

2017/2018 Proposed Faculty Handbook Changes

Questions and/or Comments can be sent to Jessica Parr (parr@usc.edu)

Table of contents will be updated when all changes have been accepted and implemented.

	Location	Change	Rationale
1	Throughout	Removed “of Chapter X” from references to other chapters	“of Chapter X” is not necessary, as sections numbers already reference chapter they are part of
2	Throughout	Replaced “complainant” with “reporting party”; replaced “respondent” with “responding party”	Be consistent with terms used by the Office of Equity and Diversity
3	2-B(5)	Added new paragraph: “(6) Whenever in the Handbook “days” are mentioned, it means calendar days, unless days are expressly stated. “Renewal” means the same as reappointment. A multi-year “appointment” is a multi-year contract at the core salary specified, subject to the provisions on mid-contract termination in Section 4-G.”	Clarify the interpretation of current policy
4	3-B(2)	Added “in line with the University Code of Ethics, Section B of the Appendix.” to second sentence of first paragraph.	Reflection of discussions from the Senate/Provost retreat about the lack of reference to Code of Ethics in the Faculty Handbook
5	3-D(2)(a)	Third bullet – replaced “ <i>Other Supplementary Salary and Administrative Stipends</i> : Full-time faculty members on academic year or fiscal year appointment may receive extra compensation from non-grant funds, subject to the approval of the Provost.” with “ <i>Extra Compensation</i> : Subject to the approval of the Provost, full-time faculty members on academic year- or fiscal year- appointment may receive, supplementary salary, administrative stipends and other non-core salary.”	Clarify the interpretation of current policy
6	3-D(2)(a)	Fourth bullet – replaced “Administrative stipends and other supplementary salary, along with core salary, as established annually by the Provost are part of institutional base salary as specified by the Compliance office.” with “Institutional base salary includes core salary, supplementary salary, administrative stipends and other non-core salary, as established annually by the Provost.”	Clarify the interpretation of current policy
7	3-E(1)	Paragraph three, second sentence – replaced “Probationary Deadlines” with “Deadlines and Leaves” in name of appropriate committee	Changed to reflect current name of committee
8	3-E(1)	Paragraph three, second sentence – added “Provost on behalf of the” before President	Clarify the interpretation of current practice
9	3-E(1)	Paragraph three – added “The Committee will not review extensions to which the faculty member is entitled under Chapter 9, and extensions based on a medical leave.”	Clarify the interpretation of current practice and policy
10	3-E(1)	Paragraph four – replaced “Leaves” with “Executive Director, ADA Compliance and Disabilities Services and ADA/504”	Reflects the appropriate title for responsible person

11	3-E(3)(b)	End of second paragraph added “The University also considers any reasonable accommodations necessary to enable a faculty member with a qualifying disability to enjoy benefits and privileges of employment equal to those enjoyed by similarly-situated faculty who are without disabilities.”	Reflect current policy/practices and comply with federal law
12	3-E(3)(c)	Paragraph one, first sentence – added “and the California Pregnancy Disability Leave Act”	Compliance with state law
13	3-E(3)(c)	Paragraph one, second sentence – added “registered” and “registered domestic partner’s child”	Reflects legal recognition of domestic partner
14	3-E(3)(c)	Paragraph two, second sentence – replaced “birth” with “baby”	Reflect current policy/practice
15	3-E(3)(c)	Paragraph two, third sentence – added “except when, by law, the protected leaves do not run concurrently”	Compliance with state and federal laws
16	3-E(3)(d)	Paragraph one, second sentence – replaced “Probationary Deadlines” with “Deadlines and Leaves”	Changed to reflect current name of committee
17	3-E(3)(d)	Paragraph one, sentence two – added “the Provost on behalf of” before “the President”	Reflect current practice
18	3-G	Paragraph two – added numbers	For clarity
19	3-G	Paragraph two, fourth sentence – added “or subcontract”	Clarify the interpretation of current policy/procedure
20	3-I(1)	New paragraph three: “All outside employment, as well as other outside activities or personal relationships described in the University policy (http://policy.usc.edu/conflict-of-interest/), must be disclosed through the “diSClose” online system (http://disclose.usc.edu).	Clarify the interpretation of current policy/procedure for conflict of interest
21	3-I(1)	Paragraph four, second sentence – replaced “consult the department chair or dean. A department chair or dean having similar doubts should initiate discussion with that faculty member.” with “report it. This responsibility to report continues through the summer and while on leave.”	Clarify the interpretation of current policy/procedure
22	3-I(2)	Added new paragraph at the end of section – “(e) All outside employment, as well as other activities described in the University policy (http://policy.usc.edu/conflict-of-interest/) which pose potential conflicts of commitment, must be disclosed through the “diSClose” online system (http://disclose.usc.edu).	Clarify the interpretation of current policy/procedure
23	3-I(3)	Section heading – added “Research, and Clinical Practice”	Include all work that falls under this category
24	3-I(3)	Added three new paragraphs at the end of section – “(a) All outside employment, as well as other activities described in the University policy (http://policy.usc.edu/conflict-of-interest/), must be disclosed through the “diSClose” online system (http://disclose.usc.edu).” “(b) Compensated external research is subject to (1) the same time limitations as external consultation; (2) the policy of Conflict of Interest in Research	Reflect and clarify interpretation of current policy/practice

