

USC SCHOOL OF ARCHITECTURE
PT / ADJUNCT / FT NTT/ TT / T / VISITING / EMERITUS

FACULTY PROFILE SUMMARIES:

Note For All Appointment Types and Profile Descriptions: The complete terms of all faculty appointments must be referenced first to University Policy and Faculty Handbook (latest version 2008). These ratified agreements govern the terms of all faculty contracts regardless of individual School clarifications such as those in these varied profile descriptions.

It is important to note that the titles used by the School of Architecture (such as lecturer, adjunct, visiting, FT NTT, Tenure Track, and Tenured) are not to be understood as a primarily vertically organized group based on inherent promotion from one to the next, but is a horizontally organized group with each category having its own inherent profile and value to the institution based on the profile of the faculty member (for instance, some adjuncts can be considered as equal to some tenure track to the current mission of the school and some senior lecturers being more expert than some tenured faculty in particular areas, etc.). Thus throughout this document, one will find language to reinforce this notion that titles define individual profiles rather than are determined inherently by time at the institution.

PART TIME PROFILE:

The School of Architecture has long benefited from the extraordinary efforts of our part-time faculty. This faculty group represents a critical body of knowledge and experience without which our professional degree programs would be diminished and our pursuit of excellence undermined.

Lecturer:

The large majority of our part time faculty hold title “Lecturer.” Part-time lecturers are able to teach between 1 credit unit to 9 credit units each semester, and have taught at USC or a peer institution up to 10 years within their current area of teaching. Lecturer appointments are not granted by rank (such as Assistant, Associate or Full Professor).

Senior Lecturer:

The title “Senior Lecturer” is reserved for those part time faculty teaching between 1 credit unit to 9 credit units each semester who are a recognized expert in a particular area of the discipline in which they teach and have taught at USC or peer institutions for over 14 semesters (or 7 years) as a lecturer in good standing, demonstrating exceptional teaching skills each term. The title is not common, and there is not an automatic promotion to this title due to years of teaching or service.

Visiting Part Time Profiles:

See full description of the various Visiting Faculty Profiles on page 5-6 of this document.

If any part-time faculty member takes on administrative duties or special assignments (usually negotiated with the Dean), these duties are compensated through an administrative stipend. This is typically in addition to the core teaching salary.

ADJUNCT PART TIME PROFILE:

Adjunct Faculty in the School of Architecture represent a group of part-time faculty that have distinguished credentials, a on-going relationship to the school each year and who have contributed over an extended period of time to the success of the School's academic mission.

As outlined in the University's Faculty Handbook, the title of Adjunct is defined as follows: "ADJUNCT designates an individual whose professional accomplishments qualify him or her for a ranked position on the faculty to teach in an area of special expertise (Part-time only)."

For the School of Architecture, the term adjunct is first and foremost reserved for those faculty that have firmly established a recognized and awarded professional external profile. And secondarily this distinction may also be partially based on number of years at this institution, total years teaching or additional services or administrative responsibilities the faculty member maintains.

All part time faculty (whether as lecturers, adjuncts or visiting faculty) are expected to maintain a vibrant professional profile in regard to their work outside of the institution. An adjunct faculty member is expected to hold a distinguished professional profile based on awarded built work or critical publications with annual recognition appropriate with each rank.

Because recognized excellence is a fundamental characteristic of an adjunct, adjuncts are expected to teach in only very strategic and limited ways within the school.

The term Adjunct is used to modify the titles: Instructor, Assistant Professor, Associate Professor, and Professor (such as "Adjunct Associate Professor"). The majority of our part-time faculty hold the title of 'lecturer' as described within the part time profile. As a means of distinction, 'adjunct' is a negotiated title for part time faculty based on their distinction of expertise in the field and is never granted by default solely due to length of commitment to USC. Once negotiated, the School of Architecture provides rank per the following general guidelines:

Adjunct Professor—

Equivalent to Faculty with a Strong, Recognized International Reputation, +15 years of teaching and/or 15+ years commitment to USC

Adjunct Associate Professor—

Equivalent to Faculty with a Strong, Recognized National Reputation/Identity, 10-15+ years of teaching and/or 10-15+ years commitment to USC

Adjunct Assistant Professor—

Equivalent to Faculty with Strong, Recognized Local Reputation/Identity, 5-10+ years of teaching and/or 3-10+ years commitment to USC

An adjunct faculty's teaching load can range from 1 to 9 credit units per semester. The contract for an adjunct faculty member can be semester by semester, an annual contract, or a three-year (annually renewable) contract.

A part-time adjunct faculty member can be granted voting rights each semester (except governance matters such as tenure and promotion) if the adjunct faculty member is currently: 1. Teaching under a three-year contract, 2. Is at the adjunct rank of associate or full 3. Has taught for the equivalent of three years at USC, 4. Has a part time appointment at 50% load (or +5 units) for that semester, and 5. is willing to accept and fulfill this

responsibility.¹

If an adjunct faculty member takes on administrative duties or special assignments (usually negotiated with the Dean), these duties are compensated through an administrative stipend. This is typically in addition to their teaching salary.

