

CHANGE OF STATUS and ADMINISTRATIVE STIPEND FORM GUIDE

For questions, email KeckFA@med.usc.edu. For Forms and templates, go to <https://keck.usc.edu/faculty-affairs/home/administrative-procedures/forms-and-templates/>. Go to the website to use the most current forms. The Change of Status and Administrative Stipend Form is designed to cover a wide range of requests. The form is separated into two sections. Section I and Section II.

<p>How to Complete the Form:</p> <ol style="list-style-type: none">Proposed Start Date should be the 1st of the month. (Rarely on the 16th)Provide the 7 Digit Employee ID.In Section I, select all the boxes that apply to your request. If you do not see an option for your request or additional request, select “J. Other” and enter the details in Category J.In Section II, fill in all the required details in the corresponding categories for the box(es) Selected in Section I.Look at the bottom of each category in Section II for what documents should be included with your packet.<ol style="list-style-type: none">The most common requirements are:<ol style="list-style-type: none">CH Memo, Provide Justification and Details for the Request.<ul style="list-style-type: none">❖ If the faculty belongs to more than 1 dept., both Chairs must sign the memo.Updated KSOM CV.POA if there are changes.RFA to note any change in the faculty member’s title and/or administrative appointment.Duties and Responsibilities Appendix for admin appointments is required.If you select category “J. Other” in Section II, attach the common requirements listed above and any additional information such as a term sheet or any email with approvals, etc. that is pertinent to the request.When in doubt, contact your FA Contact, and explain your request. They will guide you in completing a packet and what documents to attach.Requests that require Senior VP Approval require extra time to process so submit your request in a timely manner.<ol style="list-style-type: none">Requests that Requires Senior VP Approvals are:<ol style="list-style-type: none">Retentions, Requests that require One-Time payments, new types of Administrative appointments, and Requests with Provost Funding.SVP request can add 1 or more weeks to the review process.	<p>Notes:</p> <ul style="list-style-type: none"><u>Comp changes not starting on the 1st can disrupt the faculty comp.</u> The dept. is responsible for arrangements to correct any discrepancy.Section I indicators and Section II details helps FA and MF recognize the type of request submitted.You may process more than one request on the same form. For example, an increase in FTE with a salary increase, along with housing assistance.Select all the boxes that apply to your request in Section I.Section II is where you enter the details of your request.<ul style="list-style-type: none">MF only reviews the form and any funding documentation provided.There are question prompts, notes, and instructions at the bottom of each category in Section II to guide you. <p>Reminders:</p> <ul style="list-style-type: none">Similar to an FCR, submissions must be in 1 PDF. Use the current version.<u>All required documentation must be included.</u>The CH Memo must be addressed to the current Dean or Sr. Associate Dean and should include as much detail as needed to convey the request and provide justification, especially for stipends.For Stipends: <u>Stipend payments cannot be retroactive.</u> The proposed start date can be a past date, <u>but a stipend effective date must be a future date, and a One-Time Payment can be requested for past service.</u>Admin Appointment for LA County: Requires approval from Michelle Najara via Review Committee. The approval memo must be included in the packet.Decrease in FTE: A memo/email from the faculty must be included and explain <u>what the faculty will be doing with the rest of their time.</u>Decrease in FTE with outside Clinical Work: For faculty who will be decreasing their FTE with outside clinical work, i.e., treating patients in a separate private practice or at a clinic/hospital, the <u>CH Memo must include a request for a Waiver for outside clinical work and provide the location.</u>Increase in FTE or Increase in pay: If an increase in FTE or pay results in a short pay, <u>the dept. must calculate the difference in pay and include a one-time payment to the request for the time served.</u>
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Departments are encouraged to include all the information and extra documentation that is pertinent to the request to receive approval from MF and the Dean, and the Senior VP if necessary. This can include term sheets for retention, email correspondence, approval of medical support funding, etc. Submit all request in a timely manner. General requests take 2-3 weeks to process. A faulty member must return the letter and be completely processed in WD before a change can be effective. WD approval process can take 2-3 weeks. **When in doubt, contact the Faculty Affairs before submitting your packet.**