

Changes to be more inclusive of all faculty (RTPC, as well as part-time)

Number	Location	Change	Rationale
1	Chapter 2-A (3)(b)	paragraph 2, replaced “the full-time faculty members in the department” with “all faculty eligible to vote in the unit”, also added “by all faculty eligible to vote” to the second sentence, and removed full-time from the second sentence	
2	Chapter 3-B (4)	replaced “academic personnel, full-time or part-time” with “faculty” in the first sentence	
3	Chapter 3-B (4)	replaced “full-time or part-time employee” with “individual” in the fifth sentence	
4	Chapter 3-B (4)	added “and other applicable conditions of the Handbook are met”	
5	Chapter 4-B (2) (f)	added “Teaching-Track, Research-Track, Practitioner-Track and Clinical-Track” to heading to reflect tracks for part-time faculty	
6	Chapter 4-H (1)	added “If the faculty member whose file is under consideration is part-time, whenever possible, the ad hoc panel should also include a part-time faculty member of appropriate rank.” to third paragraph.	
7	Chapter 8-A	replaced “a tenure-track” with “any other” and removed “before the expiration of his or her term of appointment, and to the dismissal for cause of a research-track, teaching-track, practitioner-track, and clinical-track faculty member”	in order to clarify that all faculty are held to the same standards

Changes to reflect current practice

Number	Location	Change	Rationale
1	Chapter 2-A (2)	added “Senior Vice President and Chief Executive Officer, Keck Medicine of USC; and Senior Vice President and General Counsel” to the list of officers of the corporation, removed “Secretary of the University”	
2	Chapter 2-A (3)(b)	removed “of Divisions or Departments” from section title and added “or Directors of Academic Units”; throughout the section replaced “of divisions or departments” with or “directors of academic units”	to reflect that some programs do not have a chair, but a director who is chosen by a similar process to department chair
3	Chapter 2-B (2)(a)	replaced old links to Academic Senate Constitution and Bylaws with the current ones	
4	Chapter 3-A	added “whether or not tenured or tenure-eligible. However, academic staff – as listed in section 4-B (2) (h) of Chapter 4 are not designated as faculty.”	removing unnecessary detail
5	Chapter 3-A	“Academic staff such as post-doctoral scholars, graduate assistants (teaching, laboratory, or research assistants or associates, or assistant lecturers), distinguished practitioners, or other” was moved to section 4-B (2)	moving detail to appropriate place
6	3-I (4)	See attached	Completely revised to clarify current practice for outside academic work
7	4-B (2) (b)	removed “I-IV is” and added “and Senior Contract Librarian are” to the final paragraph	
8	4-B (2) (d) (1)	added “USC credit courses” to first sentence	to clarify definition of faculty
9	4-B (2) (f) (2)	removed “elsewhere”	to recognize that USC staff can be appointed as adjunct faculty
10	4-B (3) (c)	removed “the list of Academic Titles Currently in Use”, corrected the section referenced, and added “and those listed in the categories listed there have staff status and are not designated as faculty”, also added clarification of how appointments of academic staff are made	
11	4-D (1) (c)	added “or promotion during or at” to the first sentence	
12	4-F (1)	added “and shall be read only by the appointment, promotion and tenure committees, dean’s office, and Provost’s office” to the third sentence	
13	4-F (2) (e)	added “or if any contractual timeline on promotion or tenure is missed” to second paragraph, first sentence	
14	4-H (1)	added “and the subcommittees described in the next two paragraphs” to the first paragraph in the second sentence; also added “of the rank of associate professor or higher” to the second sentence of the third paragraph	
15	Chapter 5-A	replaced “Proposal Approval Record forms” with “the TARA system”	
16	Chapter 5-B (2)	paragraph d now reads ”The University does not agree to participate in classified or export-controlled research, or research that otherwise restricts publication or identification of the sponsor, except in rare instances involving national security, exceptional national need, or other special circumstances. Proposals for such exceptions must be reviewed and approved by the Vice President of Research, (i)	new language consistent with recommendation from Academic Senate Research Committee that was accepted by Randolph Hall

