New Faculty Orientation

Faculty Affairs

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Key Policy and Practice Documents

- Faculty Handbook
- UCAPT Manual
- Viterbi School APT Guidelines
- Viterbi School Faculty Evaluation Policy
- Faculty Load Policy: Junior Faculty Extended Teaching Load Reduction; T/TT Faculty Load Policy, Teaching Faculty Load Policy
- Mid-probationary (Three-Year) Academic Progress Review
- Viterbi Mentoring Programs and Activities, Reference Guides
- Guide to Research at USC
- Conflicts of Interest in Professional and Business Practices; Conflicts of Interest in Research; VSoE Contracts and Grants
- New Faculty Reference Guide to Technology Commercialization
- Academic Integrity; GRA Handbook; Postdoc Scholars Guidelines
Faculty Handbook*

• Describes current official university policy affecting faculty
• Faculty participation in university governance (Section 2B)
  – Academic Senate, Faculty Councils, Univ./Senate Committees
• Faculty rights and responsibilities (Section 3B and 3C)
  – Academic freedom and responsibilities (teaching, research, service, mentoring)
• Compensation, leaves, and benefits (Sections 3D, 3E and 3F)
  – Sabbatical Leave (paid), Family Care & Medical Leave (12 wk unpaid),
    Personal/Special Leave (unpaid), Part-time Leave (proportionate pay)
  – Paid Parental Leave (10 wk paid) – see Section 9A
  – Academic year appointments (9 months): no vacation entitlement
  – Fiscal year appointments (12 months): 20 days/yr, 35 days max. accrual
  – Note: 3 days of sick leave annually (compliant w/ HWHF Act of 2014)

*2018 is most recent version, found at https://policy.usc.edu/faculty/faculty-handbook/
Faculty Handbook

• Conflicts of interest (COIs), outside activities (Sections 3G - 3I)
  – Identify and disclose via https://diSClose.usc.edu/ system
  – If permitted, manage the COI with approved plan
  – Personal COIs – can’t participate in decisions affecting Close Relations
  – COIs in research – reviewed by COI Review Committee (Compliance)
  – Outside Activities – of scholarly worth that in no way detracts from one’s primary responsibilities to, and the prestige of, the university

• Appointment, promotion, and tenure (Sections 4C - 4H)
  – Term of (re)appointment indicated in app’t letter (typically 1, 2 or 3 yrs)
    • Decision rests with Dean (or delegate); other levels of review are advisory
  – TDD in app’t letter; changes only for leaves or special circumstances
    • Tenure decision rests with Provost; all other levels of review are advisory
  – Evaluation follows UCAPT Manual* and/or Viterbi School APT Guidelines

* 2017 is most recent version, found at https://policy.usc.edu/faculty/appointments-promotions-tenure-ucapt-manual/
Faculty Handbook

- Policies Pertaining to Research (Chapter 5)
  - More info in the “Research at USC” orientation session this afternoon

- Providing Safe Educational and Work Environment (Chapter 6)
  - Civility in the workplace: no discrimination, harassment, retaliation
  - Workplace harassment prevention training required every 2 years

- Faculty Grievances (Chapter 7)
  - For violations of rights provided by law or by university policies
  - Informal resolution via department chair (alternatively, VD Fac. Affairs)
  - Formal filing by submitting, in writing, to Academic Senate President

- Faculty Dismissals (Chapter 8)
  - Only for adequate cause
  - Mid-contract terminations not to be confused with dismissals for cause
Faculty Handbook

• Academic and Family Life Balance (Chapter 9)
  – Paid Parental Leave (PPL): for full-time faculty in connection with the birth or adoption of child, and serve as primary caregiver
    • 10 weeks paid parental leave (no obligation for duty during leave period)
    • No teaching obligation during entire semester of approved leave
  – Accommodation for probationary faculty with childcare responsibilities
    • Half-time leave with half-time duties at half pay (up to 2 years) or
    • Reduced teaching & service totaling two courses (including PPL relief) or
    • Limited period of assistance (lab technician or teaching assistant)
  – Extension of probationary period
    • Birthing or primary caregiver faculty member entitled to TDD extension
  – PPL and TDD extensions will not raise expectations for scholarly output

• Transition from Full-time Work (Chapter 10)
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- Graduate Assistant Handbook; Postdoc Scholars Guidelines; USC Libraries
Viterbi Faculty Evaluation

- **Annual faculty evaluation**
  - Based on FLP and accomplishments during preceding year
  - Peer review by departmental faculty committee; also by chair (optional)
- **Mid-probationary academic progress review (i.e., 3-year review)**
  - Facilitate communication and understanding of criteria for tenure
  - Provide constructive feedback on strengths & weaknesses of research and teaching activities
- **Reappointment review (see VSoE APT Guidelines*)**
  - Occurs during expiration year of current term, with consideration of whether to initiate promotion process
  - Normally 90 days’ notice given (mid-contract termination or non-renewal)

Viterbi Faculty Load Profile

• T/TT Load Profile: 40% teaching, 40% research, 20% service
  – Curriculum based on 3-unit course model (currently most dept’s; not CS):
    • Junior faculty load: 1 course in yr 1; 2 in yrs 2-5 (research active); 8 units in yr 6
    • Default load: 9 units if supporting < 2 PhDs; 8 units if supporting >= 2 PhDs;
      add’l 1 unit reduction if mentor PhD to graduation or buy-out 8.33% of AY time
  – Curriculum based on 4-unit course model (CS; many dept’s transitioning):
    • Junior faculty load: 9 courses over the first six years
    • Default (normal) load: 2 courses per year
Viterbi Faculty Load Profile

• Teaching Faculty Load Profile
  – Curriculum based on 3-unit course model: 80% teaching, remainder service
    • 18 units per year
  – Curriculum based on 4-unit course model: 87% teaching, remainder service
    • 5 courses per year
  – Limited research expectations (up to 25% allowed if externally supported)

• Research Faculty Load Profile
  – Default load profile: 95% research, 5% service (includes proposal writing)
  – Effort devoted to externally-supported research obtained by faculty
  – May act as PI on grants; chair Ph.D. committee if Dean approves
  – Limited teaching expectations (typically 1 course/yr; 2 only if preapproved)
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Faculty Mentoring & Development

- Junior Faculty Mentoring
  - “Network of mentors” model
  - Senior faculty mentors assigned to all junior faculty members
    - Mentor-mentee luncheons (up to 2 per semester)
  - Peer mentoring
    - Peer mentoring luncheons (hosted by the School, some by your department)
  - Other mentoring sessions (e.g., with Vice Dean for Faculty Affairs--FA)

- Junior Faculty Professional Development and Recognition
  - Funds to support junior TT faculty travel to key conference/meetings (FA)
  - Funds to support teaching faculty travel to key conference/meetings (AP)
  - Support opportunities for growth and advancement, recognize & reward achievements, encourage and reinforce continual success