



# VFA STAFF SUPPORT MEETING JULY 2021



## Action-Packed Agenda:

- VFA Dean's Office roles and responsibilities
- AY2021-2022 calendar; standards and practices
- Reminder of new templates: Administrative and Joint Appointments, Request for Leave, Offer Letters
- Research faculty load profile changes
  - Increased default service for new supplemental bonus program
- **Major** changes to PTL processing
  - Accommodating AB 726: exempt status, new offer letter template, required attestation of job track classifications, updated AY2021-2022 default rates
- Changes to Workday FA processes
  - Faculty Self-Service Annual Salary Letters
  - Part-Time Faculty – Update Academic Appointment sub-business process changes
  - Part-Time Faculty – tracking acknowledgement of contracts
- Visiting Scholars
  - Returning to on-campus work
  - Draft of new (non-paid) addendum template



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## Jacob Beal

### Senior Faculty Affairs Coordinator (T/TT - primarily)

- Special projects assigned by the Executive Vice Dean and Vice Dean for Faculty Affairs
- Administrative support for the Vice Dean for Faculty Affairs
- Lead and shares faculty affairs administrative duties with primary responsibility for:
  - Workday Academic (T/TT)
  - Appointment, Promotion, and Tenure (APT) coordination (T/TT)
  - Faculty offer letters and other faculty related correspondence (T/TT)
  - Workday faculty postings and coordination of faculty searches (T/TT)
- Endowed chairs, professorships, and administrative appointments (all faculty - T/TT and RTPC)
- Requests for sabbaticals and leaves (all faculty - T/TT and RTPC)
- Joint appointments (all faculty - T/TT and RTPC)
- Staff support to the APT Committee for T/TT cases
- Staff support to the Engineering Faculty Council
- School-level data collection activities and reporting (e.g., USNWR, IEEE, ASEE, etc.)
- Back-up for Faculty Affairs Coordinator (RTPC)

## Jeremiah Riley

### Faculty Affairs Coordinator (RTPC - primarily)

- Administrative support for the Vice Dean for Academic Programs
- Shares faculty affairs administrative duties with primary responsibility for:
  - Workday Academic (RTPC, part-time faculty in coordination with departments and programs, and amendments due to overloads)
  - Appointments, promotions, reappointments, and non-reappointments of RTPC (including Adjuncts, Volunteer, and Visiting)
- Faculty offer letters and other faculty related correspondence (RTPC faculty, including coordination for Part-Time Lecturers)
- Workday faculty postings and coordination of faculty searches (RTPC)
- Faculty overloads (all faculty - T/TT and RTPC)
- Harassment prevention training (all faculty - T/TT and RTPC; postdocs)
- Emeritus requests
- Staff support to the APT Executive Committee for RTPC cases
- Visiting Scholars - appointments and offer letters
- Back-up for Faculty Affairs Lead Coordinator (T/TT)



## KEY VFA DEADLINES

September 1:	Promotion dossiers ( <b>Assoc to Full</b> ) and senior lateral appointment with tenure dossiers due to Dean's Office
September 20:	Deadline for nominations for Distinguished and University Professors
Late October:	Post requisitions for Part-Time faculty for upcoming Spring semester
November 1:	Promotion with tenure dossiers ( <b>Asst to Assoc</b> ) due
November 1:	<b>Non-reappointment</b> of <b>multi-year teaching faculty</b> dossiers due
Early December:	Submit spring part-time <b>furlough</b> report to Dean's Office
Early December:	Prepare and solicit new part-time faculty offer letters / assignments for spring.
January 14:	Deadline for AY 2021-22 faculty <b>Sabbatical</b> requests
January 21:	Soft Deadline for AY 2021-22 <b>Overload</b> Requests
January 28:	Deadline for faculty to submit AFRs to Departments & Academic Programs
January 31:	Final FY 2021-22 IMT faculty course designations (who's taught what)
January 31:	Final FY 2021-22 Teaching Unit Release/Credit Requests in FLP
February 1:	FY 2021-22 IMT & Faculty Load Profiles released
February 4:	Deadline for <b>RTPC</b> faculty <b>promotion</b> dossiers
February 14:	<b>Faculty Merit Raise</b> worksheets distributed to Departments & Academic Programs
March 18:	<b>Final Deadline</b> for RTPC faculty <b>reappointment</b> dossiers