		after review and recommendation by a standing committee of faculty from a broad range of disciplines appointed by the Provost, or (ii) in an expedited process without committee review only as specified in the University Policy on International Collaboration and Export Control.”	
17	Throughout Chapter 6	replaced “the Center for Women and Men” with “relationship and sexual violence prevention services”	appropriate reference
18	Throughout Chapter 6	replaced references to SCampus with “student sexual, interpersonal, and protected class misconduct, https://policy.usc.edu/student-misconduct ”	appropriate reference
19	Throughout Chapter 6	replaced “accuser” with “complainant”; replaced “victim” with “complainant” (where appropriate); replaced “accused” with respondent; replaced “alleged offender” with “respondent”	appropriate language
20	Chapter 6-A (8)	replaced “Jody Shipper” with Gretchen Dahlinger Means” and “Edward Roth” with “Christine Street”, also made appropriate changes to contact information, also rearranged the Age Discrimination Act and Americans with Disabilities Act Coordinators	Federal regulations require that the appropriate staff member be listed by name in the Handbook, correct references
21	Chapter 6-A (9) (a)	added “For details on how these procedures are made specific, see the policies and practices of the Office of Equity and Diversity”	adding reference
22	Chapter 6-A (9) (b)	added “and conclusions” and “or dismissal hearings” to first sentence	
23	Chapter 6-B (2)	removed “or staff” from the first sentence of the first paragraph	staff are covered by separate policy
24	Chapter 6-B (2) (b)	removed “Regardless of which University entity processes a complaint” and “complaint’s” from the first sentence	removing unnecessary detail
25	Chapter 6-B (3)	moved up to make new section 6-A (13)	
26	Chapter 6-B (4.5)	added section	section added to parallel policy for students in SCampus
27	Chapter 6-B (7)	removed “or staff” from the first sentence of the first paragraph	staff are covered by separate policy
28	Chapter 6-D (1) (a)	replaced “Jody Shipper” with Gretchen Dahlinger Means” and “Edward Roth” with “Christine Street”, also made appropriate changes to contact information, also rearranged the Age Discrimination Act and Americans with Disabilities Act Coordinators	Federal regulations require that the appropriate staff member be listed by name in the Handbook
29	Chapter 6-D (1) (b)	replaced “employee” with “faculty member”; replaced “unit” with “entity of”; added “nor adjudicate”; removed “6-B (3)” and added “and 6-F (1)”; and replaced “so it can” with “it is only for OED to” and added “to investigate, and to reach factual findings and conclusions on whether there had been a policy violation (subject to appeal as provided in Section 6-F(1)).”	to clarify and reflect current practice
30	Chapter 6-D (2) (b)	removed “for victims” from last sentence	
31	Chapter 6-D	replaced “Sexual Assault Resource Center/Center for Women & Men (213-740-	updating to appropriate facilities

	(2) (c)	4900)” with” University’s Title IX website or relationship and sexual violence prevention and services	
32	Chapter 6-E (1) (a)	added “in accordance with the established policies and practices of the Office of Equity and Diversity.”	to clarify current practice
33	Chapter 6-E (1) (b)	added “or designee”	
34	Chapter 6-E (3)	added “as provided in section 6-A (9) (b)”	for cross-referencing
35	Chapter 6-E (4)	removed “excluding time for any appeal of findings” and replaced “intake interview” with “notice to the respondent”	reflect current practice
36	Chapter 6-F (1)	replaced “findings” with “conclusions”; replaced “them” with “findings, conclusions, or both”; and added “The appeal should be emailed to the Vice Provost for Academic and Faculty Affairs.”	to clarify current practice
37	Chapter 6-F (4)	replaced “as required by government regulations” with “the Vice Provost will see to it that”	reflect current policies
38	Chapter 6-G (1)	added “decision by the Provost’s delegate on an appeal as to findings and conclusions (if an appeal is taken), and with respect to any” to the first sentence; and added “decision by the Provost’s delegate on appeals as to findings and conclusions and the Vice Provost’s decision”	to clarify current practice
39	Chapter 6-G (2)	added “(with a copy to the executive director of the Office of Equity and Diversity” and removed “Sections 7-C (4) and 7-D of”	to reflect current practice
40	Chapter 7-B (2)	added “either in hard copy or, if available, online” to second sentence of first paragraph	online submission in the works
41	Chapter 7-B (2)	added “If there is more than one party on either side, the committee chair will decide how that side exercises its preemptory challenges.”	for clarification of current practice
42	Chapter 7-C (4)	added “If there is a request for material which involves the privacy rights of an individual or is confidential or legally privileged, the committee chair or panel may request the Provost to rule on whether and with what restrictions the material can be made available.” to seventh paragraph	to clarify current practice
43	Chapter 7-C (4)	added “as to supposed infringements of the grievant’s rights, and the panel’s report will deal only with those issues.”	to clarify current practice
44	Chapter 8-D (1)	replaced “and” with “or” and added “at the rank of associate professor or above”	so that those involved in the decision process have the experience and involvement to make informed decision
45	Chapter 8-D (2)	replaced “and shall be satisfied only by a clear persuasive preponderance of evidence, in the record considered as a whole.” with “and is as defined in Section 7-C (5) of Chapter 7”	to match standards for grievance hearings
46	Chapter 9-AA	added “and the parent is the sole caregiver for the newborn or newly-adopted child half-time during the work week.” to the end of paragraph (2)	to clarify definition of sole care-giver
47	Chapter 9-D	added “upon request” to first paragraph, and replaced “shall be entitled to” with “will automatically be granted” in both the first and second paragraphs	to strengthen language and reflect current practice

