

Rossier School of Education
Guidelines on Full-Time Tenure Track and Non-Tenure Track Faculty
Teaching in Professional Development

The goals of the USC Rossier School of Education are to undertake critically important research and to provide the best possible learning experiences for our students enrolled in our Master's, EdD and PhD programs. In addition, Professional Development (PD) enables us to extend our reach by serving non-degree candidates, and enhances a revenue stream that supports the infrastructure of the School.

The School strives to provide continued intellectual, academic, and professional support to all faculty members irrespective of track. We also acknowledge that the primary work of our faculty pertains to teaching our degree candidates and, for our tenure-track faculty, undertaking research. From time to time Professional Development may have a need that a tenure-line or non-tenure track faculty member may be able to fill. The following guidelines outline how all faculty members may be involved in Professional Development:

1. Faculty who give a PD lecture, workshop, or seminar that accounts for less than three hours of effort, including preparation and delivery shall count this effort as service. The decision to participate is left up to the discretion of the individual.
2. Faculty who have committed to meet their 100% employee load, whether through teaching, administrative appointment or service, are eligible to teach in PD courses and receive compensation. All requests need to be made in writing to the Offices of the Associate Dean for Research and Faculty Affairs, 60 days prior to course start date.
3. Faculty who have not committed to meet their full teaching load as tracked by the Office of Faculty Affairs, are not eligible to participate in professional development programs.
4. A request might be made for an individual to develop and/or instruct a seminar or series of workshops/seminars that is the equivalent of one academic course during the course of one academic year that would supplant a course that the individual normally teaches in one of Rossier's credit-bearing courses. An individual may not replace more than one course per academic year. All requests need to be made in writing to the Offices of the Associate Dean for Research and Faculty Affairs, and Professional Development 60 days prior to beginning to prepare for the course. All requests will be reviewed and approved by the Dean.