



# ADJUNCT ACKNOWLEDGMENT FORM

Please print clearly.

**Legal Name:** Mr. / Mrs. / Ms. / Dr. \_\_\_\_\_  
Circle One                      First                      Middle                      Last

Other used names (if applicable): \_\_\_\_\_

Annenberg School for  
Communication  
& Journalism

### Home Address:

School of Journalism

\_\_\_\_\_  
Street                                      Unit or Apt #                      City                      State                      Zip Code

\_\_\_\_\_  
Home Email                                      USC Email

(\_\_\_\_\_) \_\_\_\_\_                                      (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Number                                      Mobile Number

### Business Address:

\_\_\_\_\_  
Name of Business                                      Title

\_\_\_\_\_  
Street Address                                      Suite                      City                      State                      Zip Code

\_\_\_\_\_  
Department                                      Business Email

(\_\_\_\_\_) \_\_\_\_\_                                      (\_\_\_\_\_) \_\_\_\_\_  
Business Telephone Number                                      Business Fax Number

**Mailing Address:** Home \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_ (complete below)

\_\_\_\_\_  
Street                                      Unit or Apt #                      City                      State                      Zip Code



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Office hours for class:	Start Time	End Time
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____

Annenberg School for  
Communication  
& Journalism

School of Journalism

### Consent Authorization: (Mark with an "X" all that apply)

Please note: The information you provide will be made available to faculty, staff, students, and at the public's request.

\_\_\_\_\_ Please **DO NOT** give out any of my home or business information.

\_\_\_\_\_ You **MAY** give out the following information: (Please only check what you authorize to be distributed.)

Home            Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Business        Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

The university has a policy against part-time faculty teaching simultaneously at USC and other institutions. During your appointment as faculty at USC, work at another college or university requires advance approval per the Faculty Handbook. In addition, instruction or course creation for other outside enterprises may be inconsistent with a faculty member's responsibilities to USC. Before undertaking any such commitment, a faculty member must seek advance approval from the dean and take reasonable steps to ensure that the proposed activity will not create a conflict or appearance of conflict with any USC program, or dilute USC's academic stature. Further, any faculty member may be an educator at another institution or enterprise in non-emergency situations only upon the written prior approval of the Provost or the Provosts designate. In addition, the university requires all adjunct faculty to hold a primary full-time non-academic position (or have a career or pension) that provides a primary income and health benefits. Please contact Maryann Wu, Academic Program Manager, at maryann@usc.edu, if you have any questions regarding your specific circumstances.

By accepting this offer I acknowledge receipt of this letter and am bound by the terms and conditions described.

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Los Angeles,  
California 90089-0281  
Tel: 213 740 3914  
Fax: 213 740 8624  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date