum)

USC Viterbi

School of Engineering

Coming Up:

Date	Event
January 17	Final Deadline for AY 2019-20 Overload Requests (Jake)
January 29	Deadline for faculty to submit AFRs to Departments & Academic Programs
January 31	Final FY 2019-20 IMT faculty course designations (who's taught what)
January 31	Final FY 2019-20 Teaching Unit Release/Credit Requests in FLP
February 1	FY 2020-21 IMT & Faculty Load Profiles released to Departments & Academic Programs
February 3	Deadline for RTPC faculty promotion dossiers
February 14	Faculty Merit Raise worksheets distributed to Departments & Academic Programs
February 19	FY 2020-21 IMT & Faculty Load Profile update deadline in preparation for spring meetings
February 19-28	FY 2020-21 IMT & Faculty Profile meetings
February 28	Faculty Merit Raise completed worksheets and explanation memo due to Lydia Lee
March 2	Staff Performance Appraisals due to Susan Robles
March 2	Staff Merit Raise worksheets distributed
March 4-9	Joint APT/EFC Merit Review Committee reviews the merit evaluation procedures with Chairs and Directors, and prepares recommendations to the Dean
March 5	Deadline for Chairs and Directors to assign faculty load profiles for the next academic year
March 11-18	Faculty Merit Raise proposal meetings: Chairs and Directors with Dean Yortsos
March 13	Staff Merit Raise completed worksheets due to Susan Robles
March 13	Final Deadline for RTPC faculty reappointment dossiers
March 16-20	Staff Performance and Merit Raise Proposal meetings: Deans, Chairs and Directors with Linda Rock and Susan Robles
May	New Initiative & Facilities Requests communicated to the units
June	Faculty & Staff Merit Increases and Budgets communicated to the units

USCViterbi
School of Engineering

University of Southern California

Coming Up:

January 17	Final Deadline for AY 2019-20 Overload Requests (Jake)
January 29	Deadline for faculty to submit AFRs to Departments & Academic Programs
January 31	Final FY 2019-20 IMT faculty course designations (who's taught what)
January 31	Final FY 2019-20 Teaching Unit Release/Credit Requests in FLP
February 1	FY 2020-21 IMT & Faculty Load Profiles released to Departments & Academic Programs
February 3	Deadline for RTPC faculty promotion dossiers
February 14	Faculty Merit Raise worksheets distributed to Departments & Academic Programs
February 19	FY 2020-21 IMT & Faculty Load Profile update deadline in preparation for spring meetings
February 19-28	FY 2020-21 IMT & Faculty Profile meetings
February 28	Faculty Merit Raise completed worksheets and explanation memo due to Lydia Lee
March 2	Staff Performance Appraisals due to Susan Robles
March 2	Staff Merit Raise worksheets distributed
March 4-9	Joint APT/EFC Merit Review Committee reviews the merit evaluation procedures with Chairs and Directors, and prepares recommendations to the Dean
March 5	Deadline for Chairs and Directors to assign faculty load profiles for the next academic year
March 11-18	Faculty Merit Raise proposal meetings: Chairs and Directors with Dean Yortsos
March 13	Staff Merit Raise completed worksheets due to Susan Robles
March 13	Final Deadline for RTPC faculty reappointment dossiers
March 16-20	Staff Performance and Merit Raise Proposal meetings: Deans, Chairs and Directors with Linda Rock and Susan Robles
May	New Initiative & Facilities Requests communicated to the units
June	Faculty & Staff Merit Increases and Budgets communicated to the units

USC Viterbi
School of Engineering

University of Southern California

Quick Reminders:

- For TT Candidates with space needs: include Linda Rock in schedule

- Meals in excess of $100 per person need the pre-approval of a Vice President or Dean (Linda Rock)

- For Teaching faculty candidates, candidates considered at greater than Lecturer rank should meet with Timothy Pinkston

- FAM Dispositioning: organize as you go

- Closing Requisitions: all past Inactive, with completed Hires

Viterbi Faculty Loads Refresher

What is a Faculty Load?:

	Research	Teaching	Service
100% =	%?	%?	%?