## ROLLING CALENDAR CONSIDERATIONS

### For TT/T cases:

Assemble the dossier, including referee letters (as needed):

Spring / summer of prior academic year

Departmental committee report submitted to the departmental faculty:

- For promotion of tenured faculty
- For promotion of non-tenured faculty on the tenure track

mid-August

early October

Candidate's complete dossier (delivered electronically, bookmarked and in appropriate separated sections), including the departmental committee report and chair's memo, submitted to the Dean's office:

- For promotion of tenured faculty
- For promotion of non-tenured faculty on the tenure track

September 1

November 1

Assemble the dossier, including referee letters:

Fall of current year

Departmental committee report submitted to faculty or chair:

- For (non-)reappointment of research or teaching faculty
- For promotion of research or teaching faculty

early October

early January

Candidate's complete dossier submitted to the Dean's office:

- For (non-)reappointment of research or teaching faculty
- For promotion of research or teaching faculty

Nov. 1 or earlier

Feb. 1 or earlier

\*\*\*VSoE APT Guidelines 2.1D



## **A NOTE ON DOSSIERS AND OTHER PROCESS DOCS:**

- The Dean's Office is available for review, guidance, reminders, and answering process questions for departmental affairs.
- Please review the accuracy and veracity of the data provided to both Faculty Affairs and Business Affairs.
- If information is incorrect in Workday or other systems, bring it up to our office to revise and correct.
- Review part-time faculty contracts in a timely manner in Workday to ensure faculty are authorizing their agreements.



## NEW TEMPLATES EVERYWHERE

New Templates are currently in use for the following faculty appointment types:

- Non-clinical faculty (T/TT and RTPC)
  - Revised language on housing, time-off benefits, and background screening
- Administrative Appointments
  - At-Will
- Faculty Request for Leave
  - Details of financial remuneration and/or travel
- Part-Time Faculty Offer Letters (new)
  - New required language regarding USC's response to AB 736 (more on this later)

Upcoming:

- Visiting Scholar appendix
  - Currently, can only be applied to non-paid visitors. Working with University to apply similar addendum to paid visitors, and confirmation of student types.







## NEW SALARY LETTERS IN WORKDAY

### Question of IBS:

VFA will manually generate reports and verify with payroll and approved documentation in spreadsheet form.

**NO CORE OR IBS WILL BE PROVIDED ON THESE ANNUAL SALARY LETTERS**



USC University of  
Southern California

Contract Year FY 2021 - 2022

July 7, 2021

Assistant Professor

Dear

I am writing to inform you that your total salary for the FY 2021 - 2022 contract year will be

For more details on your compensation, please view the faculty dashboard in Workday.

In all other respects, your last faculty contract remains unchanged and is incorporated by reference. I hope that the coming year will be a productive and personally gratifying one for you and all our faculty.

Sincerely,

Carol L. Folt  
President



## NEW DEFAULT RESEARCH FACULTY SERVICE PROFILE

Research Faculty will see an increased service load profile from 5% to 13%

These will be reflected in amendments to their present faculty letters

Process:

- To qualify for the program, T/TT faculty satisfying the eligibility criteria must charge a minimum of one month, but not more than four months, of AY IBS to externally funded source(s)\* for which they do not receive course buy-out credit or receive discretionary funds in return. The amount of bonus to the faculty member will be 53% of one month of AY IBS charged. To ensure that the program supports our education mission, the criteria for receiving a bonus at a similar rate for each additional month of salary charged requires support of an additional Viterbi Ph.D. student as a 50% RA (or equivalent) or expenditure of a similar amount of funding for postdoc support per additional month charged during the three-year running average period. The four-month cap ensures that T/TT faculty meet the expected teaching (~40% AY effort) and service (20% AY effort) commitments based on our expectation of at least 8 units of teaching/mentoring per academic year for research active faculty.
- Participating full-time research faculty must charge to externally funded source(s) the part of their fiscal year (FY) salary percentage paid by the Viterbi School or Institute not already supported by extramural source(s). With the default service load of research faculty increased to 13% and with 5% reserved as required effort for proposal writing and departmental service, this amounts to a maximum of 8% annual salary that can be charged. The amount of bonus to the faculty member will similarly be equal to 53% of the corresponding amount charged. Any compensated teaching effort of faculty separately covered by the School cannot be charged to external sources.