		http://policy.usc.edu/research-conflict-interest/); (3) the policy on Conflict of Interest in Professional and Business Practices (http://policy.usc.edu/conflict-of-interest/); and (4) the duty to disclose through the “diSClose” online system (http://disclose.usc.edu).” “(c) Healthcare providers must also comply with the policy on Relationships with Industry (http://policy.usc.edu/industry-relationships/).”	
25	3-I(4)	Added “All outside employment, as well as other activities described in the University policy (http://policy.usc.edu/conflict-of-interest/) which includes educational work, must be disclosed through the “diSClose” online system (http://disclose.usc.edu).	Reflect and clarify interpretation of current policy and practice
26	4-B(2)(c)	Heading added “Professor of <Discipline> (Teaching) with Distinction	Reflect the potential for continuing appointment for RTPC faculty
27	4-B(2)(c)	Bullets added	For clarity
28	4-B(2)(c)	Added “Professor of <discipline> (Teaching) with Distinction (or title as approved by the Provost)”	Reflect the potential for continuing appointment for RTPC faculty
29	4-B(2)(c)	Added “In the law school”	Clarify the interpretation of current practice
30	4-B(2)(e)	Fifth sentence – added “Provost on behalf of the” before President	Reflect current practice and policy
31	4-B(3)(c)	Paragraph one, first sentence – removed “have staff (or student or postdoctoral) status and”; added “They fall under non-faculty policies, whether as staff, students, post-doctorals, or some specially defined category.”	Clarify the interpretation of current policy
32	4-B(4)	Paragraph one – added “Tenure is indispensable to the success of our institution in fulfilling our obligations to students and to society. USC is committed to the tenure system.”	Clarify the interpretation of current policy
33	4-B(4)	Paragraph one – added “Adjunct titles are limited to those who already have primary position or an equivalent artistic career. Having instructors who simultaneously teach at multiple academic institutions is not appropriate at USC. (See Section 3-I(4) on requesting permission for outside teaching.) Research-, teaching-, practitioner-, and clinical-track faculty are eligible to participate in faculty governance at both the school and University level, except in matters concerning tenure, in accordance with Academic Senate and Faculty Council rules.”	Reflect the desire to limit the hiring of “freeway flyers”
34	4-B(4)	Paragraph (e) – added “For faculty on multi-year appointments, the periodic assessment of performance should occur before the end of each appointment, preferably in the the fall of the last year of the term. The relationship among the periodic assessment, merit reviews, and evaluations for promotion should be detailed in each school’s Provost-approved guidelines.”	Clarify assessment timeline expectations
35	4-H(1)	Paragraph three, first sentence – replaced “to consider appeals when deans have” with “whenever the dean has”	Remove the requirement for appeal, the review process is automatic

