



C A M P U S M E M O

Date • May 10, 2004
From • James E. Moore, II, APT Chair
Re • **Year End Report, Cessation of Activities**

Andrew and Erna Viterbi School of Engineering

Committee on Appoint-
ments, Promotions, and
Tenure

Chair:

James E. Moore, II,
Industrial and Systems
Engineering

Executive Committee:

Steven R. Nutt,
Materials Science
Theodore T. Tsotsis,
Chemical Engineering

Departmental Members:

Jean-Pierre Bardet,
Civil and Environmental
Engineering
P. Daniel Dapkus,
Electrical Engineering -
Electrophysics
Fokion Egolfopoulos,
Aerospace and Mechan-
ical Engineering
Chung-Chieh (Jay) Kuo
Electrical Engineering -
Systems
Dennis J. McLeod,
Computer Science
Stanley M. Yamashiro,
Biomedical Engineering

At-Large Members:

Antonio Ortega
Timothy M. Pinkston
Mansour Rahimi
Leana Golubchik
Geoffrey R. Spedding

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To: C. L. Max Nikias, Dean
School of Engineering
OHE 200, MC 1450

Ec: 2003-04 APT Committee
VSOE Regular and Research Faculty

The USC Viterbi School of Engineering Committee on Appointments, Promotion, and Tenure is about to conclude its activities for the 2003-04 academic year. The table below gives the average number of calendar days elapsing between receipt of faculty dossiers in the Dean's office, and the dates on which I was able to deliver to you letters summarizing the committee's advice. These data exclude dossiers currently under consideration. As you know, promotion cases require a subcommittee review. In the case of appointments, dossiers are normally reviewed individually by committee members, and the full APT Committee meets only if a member calls for a meeting. The sample size is small in all cases. Variance is small, though there was a tendency for cases to proceed more quickly as committee members gained experience working with each other.

Dossier Type	Average Number of Calendar Days
Promotion to Full Professor ¹	47.0
Promotion to Associate Professor	44.5
Appointment of an External Candidate to a Tenured Rank	16.7
Appeals from 2002-03	15.0

The Committee could, perhaps, have proceeded a bit more quickly in the cases of external candidates, and my advice to the 2004-05 Committee and Chair is that they attempt to try to do so.

These figures exclude dossier reviews relating to research faculty appointments and promotions, and to joint appointments in which a department of the Viterbi School of Engineering is participating as the secondary unit. These additional dossiers are reviewed by the APT Executive Committee rather than the full committee.

Almost all of the dossiers submitted to the 2003-04 APT Committee were in appropriate condition to be processed immediately, and I thank the various departmental committees for their excellent work. I thank the members of the 2003-04 Committee, listed at left, for their hard work and diligence this past year. CSCI Assoc. Prof. Stephan Schaal filled in for at-large representative Assoc. Prof. Leana Golubchik during her fall semester leave. EE-Systems Prof. Jay Kuo has been filling in this spring for EE-Systems departmental representative Prof. Petros Ioannou. Prof. Ioannou is busy improving undergraduate retention by teaching differential equations for the Department of Mathematics, and this assignment conflicted with the APT Committee's sanning meeting time. Prof. Ioannou served as a member of the Executive Committee in the fall, and will return to service on the APT in 2004-05. And lastly, MASC Prof. Steven Nutt has just completed two years of service on the Executive Committee, and is due special thanks for his attention and contribution.

¹ This figure excludes dossiers that the APT Committee returned to the departments for clarification. The average number of days needed to process dossiers that the APT Committee returned to departments was 131 days. Fortunately, this was a relatively rare outcome.