UNIVERSITY OF SOUTHERN CALIFORNIA

Appointment and Promotion Coordinator
(Centralized)

Job Code: 139011

Grade: I
OT Eligible: Yes
Comp Approval: 6/9/2006

JOB SUMMARY:
Assists the Vice Provost in providing guidance and support to Deans and faculty regarding appointment, promotion and tenuring of faculty at ranks of associate and full professor. Reviews dossiers for completeness prior to submission to University Committee on Appointments, Promotions and Tenure (UCAPT). Provides staff support for UCAPT. Compiles annual Affirmative Action report. Reports to Vice Provost, Faculty Affairs.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
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<tbody>
<tr>
<td>Provides guidance and support for members of the University Committee on Appointments, Promotions and Tenure (UCAPT). Establishes processing priorities for UCAPT. Provides UCAPT members with dossiers and relevant additional information to assist in decision making process.</td>
<td>100</td>
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<tr>
<td>Reviews dossiers containing records of performance and peer assessments for faculty members under consideration for appointment, promotion or tenure to assure completeness for review by UCAPT. Obtains additional information from academic units as required. May correspond with Deans or Directors concerning adequacy of dossiers. Informs Vice Provost of complex or difficult cases.</td>
<td>100</td>
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<td>Schedules UCAPT panel meeting to provide final recommendation to the Provost. Attends UCAPT meetings. Records and distributes minutes of meetings.</td>
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<td>Monitors UCAPT membership to ensure timely appointment, reappointment and termination of members. Consults with UCAPT members, faculty and deans to identify senior faculty members for representation on Committee. Presents slate of potential appointees to Vice Provost and apprises of appropriate balance between academic and applied units and clinical and basic units. Prepares invitations to serve on UCAPT.</td>
<td>100</td>
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<td>Prepares judgments reached by UCAPT reviewers and drafts recommendations made to the Provost. Consults with panel chairs on development of final form of recommendations to the Provost.</td>
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<td>Drafts and produces correspondence to Deans to communicate University President's authorization or denial of tenure, promotion and appointment. Drafts correspondence to successful promotion candidates from the Provost to include an informed discussion of candidate's scholarly and professional achievements.</td>
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<td>Advises deans, directors and faculty on policies, procedures and deadlines associated with the appointment and promotion of faculty. Assures appropriate review of probationary faculty takes place within pre-established time frame.</td>
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<tr>
<td>Compiles annual reports of appointment, promotion and tenure activity for publication and distribution to members of academic community.</td>
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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 RESPONSE/RECOVERY:**

Essential:  
- 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:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- In depth knowledge of University policies and procedures regarding faculty appointments and promotions.

**Preferred Education:**
- Master's Degree

**Skills: Administrative:**
- Assemble and coordinate manuscripts
- Communicate with others to gather information
- Compose letters
- Coordinate meetings
- Coordinate work of others
- Prioritize different projects
- Research information
- Understand and apply policies and procedures
- 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
Research
Scheduling

Skills: Machine:
   Computer Network (University)
   Computer Peripheral Equipment
   Fax
   Personal Computer
   Photocopier

Supervises: Level:
   May oversee student, temporary and/or casual workers.

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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