36	Chapter 6	Chapter title – added “and Professional”	Reflect the broadening of behaviors being investigated
37	6-A(4)	Paragraph one, third sentence – added “Faculty and” to Committee title	Reflect appropriate committee name
38	6-A(4)	Paragraph three, first sentence – “if required by government regulations”	Reflect the current interpretation of the policy and practice
39	6-A(7)	Third sentence – added “mentions of ‘sexual harassment’ in this Handbook encompass any gender-based violation of this policy and not just Section 6-B(4)”	Clarify the current interpretation of the definition of sexual harassment in this Handbook
40	6-A(7)	Fifth sentence – replaced “Vice Provost or the Vice President” with “official reporting to the Provost, who is”	Reflect current practice
41	6-A(7)	Added – “‘University-level fact-finding processes’ include, for example, the processes of the Office of Equity and Diversity, the Offices of Audit and Compliance, and the Office of Conduct, Accountability, and Professionalism, and the process to determine Scientific Misconduct described at http://policy.usc.edu/scientific-misconduct/ . The Office of Conduct, Accountability, and Professionalism deals with violations of University policies that have not been investigated by another office.	Reflect new process for investigating general misconduct
42	6-A(9)(b)	Heading and first two paragraphs – added “If Required By Government Regulations”	Reflect the current interpretation of policy
43	New Section	Added – “6-AA Professionalism”	Separate the professionalism process from protected class process
44	6-AA(1)	Moved whole Collegial Problem Solving Section 6-A (12) to be part of the Professionalism section	Separate professionalism processes and considerations from protected class processes
45	6-AA(2)	Renamed from “Other Harassment” to “Non-Protected Class Matters”	Separate professionalism processes and considerations from protected class processes
46	6-AA(2)	Paragraph one, first sentence – added “Subject to due respect for the protection of academic freedom as described in Section 6-A (3), no” and removed “and with due respect for the protection of academic freedom as discussed in Section 6-A (3).”	Make the statement more clear
47	6-AA(2)	Paragraph one, second sentence – added “as well as other violations of University policies (see http://policy.usc.edu) will” and “through a University-level fact-finding process (see section 6-A (7))”	Reflect new process
48	6-AA(2)	Paragraph one, second sentence – replaced “imposed under this policy; or such actions may instead be responded to as are other instances of misconduct or poor performance” with “will be determined by a Sanctioning Panel in accordance with Section 6-AA(3).”	Reflect new process
49	6-AA(3)	Added new section – see text	Reflect and describe new process
50	6-B(3)	Incorporated into 6-AA(2)	
51	6-B(4.5)	Replaced “identity” with “dignity”	
52	6-B (8)	Added “Intimidation and” to section title	Clarify the interpretation of current policy
53	6-B(8)	Several changes, see text	Clarify the interpretation of current policy

54	6-B(9)	Added new section – Accommodations	Clarify the expectation of faculty to provide accommodation for students with learning differences
55	6-D (1)(d)	Replaced “complainant” with “person allegedly subjected to the behavior”	Reflect that the person reporting (complainant), may not be the person who was subjected to the behavior in violation of University policy
56	6-E (1)(b)	Replaced “Associate Senior Vice President, Human Resources” with “official who has authority over the Office of Equity and Diversity”	Clarify the interpretation of current policy
57	6-E (1)(d)	Replaced “Associate Senior Vice President, Human Resources” with “official who has authority over the Office of Equity and Diversity”	Clarify the interpretation of current policy
58	6-E (3)	Replaced “In investigations of an allegation of sexual assault or sexual harassment, or any form of gender-based misconduct” with “If required by government regulations”	Reflect expanding changes in government regulations
59	6-E (4)	Removed “Associate Senior Vice President, Human Resources” and parentheses, also added “official”	Clarify the interpretation of current policy
60	6-F (1)	Section title - added “Sanctions and Corrective Actions”	Reflects new policy/procedure
61	6-F (1)	See text in redline document, significant changes	Reflects new policy/procedure
62	6-F (3)	Removed from this edition, new procedure is described in Section 6-AA (3)	Reflect new policy/procedure
63	6-G (1)	See text in redline document, significant rearrangements	Clarify the interpretation of current procedure
64	6-G (2)	Section title – added “Specified in Government Regulations”	Clarify the interpretation of current policy and procedure
65	6-G (2)	Paragraph one, second sentence – added “findings, conclusions”, and “or any of them”	Grievance procedure can also be for the findings and conclusions, not just sanctions and corrective actions
66	6-H (1)	See text in redline document, significant changes	Clarify the use and implementation of interim protective measures
67	6-I	Paragraph one, first sentence – added “sexual advances”	Discourage sexual advances, as well as sexual relationships between faculty and those they supervise
68	6-I	Replaced bullets with letters	Easier reference
69	7-A	End of paragraph one – added “Complaints or proposals dealing with improvements in practices or policies, rather than dealing with established rights, should be submitted directly to the Academic Senate or the Vice Provost for Academic and Faculty Affairs, since they are not appropriate for the grievance process.”	Providing process for communicating procedural complaints
70	7-B (1)(c)	Paragraph two, first sentence – replaced “The Academic Senate and the Provost make available the option of a neutral Faculty Mediation Officer” with “Among other roles the Ombudspersons play, they may on request attempt”	Defining the role of the ombudsperson
71	7-B (3)	New paragraph two – “Because hearings on grievances involving Title IX are to be held promptly, as provided in Section 7-C (2)(a), the Academic Senate President shall	Clarify the grievance process

