



# FACULTY HANDBOOK AMENDMENTS

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April 2024

## 6-G(1) Overview

If a formal investigation concludes that a faculty member engaged in a violation of policy, then the case is referred to the Committee on Professional Responsibility (COPR), a neutral body comprised of faculty members that advises the Provost's delegate on sanctions and corrective actions and also on matters that have been appealed (6-G (2)). Upon receiving the case, if the chair of COPR in the chair's discretion determines that the violation was of such a nature that a written warning is sufficient without further consideration by COPR, the chair will request the respondent's dean or the Provost's representative to issue such a warning. Otherwise, the respondent will be notified of the opportunity to appeal in writing the findings and conclusions (6-G (3)), and both the respondent and the reporting party may comment on potential mitigating and aggravating factors regarding sanctions and corrective actions (6-G (4)). COPR reviews the respondent's letter and other information (6-G (4)), and makes a recommendation to the Provost's delegate regarding sanctions and corrective actions and, if it chooses, regarding any appealed matters (6-G (6)). The Provost's delegate then makes a final decision on any appealed matters and on sanctions.

## 2-B(3) Faculty Councils

### **(a) Overview**

Each school has an elected faculty council. (Some schools may use alternative names.) Each faculty council is a deliberative and consultative body that operates under the Constitution and Bylaws of the Academic Senate, and under its own governing document as established and amendable by a secret vote of the faculty.

The faculty council serves as a voice of the faculty. It consults with the dean and other administrators on matters related to the faculty. As an independent body, it meets at its own call or at the request of the dean, and considers both its own agenda and issues brought to it by the dean.

## 2-B(3) Faculty Councils

### **(b) Relation to University-level Shared Governance**

The elected president or chair of the faculty council represents the school faculty as a member of the Academic Senate, as do additional council members depending on the size of the faculty. The faculty council is an important source of annual nominations to university-level committees, seeking to ensure representation of all groups of school faculty. The council (or other specified faculty body) makes recommendations to university-level committees as provided in university policies.

## 2-B(3) Faculty Councils

### (c) Facilitating the School Faculty's Shared Governance Responsibilities

Faculty bodies on the university, school, and department levels have inter-related responsibilities in shared governance. The faculty have important roles on matters related to the faculty itself; personnel policies; annual merit review; appointment, reappointment, promotion and tenure; academic programs and the curriculum; research; academic policies; appointment of committees; finances; admissions; and other matters. (See, e.g., Policy on Policies; this handbook 3-B(2), 4-G, 4-H(1), 4-H(2);; University Bylaws 9.3; Constitution of the Academic Senate.)

Each faculty council is responsible for regularly communicating with and soliciting views of the faculty, and making them known to the dean and other administrators.

To provide an orderly process of consultation, each faculty council will work with the dean to develop, and periodically update, written shared expectations regarding which faculty bodies on the school or department level are consulted or make decisions or effective recommendations on specified matters. For example, the school may decide that curriculum changes require approval by a school curriculum committee, by departments, or by the faculty council itself. These shared expectations should be codified in a tabular or other mutually agreeable form. These written shared expectations are subject to approval of the Provost (and for the health sciences schools, the Senior Vice President for Health Affairs). If assistance is desired in developing these shared expectations, either the council or the dean may request the Provost (and for the health sciences schools, the Senior Vice President for Health Affairs) and the Academic Senate officers to offer counsel.

As additional examples, each faculty council will work with the dean to develop, and periodically update, shared expectations regarding:

- Information sharing and consultation on the school's budget.
- Attendance of the dean or dean's representative at faculty council meetings. (For some meetings or parts of meetings the faculty council may choose to meet without attendance of the dean or dean's representative.) Meetings with the dean and other administrators should be sufficiently frequent to allow the dean and faculty council to address important issues in a timely manner.
- Processes by which the dean will keep the faculty council apprised of emerging issues (for example, attendance of leadership meetings by a faculty council officer and regular meetings between the dean and a faculty council officer.)

# #1

## 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.

## #2

### 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.

# #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, 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.



# #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. **Benefits-eligible part-time faculty are entitled to accrue vacation based on the percentage of time worked.**

# #5

## 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~~ **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.

# #6

## 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. If a visiting faculty member receives a tenured faculty appointment, the period of the visit is counted as part of the tenured service period for purposes of calculating sabbatical eligibility.

# #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~~ **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.

## #8 (first)

### 7-C(2) Information Resolution

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- *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.

## #8 (second)

### 7-E PROCEDURES PRIOR TO A HEARING

Within seven calendar days after receiving the grievance statement, the President of the Academic Senate will deliver a copy of the grievance statement to the lowest-level administrator identified in the grievance statement as able to solve the problem, as well as to the Provost, and the Chair of the Senate Committee on Faculty Rights and Responsibilities, and the Ombuds.

# #9

## 9-A EMERITI STATUS

The designation Emeritus or Emerita may be awarded to **full-time** faculty with ten or more years of full-time faculty appointment on or after retirement, or may be preapproved in contemplation of retirement to be effective upon retirement. Faculty who are not retiring from their academic careers but who **have leave the University to take** a position at another institution after USC are not eligible for the designation except in extraordinary circumstances. In preparing recommendations, the primary department or school **or other appropriate academic unit** will review the eligibility of all prospective retirees, and the Provost's Office will annually remind units to do so. The award of the designation is not automatic. It indicates honorable retirement from assigned duties, recognizes faithful service worthy of high commendation, and expresses an anticipation of continued membership in the academic community. The emeritus or emerita designation carries with it the honor of the title and the use of University facilities as authorized by the Provost.

The President may approve the title to be added to the last academic title a faculty member held in active service (e.g., <Associate>Professor Emeritus of <discipline>; <Associate>Professor <Emerita> of <discipline>; <Associate> Professor of Law, Philosophy, and Political Science; "Ken Price Professor Emeritus of Art"; or "Anton Burg Professor Emerita of Chemistry"). The President will consider the recommendation of the primary department or school, **or other appropriate academic unit** and the dean, the individual's curriculum vitae, **and** a summary of the individual's contributions, and the record (if any) of findings of misconduct or other violations of University policies. The President may also approve the designation for a title of honor or administrative title (e.g., named chairs emeriti, Distinguished Professors Emeriti, Deans Emeriti).

# Update

Policy: Relations with Students

*USC Faculty Handbook*

## **3-F PERSONAL CONFLICTS OF INTEREST**

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### **3-F(6) Persons Who Are not Supervisees**

In addition to the prohibition of personal conflicts of interest in 3-F (3) the University strongly discourages sexual relationships and sexual advances between faculty and any students, residents, or fellows, or between faculty and any employees where there is a power differential. . . .