

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 1.14
<b>POLICY TITLE</b> Faculty Supplementary Assignments		
<b>SCOPE OF POLICY</b> USC Columbia	<b>DATE OF REVISION</b> XXXX	
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost	<b>ADMINISTRATIVE OFFICE</b> Office of the Provost	

**PURPOSE**

This policy aims to establish clear guidelines for new or supplementary faculty assignments, ensuring transparency, fairness, and a balanced workload for faculty members.

**DEFINITIONS AND ACRONYMS**

**New or Supplementary Assignments:** refers to new or supplementary duties or responsibilities assigned to faculty members beyond their regular teaching, research, and service obligations.

**POLICY STATEMENT**

To ensure a fair and equitable distribution of additional duties among faculty members, the University will provide clear guidelines and procedures for assigning and evaluating faculty duties and responsibilities in a new or supplementary assignment. These assignments may be within or outside their academic unit.

Examples of supplementary assignments may include but are not limited to serving as chair of a department, research institute leadership, or director of graduate studies.

**PROCEDURES**

**A. Written Documentation for Professional Track Faculty**

Each professional track faculty receives an annual letter of appointment from the Dean. This letter specifies beginning and ending dates of the appointment, and the appointed faculty member’s distribution of effort (as a percentage of time) in the areas of teaching, scholarship and service. The distribution of effort and the assignment of duties may change annually. The distribution of effort specified in the annual letter of appointment is used as the basis for evaluating the faculty member’s performance achievements.

When a faculty member accepts a supplementary assignment, the department chair for assignments within the department or unit, and the dean for assignments outside the unit, will provide a written agreement outline including any modification of existing duties:

1. Specific duties and responsibilities;
2. Beginning and ending date of the appointment;

3. Any modification of existing distribution of effort
4. Expected time commitment and salary supplement (if applicable); and
5. Performance evaluation criteria

A copy of the written statement signed by the faculty member must be retained in the faculty member's personnel file.

**B. Written Documentation for Tenure Track Faculty**

Tenure track faculty members do not receive annual reappointment letters. When a faculty member accepts a new or supplemental assignment, however, the department chair for assignments within the department or unit, and the dean for assignments outside the unit, will provide a written agreement outline including any modification of existing duties:

1. Specific duties and responsibilities;
2. Beginning and ending date of the appointment;
3. Any modification of existing distribution of effort
4. Expected time commitment and salary supplement (if applicable); and
5. Performance evaluation criteria

A copy of the written statement signed by the faculty member must be retained in the faculty member's personnel file.

**C. Performance Evaluation**

The performance of faculty members on new or supplementary assignments will be evaluated, taking into account the specific duties and responsibilities in the written agreement.

**D. Tenure and Promotion**

Supplementary assignments will not supersede the University's established tenure and promotion criteria, as outlined in the Faculty Manual and approved by the academic unit.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

**HISTORY OF REVISIONS**

DATE OF REVISION	REASON FOR REVISION
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Xxxx	New policy approval