USC Viterbi
School of Engineering

University of Southern California

What is a Faculty Load?: *(Assuming an 3-unit course curriculum… …more on this later)*

	Research	Teaching	Service
Tenured	40%	40%	20%
Teaching	0%	80%	20%
Research	95%	0%	5%

Period For TT/Tenured and Teaching Faculty: August 16 through May 15 (9 months)
Period for Research Faculty: July 1 through June 30 (12 months)

University of Southern California

What is a Faculty Load?: *(Assuming an 3-unit course curriculum… …more on this later)*

	Research	Teaching	Service
Tenured	40%	40%	20%
Teaching	0%	80%	20%
Research	95%	0%	5%

100% effort is equivalent to 22.5 units of overall effort, in all categories, annually.
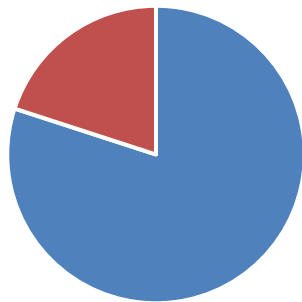
40% of 22.5 is? = 9 units
80% of 22.5 is? = 18 units

This has been historically used on teaching and TT/T profiles

USC Viterbi
School of Engineering

University of Southern California

What is a Faculty Load?: **(Assuming an 3-unit course curriculum… …more on this later)*

	Research	Teaching	Service
Tenured	40%	40%	20%
Teaching	0%	80%	20%
Research	95%	0%	5%

Teaching

■ Teaching ■ Service

Tenured/TT
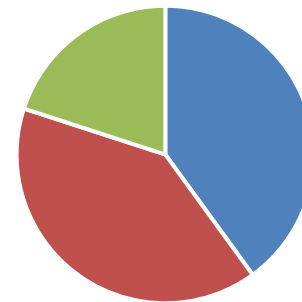
■ Teaching ■ Research ■ Service

What is a Faculty Load*:
## *with a 4-unit curriculum?

- 20 units of teaching effort = 88.8% (rounded to 89%)
- Service reduced 1/3 to 13%
- 89% + 13% = 102%
    - For teaching faculty, upon adoption of a 20 unit model, one-time increase of salaries 2%

	Research	Teaching	Service
Tenured	44%	36%	20%
Teaching	0%	89%	13%
Research	95%	0%	5%

What is a Faculty Load*:
*with a 4-unit curriculum?

- 20 units of teaching effort = 88.8% (rounded to 89%)
- Service reduced 1/3 to 13%
- 89% + 13% = 102%
 - For teaching faculty, upon adoption of a 20 unit model, one-time increase of salaries 2%
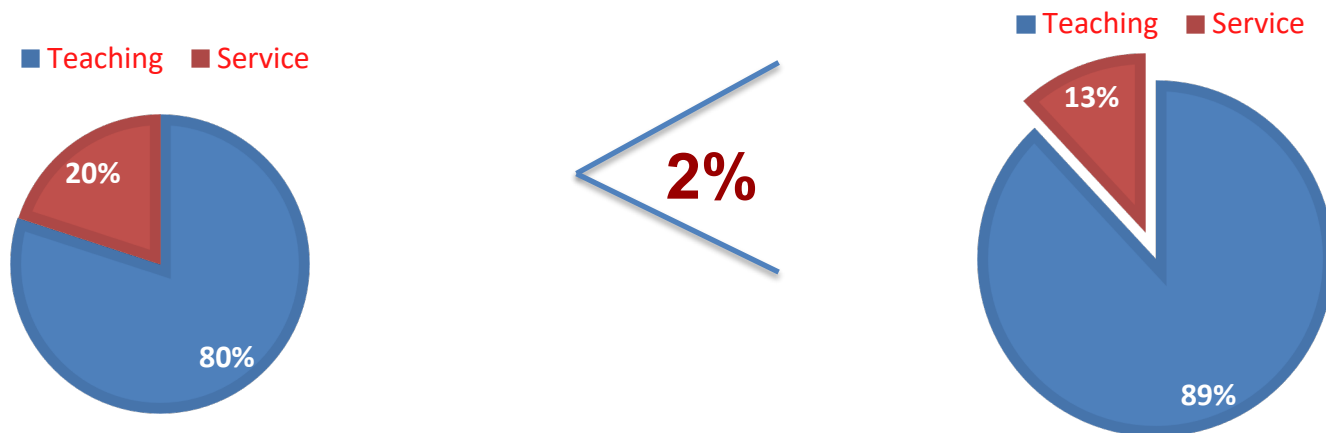
New Policy: High Enrollment Courses

- See memo: Guidelines for High-Enrollment Course Loads (1/16/2020)

- At fourth week of instruction/add-drop date:

  - Enrollment < 99 students = 100% unit weight towards profile

  - Enrollment 100 < 199 students = 150% unit weight towards profile

  - Enrollment 200+ = 200% unit weight towards profile

  - ^^ Counts towards load, on load, until AY load is satisfied

    - Overloads are paid according to weight, but in terms of number of courses, not in terms of units

