

Miscellaneous Proposed Changes to the Faculty Handbook

This proposal includes changes to two subsections. Current text is in red; proposed text is in blue., with changes highlighted. The Faculty Handbook Committee believes these changes, suggested by various administrators, are clarifying in nature and do not alter existing policy in any significant way.

#1

3-C (2) Compensation: Components and Changes

3-C (2)(a) Compensation Components

Total University salary (a) includes *core salary* based on a nine-month academic year or a twelve-month fiscal year period of service (or other period based on individual contract) and (b) can also include *supplementary salary* or *stipends*, which are set for a fixed period (one year at a time, unless a different period is specifically stated by contract.)

- *Supplementary Salary for Summer Teaching.* Members of the full-time faculty are given first option to teach courses offered by their departments during the Summer Session. Full-time faculty on academic year appointments may receive up to 3/9 of their core pay from non-grant funds during the summer months, subject to the approval of their dean.
- *Supplementary Salary for Summer Research and Other Sponsored Activities.* The United States government and some private agencies do not permit extra compensation or overload payment during the academic year on grants or contracts. No overload payment is permitted for research by faculty with fiscal year period of service. For faculty with academic year period of service, grants and contracts may provide for additional earning during the summer at the same monthly rate as during the academic year. Payment for more than 11 months service for academic year faculty is permitted if authorized by the awarding agency, and the arrangement should be included in the proposal to the government or private agency concerned.
- *Extra Compensation:* Subject to the approval of the Provost, full-time faculty members on academic year- or fiscal year- appointment may receive supplementary salary, administrative stipends, and other non-core salary.
- *Institutional Base Salary:* Institutional base salary includes core salary, certain supplementary salary, certain administrative stipends, and certain other non-core salary, all as established annually by the Provost.

3-C (2) Compensation: Components and Changes

3-C (2)(a) Compensation Components

Total University salary (a) includes *core salary* based on a nine-month academic year or a twelve-month fiscal year period of service (or other period based on individual contract) and (b) can also include *supplementary salary* or *stipends*, which are set for a fixed period (one year at a time, unless a different period is specifically stated by contract.) **Total University salary is set by the Provost annually.**

- *Supplementary Salary for Summer Teaching.* Members of the full-time faculty are given first option to teach courses offered by their departments during the Summer Session. Full-time faculty on academic year appointments may receive up to 3/9 of their core pay from non-grant funds during the summer months, subject to the approval of their dean.
- *Supplementary Salary for **Externally Funded** Summer Research and Other Sponsored Activities.* The United States government and some private agencies do not permit extra compensation or overload payment during the academic year on grants or contracts. No overload payment is permitted for research by faculty with fiscal year period of service. For faculty with academic year period of service, grants and contracts may provide for additional earning during the summer at the same monthly rate as during the academic year. Payment for more than 11 months service for academic year faculty is permitted if authorized by the awarding agency, and the arrangement should be included in the proposal to the government or private agency concerned.
- *Extra Compensation:* Subject to the approval of the Provost, full-time faculty members on academic year- or fiscal year- appointment may receive supplementary salary, administrative stipends, and other non-core salary.
- *Institutional Base Salary (IBS):* **IBS is relevant for the purposes of federal grants. It is calculated from the components of University salary (core salary, supplementary salary, administrative stipends, other non-core salary) using definitions established by the federal government.**

Notes

- The change to the ~~first~~ second bullet point adds clarification and relieves the schools from submitting requests for school-funded summer research that exceeds 2/9 as long as it does not exceed 3/9.
- The change to last bullet point, and movement of text about provost setting salary to the intro paragraph, is to more clearly express that IBS is defined according to federal rules.

#2

3-D (8) Leaves to Accommodate Work/Life Balance

The University seeks to assist faculty in balancing their academic commitments and family life. In particular, it is in the interest of both the University and society as a whole that the demands of childbearing and childrearing not discourage talented women and men from pursuing academic careers.

