

TO: Rossier Full-Time Faculty

FROM: Lawrence O. Picus  
Associate Dean for Faculty Affairs

DATE: August 16, 2023

SUBJECT: 2023 – 2024 Reminders

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I hope that everyone is having a great start to the 2023-2024 fiscal year. I would like to offer a few reminders about academic policies and procedures.

### **All-Faculty Meetings and Events**

Throughout the academic year, Dean Noguera hosts important meetings and events for all faculty. This includes the all-faculty meetings. Full-time faculty are required to attend the faculty meetings to receive updates, discuss important topics, and reconnect with colleagues.

### **Rossier Faculty Funds Update**

This year, we are able to support faculty up to \$1,000 per faculty member for conference memberships and/or attendance, or \$2,000 per faculty member if you are presenting your research at a conference. Please see the attached Faculty Funds document for more details.

### **Teaching Load Confirmation**

It is your responsibility to meet your faculty teaching load. Program offices have been planning the Summer, Spring and Fall terms for 2023-2024. All full-time faculty teaching loads should have been filled by July 31. The academic year for faculty load purposes only runs Summer through Spring.

All full-time faculty need to log-in to the Faculty Load Database (via Rossier Apps Portal) regularly and confirm their schedules for the academic year. Please review and confirm all of your courses (by clicking the confirm button)

at <https://rossierportal.usc.edu/facultyload>. All faculty load matters should be discussed with Destini Felix ([destinif@rossier.usc.edu](mailto:destinif@rossier.usc.edu)).

Please remember that all full-time faculty have been assigned to a primary academic degree program and are expected to teach at least 75% of their teaching load in the primary program. Please remember the 75/25 policy when confirming your teaching load. Please contact our office if you have any questions regarding this policy.

### **Research Buy Outs**

Faculty members with active external funds who intend to buy out of a course, must coordinate with their academic program offices to schedule a full teaching load, but indicate that a replacement instructor will need to be identified, if the buyout request is approved.

Research course buy outs are meant to support a faculty member's scholarly activities in a way that enhances his or her research agenda and furthers the mission of the School. All course buy outs must be pre-approved by the Office of Faculty Affairs. Although a faculty member may buy out a course if the time is to be spent on sponsored research, special care needs to be taken to ensure that our academic programs still meet their obligation to the curriculum when using course buy outs or course releases.

In order to buy out of a course, a researcher needs to submit the DPA request form (using the Buyout option) and have the grant in hand at least 60 days prior to the start of a term. The reason for doing so is to ensure that someone will teach the class and be able to prepare for it rather than find someone at the last minute. The individual may request to use the buyout to reduce his/her teaching load for the next available teaching term. One course buyout is for one term in an academic year. "Banking" of a class is not allowed.

Please review the attached "Course Buyout Policy."

### **Summer Support**

Tenure track faculty may also use research funds to pay for summer salary support. For 2024, summer support is limited to no more than 2 months (without additional approvals), and all summer salary requests must be requested in advance of the timeframe for which the support is sought. All summer support requests must be approved by the Office of Faculty Affairs and the Dean. Those who are requesting summer salary over 2 months will need to be reviewed and approved by the Provost's Office.

All summer support requests must be approved by the Office of Faculty Affairs for approval by May 1st annually.

### **Faculty Overloads**

As mentioned above, banking of courses or units is not permitted. In addition, faculty members who have approved teaching load reductions this year are not eligible for overload compensation. All teaching or service overloads must be reviewed and approved by the Office of Faculty Affairs before any additional teaching or service is confirmed and conducted.

### **Guest Lecturers**

If you invite a guest speaker to your class, please remember to stay and facilitate that class. The purpose of a guest lecturer is to enhance the curriculum, not to replace the instructor. If an emergency prevents you from attending when you have a guest, you must notify the Office of Faculty Affairs and your program office.

### **Rossier Professional Development**

The goal of the Rossier School of Education is 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 tenured and tenure-track faculty, undertaking research. From time to time the Office of Professional Development may have a need that a tenure-line or RTPC faculty member may be able to fill.

Please review the attached "Guidelines on Instruction in Rossier Professional Development Programs," for more information regarding full-time faculty involvement in professional development. Note in particular that the Office of Faculty Affairs must approve commitments resulting in overload payments in advance.

## **Time-Off Reporting**

RTPC faculty are required to log-in to Workday to request vacation time. Faculty members on fiscal year appointments are entitled to 20 working days annual vacation that does not conflict with faculty responsibilities. The maximum amount of vacation a faculty member on a fiscal year appointment may accrue at any time is 35 working days. If you will be away from your faculty responsibilities, please submit a time off request in Workday. In the unfortunate event that you become ill or for some other reason need to miss a class, please notify the Office of Faculty Affairs. If you need to cancel and reschedule class, the Office of Academic Programs and the relevant program office can assist you with notifying your students.

If you find that you will have to miss two or more class sessions, you must notify the Office of Faculty Affairs immediately. As the Faculty Handbook notes, “for lengthy or frequent periods of absence, however, a faculty member must seek an approved leave (statutory Family Care and Medical Leave, medical, parental, or personal leave of absence) and may qualify for disability benefits. Neglect of duty, in accordance with Section 8-C or Chapter 8, may occur if there is excessively lengthy or frequent absence due to illness or other reason, if taken without obtaining an approved leave. The Provost may place on leave without pay faculty members who are absent for more than two consecutive weeks without an approved leave, vacation or permission from the dean or the dean’s designee.” [Handbook 3-I (2)].

## **Consulting**

The University permits faculty involvement in outside consulting, research, and professional activities, as well as community service. Outside research, consultation, and educational work shall be in accord with the relevant University policies as well as the general policies on conflict of interest and conflict of commitment.

Each full-time faculty member owes primary professional responsibility to the School and University. If in doubt concerning the possibility of conflict arising from a consulting or other remunerative activity, please consult the Office of Faculty Affairs.

The University has established limits on the amount of time that can be devoted to outside consulting work. “A full-time faculty member may not consult more than one day per week on average during the contract period of service. In rare instances circumstances may warrant an exception to this policy. Request should be made prior to the period during which consulting will take place.

Approval must be secured from the Provost. [Handbook 3-I].” Failure to follow these guidelines is in violation of university policy.

Please note that consulting is a conditional privilege granted by the University. As such, the University is the final judge of the appropriateness of the outside activity and whether it unduly compromises the faculty member’s primary responsibilities implicit in his or her contract for full-time employment with the University. It is incumbent upon you to notify the Office of Faculty Affairs prior to engaging in a consulting assignment to secure University approval. In ALL cases, you need to also notify the University through the “diSClose” system, <https://disclose.usc.edu/>. If you have questions about using that system, please contact the Office of Compliance.

### **Foreign Disclosures**

Please carefully read the memo on Foreign Disclosures. If you have questions, contact the Rossier Office of Research. In general, if you have any foreign contacts wherein you receive remuneration, INCLUDING REIMBURSEMENT OF EXPENSES, you need to be certain to file the disclosure form. Consequences of not filing a disclosure include the loss of Federal funding and potential imprisonment.

Thank you for reading these reminders and best wishes for the new academic year.

FIGHT ON!

Sincerely,

A handwritten signature in black ink that reads "Lawrence O. Picus". The signature is written in a cursive style with a large, stylized initial "L".

Lawrence O. Picus  
Richard T. Cooper and Mary Catherine Cooper  
Chair in Public School Administration  
Associate Dean for Research and Faculty Affairs  
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