New Policy: High Enrollment Courses
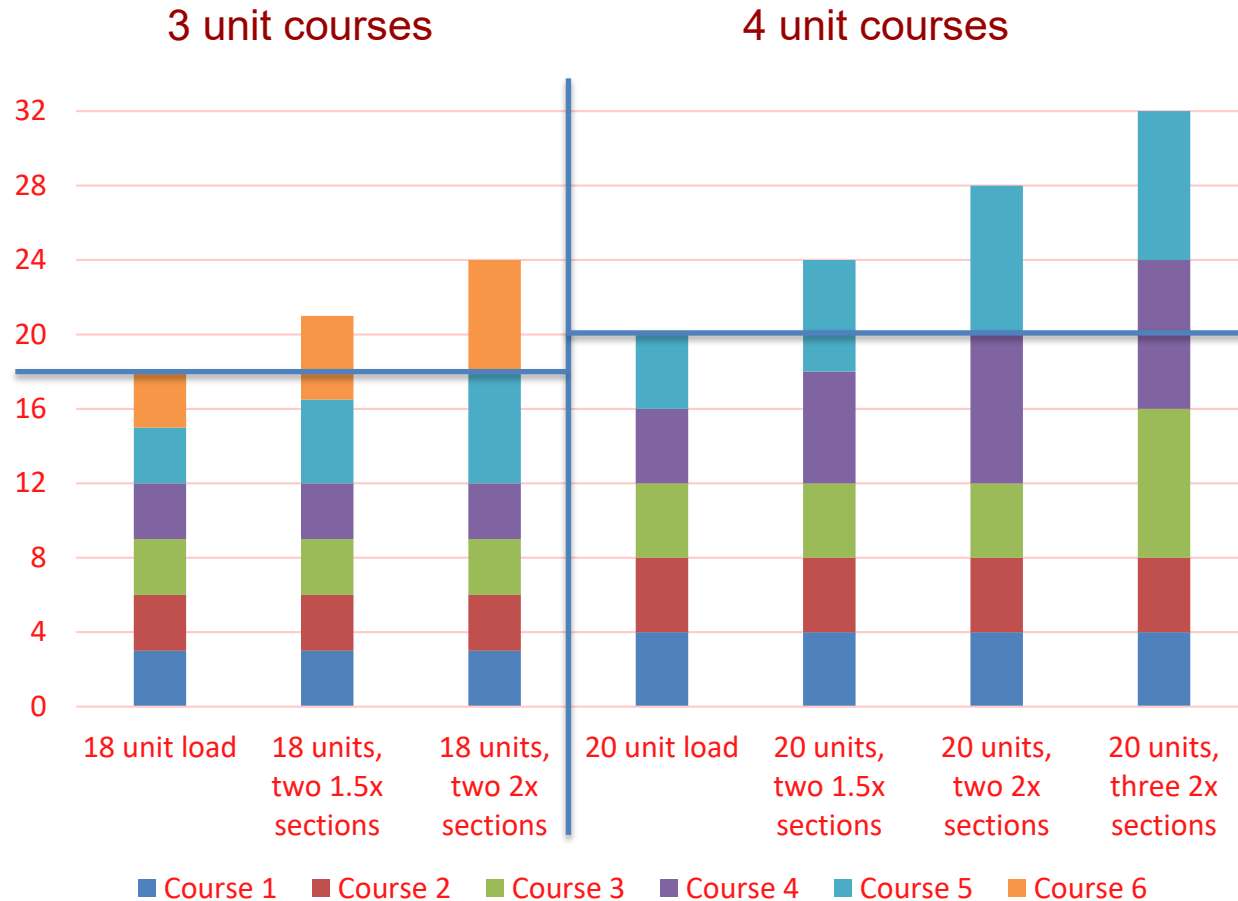
Overloads!:

- A teaching faculty meets their 100% load, what happens?
  - (Is there negotiated decreased service?)
  - Calculation (Teaching Faculty Load Profile, August 2016):
  - 1 month <u>AY</u> <u>core</u> pay = 3 units
  - Prorate to amount of instructional units above standard load profile
    - Reflect in FLP/IMT
    - Fill in Overload form with supplemental memo (if applicable)
    - Dean's Office will receive supervisory approvals, revise salary letter
      - More than two <u>courses</u> per semester require Provost's Approval
    - DBM will submit overload pay instructions in coordination with VBA

Considerations:

- 4 unit model is coming to ~~all~~ (most) departments, programs, and units

- Faculty are expected to meet their profile every AY

- Teaching faculty cannot "carry forward" nor "bank" units for future AY cycles

- Overloads can be prorated for additional teaching effort (not course based)

- Changes in IMT/FLP tracking may include:

  - Teaching Releases (admin appointments)

  - Weighting of courses

  - …but rarely changes to the underlying faculty profile

  - All of the above are at discretion of Chair/Director with consultation and approval of the Executive Vice Dean

Workday HCM V Project update

- Christine Rahn, Academic Unit Business Lead – HCM IMAGINE

- Carrie Tannenbaum, Manager, Function Design – HCM IMAGINE

Q&A

Viterbi Faculty Affairs