

Keck School of Medicine of USC

Non Tenure-Track Part-Time Lecturer

Requisition Number: _____

Part-Time: _____%

Fall Spring Summer

Start Date: _____

End Date: _____

A. Candidate Information

Faculty Name: _____

Address: _____

City, State, Zip: _____

B. Hire Information:

New Rehire Returning from Furlough Current/Former Student

Employee ID: _____ Student ID: _____

Department: _____

Division: _____

Course(s) Teaching, Units:

C. Institutional Base Salary (IBS):

Fixed Salary – USC Account Numbers (Attach an additional page if necessary)

PPGG and CA	Proposed Amount
Total Fixed Salary:	

Items to provide for New Hire:

- Recommendation for Appointment form
- Recommendation letter from Chair
- Profile of Activities (teaching only)
- CV in KSOM format
- 3 letters of reference

Items to provide for Returning Hire:

- Recommendation letter from Chair
- Profile of Activities (teaching only)

[Returning Part-Time Lecturer forms must be submitted a month prior to start.](#)

Department Chair: _____ Date: _____

KSOM Budget Officer: _____ Date: _____

Letter of Offer Approved: _____ Date: _____

Vice Dean, Faculty Affairs, Advancement, and Inclusion