3-D (8)(a) General Provisions for 3-D (8)

(1) When this section mentions a “child” that means a biological or adopted child of the faculty member (or of the faculty member’s spouse or partner) who lives with the faculty member and is under six years of age. When this Chapter mentions an accommodation that is available for “child or children,” it is available once no matter how many children.

(2) When this section mentions the “primary caregiver” of a child, that means the parent who has childcare responsibility, if such responsibility interferes substantially with academic responsibilities, and the child is not cared for more than half-time by a spouse, partner or childcare provider, and the parent is the sole caregiver for the newborn or newly-adopted child for half-time during the work week.

(3) When this section mentions “faculty” that includes all benefits-eligible faculty, except where a provision specifically refers to probationary faculty.

(4) When this section mentions “partner” that means Registered Domestic Partner as defined in the Benefits policies (<http://benefits.usc.edu>).

(5) Requests under this section are submitted by the faculty member for the Provost’s decision, and the department chair and dean will have opportunity to comment. When this Chapter uses language like “may request,” or “may approve,” it indicates a possible accommodation that the Provost will consider after receiving the considered comments of the department chair and dean.

(6) When this section mentions that the individual is “entitled,” the right is provided automatically upon proper notification by the individual to the Provost, as long as the notification is accompanied by documentation satisfactory to the Provost.

3-D (8)(b) Parental Leave

A full-time faculty member is entitled to receive a ten-week paid parental leave in connection with the birth or adoption of a child, if the faculty member is the primary caregiver of the child (or will be, immediately following the birth). When this ten-week paid parental leave is taken within a single semester, if the school does not have appropriate teaching assignments available for the remainder of the semester, the faculty member will have no classroom teaching assignments during that entire semester. For the timing of the leave, coordination with other leaves and benefits, and other conditions, see 3-D (8)(f), below. The University observes California's Pregnancy Disability Leave law.

Proposed text (new content is highlighted).

3-D (8) Leaves to Accommodate Work/Life Balance

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3-D (8)(a) General Provisions for 3-D (8)

- (1) When this section mentions a "child" that means a biological or adopted child of the faculty member (or of the faculty member's spouse or partner) who lives with the faculty member and is under six years of age. When this Chapter mentions an accommodation that is available for "child or children," it is available once no matter how many children.
- (2) When this section mentions the "primary caregiver" of a child, that means the parent who has childcare responsibility, if such responsibility interferes substantially with academic responsibilities, and the child is not cared for more than half-time by a spouse, partner or childcare provider, and the parent is the sole caregiver for the newborn or newly-adopted child for half-time during the work week.
- (3) When this section mentions "faculty" that includes all benefits-eligible faculty, except where a provision specifically refers to probationary faculty.
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comment. When this Chapter uses language like “may request,” or “may approve,” it indicates a possible accommodation that the Provost will consider after receiving the considered comments of the department chair and dean.

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3-D (8)(b) Parental Leave

A full-time faculty member is entitled to receive a ten-week paid parental leave in connection with the birth or adoption of a child, if the faculty member is the primary caregiver of the child (or will be, immediately following the birth). When this ten-week paid parental leave is taken within a single semester, the faculty member is expected to work full time for the non-leave remainder of the semester; the division of this work between teaching, research, clinical work, service, and so forth will be determined by the chair or other local administrator upon consultation with the faculty member. For the timing of the leave, coordination with other leaves and benefits, and other conditions, see 3-D (8)(f), below.

Comments

- The reason for moving the statement about obeying California law is avoid confusing faculty about its meaning.
- The purpose of the first change is to avoid the impression that a faculty member *must* teach during the five weeks, or that a chair is required to patch together teaching activities.

#3

3-D (8)(d) Childcare Responsibilities of Probationary Faculty

To accommodate the special responsibilities of the probationary period with the demands of childrearing, a probationary faculty member who is the primary caregiver of one or more children,

- (1) shall be entitled to a half-time leave, with half-time duties at half pay, up to a maximum of two years, or
- (2) may request a reduced teaching and service load for up to a maximum of two years (so that there is a total two course reduction or equivalent over that period, including application of 3-D(8)(b)), without reduction in pay, subject to the approval of the Provost, or
- (3) may request a limited period of assistance such as provision of a laboratory technician or teaching assistant, subject to the approval of the Provost.