No faculty member is automatically considered 'full time' regardless of the units of teaching or the administrative duties agreed to by the faculty member. A full-time appointment (FT NTT, TT, T) can only be granted to an individual who has applied to an advertised open search for that position with its prerequisite faculty review, negotiation with the Dean, and approval by the University as appropriate.

REVIEW PROCESS FOR ANNUAL OR INTERMITTENT REAPPOINTMENT:

Each year, in the fall semester, the Human Resource Committee to review on-going part time adjunct appointments for each faculty member for every 3 years of continual service within a particular title/profile. Also, as many part time faculty members teach at USC only periodically and intermittently, adjunct titles will be reviewed for their appropriateness at the time of each re-appointment and are not to be considered automatically continuous.

FULL TIME NON-TENURE TRACK PROFILE:

The School of Architecture FT NTT faculty constitute a vital part of our School. These faculty are distinct from other faculty profiles (those being: part time lecturer, part time adjunct, visiting, tenure track, and tenured faculty) and are essential to the success of the school's academic mission. FT NTT faculty are to have distinct activity profiles relative to the tenured and tenure track faculty profiles as well as clear distinctions in their academic titles limited to Assistant, Associate or Professor of Practice.

By definition, a full time non-tenure track faculty position does not lead to tenure, nor is there to be any expectation of eventual tenure on the part of the faculty member or the academic unit upon hire. The university discourages any changes from FT NTT to TT profiles as in many cases this can be seen as a default extension of the tenure clock, thereby potentially undermining the integrity of the tenure system as a whole.

Following the School's Organization and Procedures document outlining the process of FT NTT appointments, most FT NTT appointments are made on fixed term annual or three-year (annually renewable) contracts. The contract is renewable each year after an annual review by the School's Executive Committee and at the discretion of the Dean based on the continued needs of the School. As stated within the Faculty Handbook, a substantial review of each FT NTT faculty's performance every three years is required to ensure a continued distinction of this faculty appointment from a tenure track faculty profile type. At this review, the FT NTT faculty and the School should both make a clear case for the mutual benefit of a continued appointment. Promotional guidelines for each FT NTT should be provided at the time of this review.

¹ The total number of adjunct appointments with voting rights each semester is restricted by the School's Organization and Procedures Document, which states the total voting positions for all non-TT/T faculty can not exceed 40% of the school's total voting population (or all Tenure/Tenure Track, FT NTT and any potential remaining adjunct appointments combined). If the total number of voting eligible adjuncts ever temporarily exceeds the voting positions available by the 40% rule, the voting eligible adjunct/retired faculty will be ranked by number of semesters of teaching at USC—with those having the most contracted terms given voting rights first. The adjunct faculty with voting rights must understand their presence or absence will affect quorum numbers so this appointment comes with additional responsibilities.

Primarily, FT NTT appointments should address the immediate academic needs of the unit not able to be filled by TT or T faculty and are deemed best filled by a FT NTT appointment. In some cases, these appointments might also be made to provide longer-term continuity in essential core teaching assignments. For 'research' faculty, these appointments might be made in conjunction with multi-semester grant funded research projects being brought through the School directly, with minimal teaching responsibilities.

In either case, FT NTT faculty are not evaluated or compensated on the same 40% teaching, 40% research, 20% service profile of the FT T/TT faculty, but more particularly to their own negotiated 100% load.

A few potential examples of FT NTT teaching loads might be equivalent to:

- Teaching 6 courses annually
- Teaching 4 courses annually with additional duties (Director/Sp. Project)
- Teaching 2 courses annually; 60% Funded Grant Brought Through Unit

As voted on by the faculty, the number of such reappointments and new appointments are constrained by the 40% limit of all non-TT/T voting eligible positions (the total number of voting eligible Adjuncts + FT NTT appointments combined are limited to being 40% of all eligible adjunct/FT NTT/T/TT positions). All FT NTT are granted voting rights for the full length of their term (thereby this population determines the remaining number of potential adjunct voting slots each semester). Each FT NTT faculty is to serve on one of our five school committees annually, are granted appropriate voting privileges, and are eligible to be elected to Executive Committee as well as the Faculty Senate.

FULL TIME TENURE/TENURE TENURE TRACK PROFILE:

The School of Architecture Tenured and Tenure Track faculty constitute the core faculty body of the School. Maintaining the authority and vitality of these faculty positions is considered essential to the long-term viability of the school, and the University as a whole.

