


MEMORANDUM

To: Faculty

From: Lloyd Armstrong, Jr. 

Date: April 21, 2004

Subject: Payroll Cycle and Annual Salary Letter

Office of the Provost

Lloyd Armstrong, Jr.
Provost

I write to inform you of the changes being implemented to bring the faculty payroll cycle into better alignment with the actual academic year. For those on academic year appointments, the payroll cycle will hereafter begin on August 16. This means that annual raises for continuing faculty will also take effect on August 16. This change will be particularly advantageous for newly hired faculty who will receive their first pay check sooner. In addition, if faculty enroll in August, their health benefits can now become effective September 1.

This change will affect the period of summer research. While the three month duration remains the same, it is important for principal investigators to note that, beginning this summer, the summer period available for funded research and other pursuits will be defined as May 16 through August 15.

Because of an overlap in the old and new cycles, academic year faculty who are paid over 12 months may see a larger pay check on a one-time basis this August, as they will receive a full-month payment under the old cycle and a half-month payment under the new cycle. In future years, faculty paid over nine months will receive their first half month's pay in August and their concluding half month's pay in May. For personalized details, faculty should contact their Home Department Coordinator.

In addition, beginning this academic year, USC will issue all continuing faculty an annual letter with the details of the coming year's salary, unless there is some individual reason to issue a long-form contract. The Academic Senate proposed the letter format because it better protects faculty rights, as any changes will now be highlighted in the letter. In addition, an annual letter is the common practice among our peer institutions.

In the past, there has been great variation among schools, where some faculty received an annual letter about their new salary, others received an annual reissue of a long contract, while still others received no annual document at all. The new letters will make clear that the terms of the last contract continue unchanged except as expressly stated in the letters themselves. For faculty without tenure, the new letters will also serve as their annual reappointment.

cc: Steven Sample
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