		at once forward the grievance to the Provost for a hearing without waiting for completion of a mediation period. The remainder of this Section 7-B (3) deals with grievances that do not involve Title IX.”	
72	7-B (3)	Paragraph one – replaced “Faculty Mediation Officer” with “Ombudspersons” Paragraph three, first sentence – replaced “Faculty Mediation Officer” with “Ombudsperson” Paragraph three, third sentence – replaced “Faculty Mediation Officer” with “Ombudsperson”	Defining the role of the ombudspersons
73	7-B(4)	Paragraph two, first sentence – replaced “business” with “working”	Reflect interpretation of current policy
74	7-C (1)	New paragraph two – see redline text	Defining the role and composition of the Committee on Professional Responsibility
75	7-C (2)(a)	See redline document – several changes	Clarifying grievance scheduling procedure
76	7-C(2)(b)	First sentence – replaced “business” with “working”	Reflect interpretation of current policy
77	7-C(2)(c)	Heading – added “and Other Procedural Matters”	Clarify what is covered in this section
78	7-C(4)	Added letters	Organization
79	7-C (4)	Paragraph five, first sentence – replaced “As provided in section 6-A(9)(b) of chapter 6” with “If required by Government regulations, and replaced “grievance” with “Title IX investigation”	Clarify the interpretation of the current procedure for Title IX cases
80	7-D	Paragraph one, fourth sentence – replaced “business” with “calendar”	Reflect interpretation of current policy/procedure
81	7-E	Paragraph one, first sentence – added “and the record of the hearing”	Increased transparency
82	8-C	Paragraph one, second sentence – added “including”	Reflect that faculty serve multiple roles
83	8-D	See redline document – several changes	Reflecting new procedure
84	8-D (2)	Step 4 – replaced “certified mail or by other appropriate means” with “personal delivery, by courier, or by email with a duplicate sent by U.S. mail.”	Reflect current practice
85	8-D (2)	Step 5, first sentence – replaced “Faculty Mediation Officer” with “Ombudsperson”	Defining new role of ombudsperson
86	8-D (2)	Step 5, third sentence – replaced “33” with “30”	Reflect current practice
87	8-D(2)(a)	Paragraph three, second sentence – replaced “business” with “working”	Clarify interpretation of current practice
88	9-AA	Section (2), first sentence – removed “the greater”	Updating definition
89	9-A	Section title – removed “Paid”	Clarify that this section covers all parental leave
90	9-A	End of paragraph – added “The University observes California’s Pregnancy Disability Leave law”	Encompass the current laws and University practice
91	9-D	Section (3), first sentence – replaced “Probationary Deadlines” with “Deadlines and Leaves”	Reflect the correct title for the appropriate committee
92	9-H	New section – “Reasonable Accommodations The University considers any reasonable accommodations necessary to enable a disabled faculty member to enjoy the benefits and privileges of employment equal to those enjoyed by similarly-situated faculty who are without disabilities.”	Compliance with federal law

93	10-A	Paragraph one, third sentence – added “and the Provost’s Office will annually remind units to do so.”	Reflection of current practice
94	Appendix	Appendix of Core USC Documents added	Reflect discussions from retreat, that certain core documents are not found in the Faculty Handbook