# REVISION TO PART-TIME INSTRUCTIONAL FACULTY PAY

## **(1) WHAT IS AB 736?**

Recent CA legislation - AB 736 - amended CA Labor Code to permit private, non-profit colleges and universities in CA to treat part-time instructional faculty as exempt (salaried) employees.



## (2) WHAT IS THE USC RESPONSE TO AB 736?

USC is requiring exempt status for all part-time instructional faculty beginning in Fall 2021. USC sets university-wide minimum salaries for these positions per course and by the number of course units. The USC response does not apply to adjunct instructional, clinical or research faculty. It also does not apply to part-time clinical faculty, even if they teach one course per year.

## (3) WHAT IS VITERBI'S RESPONSE TO AB 736?

As all our instructional courses meet the minimum course rates and classroom hours of the amended labor code, we are transitioning all part-time **instructional** faculty to exempt status effective fall 2021.



## (4) HOW DOES THIS IMPACT ME?

- For new hires, new template language is required in the offer letter.
- We are looking to amend the PA-I submission process. If this cannot be accommodated in time, we will provide detailed instructions.
- Bi-weekly time entry is no longer required by the faculty and/or admin if the faculty has authorized this process.
- HOWEVER:
  - Notification of course cancellation must be timely to ensure no overpayments are generated in pay cycle.
  - Payroll calendar is impacted from bi-weekly to monthly. Less work for you and the faculty = greater work for payroll.
  - Provide instructions promptly and understand this is a new process for payroll.
- Attestation agreements must be completed by **all part-time** faculty.
- Part-Time faculty are eligible for benefits only if they exceed 50% effort in the period.
- New Assignment entry



## (5) HOW TO ENTER ASSIGNMENTS IN WD

In the “Work Assignment” field, in Update Academic Appointment – sub-Business Process for INSTRUCTIONAL WORK, enter:

⇒ CSCI 101: Introduction to Everything – Course Pay: \$8,064

AKA

[Course Number] [Course title] [Dash] [Total pay for course assignment]

for SERVICE WORK, (only if previously approved by Faculty Affairs) enter:

⇒ XYZ Committee Work – Assignment Pay: \$1,000

[Service title] [Dash] [Assignment Pay: Total pay for course assignment]



## (6) ATTESTATION AGREEMENTS

Due August 1. We will endeavor to meet this audacious deadline.

Faculty should make their selection based on the definitions provided in the document and their own assessment of their employment circumstances.

This is not in regards to their **Business Title**, which remains ‘**Part-Time Lecturer of [Discipline]**’ as approved by the University in our VSoE Guidelines.

(Currently: Adjunct faculty Business Titles may be appointed or promoted only if recommended by the Department, approved by the Dean, and codified in an executed appointment letter.)

Faculty are asked to verify their **“Track Type”** classification in Workday.

- **Part-Time**

- faculty teaching less than full-time who are **not employed** full-time in a primary position or career elsewhere.

Or

- **Adjunct**

- faculty teaching less than full-time at USC, who are **employed full-time in a primary profession or career elsewhere.**





## **UPCOMING VISITING SCHOLAR APPENDIX**

Visiting Scholar agreement revisions are in process, to include addendum appendix document.

Thus far this is only approved for non-paid visitors. We have permission to continue without until this is also approved for paid visitor types.

## **VISITING SCHOLARS – AY2021-22**

Viterbi is currently processing requests assuming visitors will be able to make the dates in person as requested. If the visa approval conditions change (due to local or international restrictions) then the visit may be updated or withdrawn through the established process.

This is in line with the guidance from FSVS – consulates are still interviewing for visas and issuing visa stamps even if countries are affected by COVID restrictions. Viterbi cannot make a determination on the eligibility of the visitor to a travel ban, and defer to the FSVS process. If FSVS denies the application then the visit may be amended, again through established process.

Campus is expected to be fully in-person in the fall period, and we are accommodating that eventuality.



# FINAL THOUGHTS, DISCUSSION, Q&A