As stated in the Faculty Handbook, all tenured and tenure-track faculty members are expected to make a significant contribution in each of the three areas of responsibility: teaching, research and service. The School of Architecture assumes (unless otherwise negotiated on a case by case basis) that all tenured and tenure track faculty members will fit the standard academic load profile of 40% teaching, 40% research and 20 % service. This load ratio can be readjusted by the Dean in consultation with the faculty member. It must, however, ensure this person is maintaining an activity profile in all three areas of responsibility.

Tenure track faculty are typically granted a one semester release from teaching in the 7th semester following their third year review.

Teaching: The typical annual Tenure and Tenure Track teaching load of four courses a year (approximately 14-16 units). As unit count, contact time, size of class, co-teaching assignments, coordination assignments and required outside review/grading vary greatly, adjustments to this basic load can occur on an individual basis. All faculty are assumed to be involved in thesis committee assignments at the graduate level (1-3 annually).

Research: Tenured and Tenure Track Faculty are expected be involved in research/scholarship/creative practice which contributes to the school's "national or international reputation." Engaging the larger professional community, mentoring students involved in their scholarship,

attending conferences, writing proposals and grants, and participation in peer review panels are assumed normal academic activities, in addition to the primary on-going publication activity of research, scholarship, or creative work.

Service: Tenured and Tenure Track Faculty are expected to serve on at least one of the school's standing committees. They will also stand for election to the school's executive committee and should embrace the opportunity to serve on at least one university committee. According to the Faculty Handbook, "it is expected that the service functions of the University will be carried out largely by tenured faculty members. Tenure-track faculty and non-tenure-track faculty generally have reduced responsibilities in service activities." Particularly in the area of junior faculty mentorship, each tenured faculty member holds a distinct responsibility to the unit.

If faculty are asked by the school to perform defined administrative duties such as directorships beyond the School's typical committee assignments, that appointment can either be handled as an additional administrative stipend or the dean and the faculty member can negotiate a reduced teaching/research or service load for the length of that administrative appointment. In either case, this faculty member's annual review form should be altered to reflect this particular change in basic core responsibilities.

VISITING FACULTY PROFILE:

The School of Architecture also benefits from appointing part time and full time "visiting" faculty. As stated in the Faculty Handbook, a visiting appointment "designates temporary faculty who are: (a) citizens of another country limited by their visas to temporary service; (b) on leave from another university or college; or (c) on leave from industry, government, or the professions. The term is used to modify the titles: Instructor, Assistant Professor, Associate Professor, and Professor (such as "Visiting Associate Professor"). This rank is not appropriate for faculty who are hired on a short-term or temporary basis. Appointed on an annual basis, it may be renewed only once."

A limited number of these appointments are expected to be made each semester. Visiting appointments are particularly useful in attracting exceptional professionals or faculty from other Institutions that can enrich the program on a temporary basis, and provide an opportunity for an outstanding person to experience the culture of the school first hand. For a person to be hired under this visiting title he or she should send a letter of intent, a CV, and a selection of work to the Dean. The Vice Dean and Chairs review all applications prior to appointment and make a recommendation to the Dean.

As such, full time visiting faculty are considered full time only if they are assigned a full time (approximately 10-12 units/semester) teaching or equivalent funded-research load. This category of faculty appointment does not have voting rights due to their limited exposure to the school and its governance priorities.

The School of Architecture provides rank for visiting faculty per the following general guidelines:

Visiting Professor

Exceptional International Reputation and/or Equal Rank at Home Institution

Visiting Associate Professor

Exceptional National Reputation and/or Equal Rank at Home Institution

Visiting Assistant Professor

Exceptional Local Reputation and/or Equal Rank at Home Institution

Visiting Critic

A distinguished practicing professional hired specifically for a single course (typically an undergraduate topic studio, advanced graduate studio, or advanced seminar course) for up to 4 semesters

RETIRED and EMERITUS FACULTY PROFILES:

One of the great assets of the school are its distinguished former faculty members. The school encourages retired faculty to continue their relationship with the school, their colleagues and students in the program. Typically a retired faculty member receives no compensation from the school for their help and assistance, but could be appointed on a part-time basis to teach classes, conduct research or provide administrative assistance. The Dean is responsible for all negotiations for appointment and compensation, with assistance as needed from the school's chairs and vice dean. Any retired previously tenured faculty member teaching at a 50% load (or approximately 5 units) for any length of time is granted the same voting rights appropriate for adjunct non-tenure track faculty if a position is available under the 40% NTT voting rule.

Emeritus Professor standing in the school is reserved for distinguished faculty. It is conferred on faculty whom have contributed significantly to the life, reputation and development of the school over time. The Dean will make recommendations for this life long distinction to the University as required after a discussion and vote of support by the tenured faculty body. The dean will forward his recommendation and the faculty vote to the president. As stated in the Faculty Handbook: "The President will consider the recommendation of the department or other appropriate academic unit and the dean, the individual's curriculum vita, and a summary of the individual's contributions."