These accommodations are available only once per faculty member except as required by law.

Proposed text:

3-D (8)(d) Childcare Responsibilities of Probationary Faculty

To accommodate the special responsibilities of the probationary period with the demands of childrearing, a probationary faculty member who is the primary caregiver of one or more children, may receive one (and only one) of the following:

- (1) A half-time leave, with half-time duties at half pay, up to a maximum of two years. This is an entitlement, if selected.
- (2) A reduced teaching and service load for up to a maximum of two years, without reduction in pay. This is not an entitlement but must be requested, and is subject to approval of the Provost. The total teaching reduction (from this provision and, if applicable, 3-D(8)(b)) may not exceed two courses for any one parental leave).
- (3) Assistance, such as provision of a laboratory technician or teaching assistant, for a limited period. This is not an entitlement but must be

requested and is subject to approval of the Provost.

A faculty member may receive an accommodation under this section, either (1), (2), or (3), only once except as required by law.

Comments

- With the one except mentioned below, the purpose here is entirely to clarify existing policy because some find the text confusing. No substantive change is envisioned.
- The one substantive change concerns the 12-month and 6-month deadlines for accommodations. This has long been the intent of the policy but is not currently stated, and thus represents a substantive change in the written text.

#4

3-D (4) Vacation

Faculty members on fiscal year appointments are entitled to 20 working days annual vacation, at a time agreed upon with the department of appointment so that it does not conflict with faculty responsibilities. The maximum amount of vacation a faculty member on fiscal year appointment can accrue at any time is 35 working days. Faculty members who accrue the maximum amount of vacation are not eligible to earn any additional vacation until that accrued vacation is reduced to below the maximum level.

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Note. Clarifies existing policy.

#5

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3-D (8)(a) General Provisions for 3-D (8)

(1) When this section mentions a “child” that means a biological or adopted child of the faculty member (or of the faculty member’s spouse or partner) who lives with the faculty member and is under six years of age. When this Chapter mentions an accommodation that is available for “child or children,” it is available once no matter how many children.

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3-D (8)(a) General Provisions for 3-D (8)

(1) When this section mentions a “child” that means a biological or adopted child of the faculty member (or of the faculty member’s spouse or partner) who lives with the faculty member and is under ~~six~~ **eighteen** years of age. When this Chapter mentions an accommodation that is available for “child or children,” it is available once no matter how many children.

Note. Edited to reflect current practice.

#6

4-B (2) Policies

4-B (2)(a) Full-time and Part-time Appointments

Tenured faculty and tenure-track faculty, and librarians on continuing appointment or in positions leading to consideration for continuing appointment, are appointed on a full-time basis. Other faculty may be appointed on a full-time or part-time basis.

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Note. This is to conform to current practice.

#7

3-A FACULTY COMPOSITION

The University Bylaws define the faculty of the University of Southern California as follows:

9.2(a) Composition. The University Faculty shall consist of the President of the University; the Provost and Senior Vice President for Academic Affairs; Academic Deans and Directors; and members of the teaching and research staffs holding titles including the following terms: Professors, Associate Professors, Assistant Professors, Instructors, Lecturers (but not Assistant Lecturers) and Librarians.

The faculty consists of those properly appointed members of the teaching and research staffs holding these faculty titles, whether or not tenured or tenure-eligible, whether full- or part-time. However, academic staff as listed in 4-B (2)(c) are not designated as faculty.

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The faculty consists of those properly appointed members of the teaching and research staffs ~~holding~~ **who hold** these faculty titles, whether or not tenured or tenure-eligible, whether full- or part-time. However, **those** academic staff as listed in 4-B (2)(c) are not designated as faculty.

Note. The current wording is confusing given the discussion in 3-A and 4-B (2)(c) of teachers who are within the broader category of "academic staff" but are not in the narrower category of "faculty".