UNIVERSITY OF SOUTHERN CALIFORNIA

Appointment and Promotion Coordinator
(Decentralized)

Job Code: 139007

Grade: I
OT Eligible: Yes
Comp Approval: 1/1/2007

JOB SUMMARY:
Coordinates the tenure and promotion process for a School or Department. Serves as primary resource for faculty regarding administrative issues for tenure and promotion procedures. Maintains personnel files and ancillary paperwork for all faculty. Initiates and maintains annual faculty contracts and ensures their timely completion.

JOB ACCOUNTABILITIES:

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<th>% TIME</th>
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<tr>
<td>Sets up and confirms interviews for faculty candidates. Coordinates schedules to ensure that all appropriate faculty and administrators have opportunity to interview and assess candidates. Oversees arrangements for travel and hotel accommodations for candidates. Ensures that all appropriate paperwork, including candidates dossiers and vitae are available to faculty for interview and decision making purposes.</td>
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<td>Coordinates recruitment efforts for School or Department. Arranges travel schedules, hotel accommodations, etc. for faculty recruiters. May represent School or Department at recruitment functions on an as-needed basis.</td>
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<td>Coordinates Faculty Appointment meetings subsequent to candidate interviews. Serves as staff to meetings; takes notes and provides follow-up information or action as necessary. Produces offer/rejection letters to be signed by faculty member.</td>
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<tr>
<td>Manages tenure process for School or Department. Tracks tenure dates and notifies administrator of action to be taken. Assists in preparation of dossiers and vitae as requested. Arranges for timely submission of information and paperwork applicable to tenure process to Provost's Office. Maintains close contact with Provost's Office to facilitate processing of tenure material.</td>
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<tr>
<td>Serves as staff for Tenure and Promotion Committee. Schedules Committee meetings; takes and distributes minutes and provides Committee members with relevant documentation for consideration. Takes action on items as necessary.</td>
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<td>Develops and maintains database to track tenure and promotion dates. Maintains internal tracking system for faculty to determine dates for tenure and promotion opportunities. Generates reports and analysis of faculty activity and data as required or requested.</td>
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<td>Serves as internal resource to faculty for administrative matters. Coordinates new faculty orientation. Arranges for benefits representative to make individual and group presentations. Arranges services for new faculty such as location of housing, schools, etc.</td>
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<td>Negotiates travel, housing and cost of living expenses for new faculty members based on preexisting guidelines. May make commitments on behalf of the University. Determines most cost effective and equitable expense package for new faculty within guidelines.</td>
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Maintains personnel files for all full and part-time faculty members. Ensures that files are complete with documentation such as student and peer evaluations, annual employment contracts and performance evaluations.

Coordinates all faculty evaluations. Maintains personnel files for all full and part-time faculty members. Ensures that files are complete with documentation such as student and peer evaluations, annual employment contracts and performance evaluations.

Recruits part-time faculty on an as-needed basis. Negotiates salary, according to guidelines.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY REPSONSE/RECOVERY:

Essential: [ ] No
[ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 2 Years

Minimum Field of Expertise:

Preferred Education:
- Bachelor's Degree

Preferred Experience:
- 3 Years

Skills: Administrative:
- Arrange travel
- Assemble and organize numerical data
- Communicate with others to gather information
- Compose letters
- Coordinate meetings
- Maintain filing systems
- Prioritize different projects
- Research information
- Write memorandums for own signature

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Consulting
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling

Skills: Machine:

Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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