Other Changes:

Number	Location	Change	Rationale
1	Chapter 2-A (3)(b)	paragraph 2, replaced “would” with “will” in third sentence, replaced “agreement” with “conformity” in the fourth sentence and added “and will provide the dean and faculty with rationale for the decision”	in order to make the process more transparent
2	Chapter 2-B 2(a)	added paragraph break right before “Faculty members who accept...”	to highlight expectations
3	Chapter 3-D (2)	heading changed from “Changes in Compensation” to “Compensation: Components and Changes” to conform with new subheadings “Compensation Components” and “Compensation Changes”	changed for clarity
4	Chapter 3-D (2)	“Institutional Base Salary” made separate paragraph	for clarity
5	Chapter 3-E (2)	final paragraph: section referenced corrected to appropriate section	
6	Chapter 4-B (2) (h)	Consolidating the academic staff titles into one place	
7	Chapter 4-D (1)	removed the sentence: “With one year of such prior service, the maximum probationary period shall be one year shorter; with two years of prior probationary service, the maximum probationary period shall be two years shorter”. Also removed: “even through, thereby, the faculty member’s total probationary period at both institutions combined is extended beyond the usual maximum”	to remove an unnecessary level of detail
8	Chapter 5-B	added “with the exception of the limited cases described below.”	for cross-referencing purposes
9	Chapter 6-A (9)	added “For details on how these rights are made specific, see the policies and practices of the Office of Equity and Diversity.” to the first paragraph	for cross-referencing purposes
10	Chapter 6-A (9) (b)	added “and conclusions” and “or dismissal hearings” to the first paragraph	to clarify that all parts of the process are confidential
11	Chapter 6-A (11)	added “The Patsy Mink Equal Opportunity in Education Act, Title IX of the Education Amendments of 1972, and” to paragraph (iii)	to cross-reference specific Government policies
12	Chapter 6-A (12)	moved Collegial Problem Solving section from 7-F	to make it more accessible
13	Chapter 6-E (3)	added “as provided in section 6-A (9) (b)”	for cross-reference
14	Chapter 6-G (2)	removed “Sections 7-C (4) and 7-D of”	to remove unnecessary detail
15	Chapter 7-C (4)	added “As provided in section 6-A (9) (b) of chapter 6, in Title IX Cases both the respondent and complainant of the original grievance will be provided an equal opportunity to participate in all aspects of the process.”	for appropriate cross-reference
16	Chapter 7-C (4)	added “necessary” to second sentence of seventh paragraph	to reflect same language as earlier in paragraph
17	Chapter 7-C (5)	replaced “a clear, persuasive preponderance” with “clear and convincing” and removed “in the record considered as a whole.”; also added “except in cases where	to use appropriate language, and to reflect required government standards for Title VII

		government regulations under Title VII and Title IX require the standard of the preponderance of the evidence.”	and Title IX cases
18	Chapter 7-D	added “or actions under chapter 6” to the first sentence of the second paragraph	to reflect standards
19	Chapter 8-D (2) (a)	replace “and” with “or” in the first sentence of the third paragraph	to fix grammar

Paragraph Numbering Added for Easier Reference

- 2-A (2)
- 2-A (3)
- 2-B (4)
- 2-B (5)
- 3-I (1)
- 3-I (2)
- 4-B (4)
- 4-C (2)
- 6-A (11)