

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

The Faculty Handbook defines two categories of appointment for faculty working less than full-time. These are “adjunct” and “part-time.” The difference in the categories is primarily based on the nature of a faculty member’s professional work outside of teaching at USC. To ensure part-time faculty are properly categorized, we ask that all adjunct and part-time faculty take a moment to review their employment circumstance and use the definitions below to select the appropriate faculty category (“part-time” or “adjunct”). Because profiles may be different from the academic title, rather than using their title as a guide, faculty should make their selection based on the definitions provided here. We recognize that what is considered “full-time work” varies across professions. Faculty should determine whether they have a primary career outside of USC based on the conventions of how full-time work is defined within their own profession—schools may provide some guidance in this area.

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.


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 and/or who are teaching more than is allowed for adjuncts.

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.”

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 on the next page.

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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: _____

Signature: _____ Date: _____

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