

USC Dornsife

Dana and David Dornsife
College of Letters, Arts and Sciences

OFFICE OF THE DEAN

Dani Byrd

Vice Dean for Institutional Affairs
Professor of Linguistics

May 5, 2015

Laura E. Skandera Trombley
1050 North Mills Avenue
Claremont, CA 91711

Dear Dr. Trombley,

I have the pleasure to advise you that upon the enthusiastic recommendation of the faculty and chair of the Department of English, I am pleased to extend to you a voluntary USC faculty appointment as Adjunct Professor of the Practice of English in the USC Dana and David Dornsife College of Letters, Arts and Sciences from July 1, 2015 to June 30, 2018 subject to the terms and conditions detailed in this letter.

The work of the voluntary faculty is highly appreciated. You understand that members of the voluntary faculty are not employees of USC and do not receive payment or benefits. However, you will be covered by workers' compensation insurance, and while you are performing voluntary activities with the Department of English as agreed with the department chair and/or Dean's Office, you will be covered by USC liability insurance. All voluntary appointments are at-will, meaning that the dean, provost, or president may terminate them at any time without cause.

Voluntary faculty are a special and important part of the USC academic community, quite distinct from USC employees (paid faculty or staff or student workers), employees of temp agencies assigned to USC work, or independent contractors providing services to USC. If you fall into any of those categories, now or during your future service as a voluntary faculty member, you agree to notify the Dean immediately.

Please allow me to highlight the privacy obligations that are so important for all of us nowadays. As a member of the voluntary faculty, you have the responsibility to respect the highest level of privacy for everyone you deal with. You agree to not disclose or discuss, now or in the future, any confidential information obtained during your service as voluntary faculty member. As examples, this includes patient and student records, intellectual property, proprietary trade information, payroll or personal data such as employee home addresses, and donor files, and all other private and proprietary information concerning patients, colleagues, students, alumni, donors, and others associated with the University.

The Faculty Handbook and other University policies are available at <http://policy.usc.edu>. Other useful information may be viewed at the Faculty Portal, <http://faculty.usc.edu>. You agree to adhere to the applicable University policies, as revised from time to time. You reserve to yourself the intellectual property rights you develop that are defined by University IP policy as belonging to the faculty member and, by signing below, you hereby assign to USC the ownership of the intellectual property you develop that is defined by University IP policy as belonging to USC. The University intellectual property policy is at <http://policy.usc.edu>.

University of Southern California

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