

2018/2019 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	2-B (3)	Added new sentence: “See the Constitution of the Academic Senate, Article II, Purposes and Roles, and Article V, School Faculty Councils. (https://academicsenate.usc.edu/documents/constitution/).”	To address concerns about schools faculty councils not having the appropriate roles.
2	3-B (1)(a)	In first sentence of second paragraph added “of every track and every rank, full-time and part-time.”	To emphasize that all those in faculty roles have protections of academic freedom.
3	3-B (2)(g)	Added “The responsibility to share in the management of the academic enterprise through service on University committees rests on all faculty, of every track and every rank, full-time and part-time, understanding that in elections and appointments the wishes, expertise, and other time commitments of the individual will be taken into account.”	To more explicitly state the responsibility of service of all faculty
4	3-B (3)	Added “Certain groups of faculty, including those with clinical assignments, and those performing research, have additional responsibilities and duties, detailed in other University, school, and medical enterprise documents and websites. (E.g., Office for the Protection of Research Subjects, https://oprs.usc.edu/; Guide to Research, https://ooc.usc.edu/research-compliance/guide-to-research/; and Office of Ethics and Compliance, https://ooc.usc.edu/).”	To reflect that some faculty have professional responsibilities in addition to their faculty responsibilities
5	3-C	In the first sentence of the second paragraph added: “responsibilities and”	To improve specificity
6	3-C	In final paragraph of section Provost was replaced by President	To reflect the appropriate title of the administrator responsible for enforcing this policy
7	3-D (2)(b)	Clauses changed to bullets; second and third bullets amended, see redline text	To cross-link to the Committee on Professional Responsibility, also to clarify existing policy
8	3-E (11)	New Section: Bereavement Leave Leave for bereavement is available to faculty as for other University employees as specified on the University Policies website.	No previous policy on bereavement leave for faculty
9	3-G	Throughout, divided into new subsections with headings added	For clarity
10	3-G (a)	Added sexual	To clarify relationships that can create a conflict of interest
11	3-G (b)	Subsection renamed: Restrictions on Decision-Making and Supervisory Roles	To clarify what the subsection refers to
12	3-G (b)	In the first sentence of the first paragraph replaced shall with should	To emphasize the faculty responsibility to avoid conflict of interest

13	3-G (b)	In the second paragraph added “ granting of awards ”	To add to decisions that could pose a conflict of interest
14	3-G (b)	In the second paragraph added “ sexual ”	To clarify relationships that can create a conflict of interest
15	3-G (b)	Amended third paragraph, see redline document for text	To clarify existing policy on supervisory role and dual relationships
16	3-G (b)	In fourth paragraph added “ family, sexual or other ” before intimate and removed “ or family ”	To clarify relationships that can create a conflict of interest
17	3-G (c)	In the first paragraph added: “ such as a prior existing family or other relationship ”	To provide an example of an unusual situation
18	3-G (c)	Added “ the faculty member is required to disclose the relationship to the dean, and may continue to supervise or evaluate only if special arrangements are approved by the dean ”	To emphasize the requirement to disclose relationships outside of the university environment
19	3-G (c)	Removed “ of Chapter 6 ”	To be consistent with cross references
20	3-G (d)	In the first sentence replaced recommended with required	Reflect the policy that disclosure of dual relationships is a requirement
21	3-G (d)	The third sentence now reads: “ The faculty member must seek a decision on what is appropriate in these situations from the Provost, who will make a written record of the decision. ” The fourth sentence now read: “ Advice may also be sought from the President of the Faculty. ”	Reflects the need for a written decision from the Provost on how the conflict of interest will be mitigated
22	3-I	Added AND CONFLICTS to the section heading	Reflect policy on disclosure of conflicts of interest and commitment
23	3-I (1)	Throughout, divided into new subsections with headings added	For clarity
24	3-I (1)(a)	Added a new paragraph/bulleted list: “ Conflict of interest and conflict of commitment policies regulate outside activity which: ” a list of examples from the conflict of interest policy follows, see redline document for text	To provide examples of conflicts of interest, to clarify and reflect current policy
25	3-I (1)(b)	Added of Outside Activities to the subsection heading	To reflect that this subsection deals with outside activities
26	3-I (1)(c)	Added new subsection describing the process for the disclosure of conflicts of interest in decision making, see redline document for text	To reflect the policy on disclosure of conflicts
27	3-I (3)	In the second sentence of the second paragraph added: “ (in addition to the requirements referred to in subsections (a), (b), and (c) of Section 3-I (1)). ”	For clarity
28	3-I (4)	Throughout: Vice Provost for Academic and Faculty Affairs replaced with Executive Vice Provost	To reflect appropriate title for the administrator responsible for enforcing this policy
29	3-I (4)	In second sentence added “ or hold a faculty appointment ” and in third sentence added “ and faculty appointments ”	To clarify existing policy
30	4-B (2)(c)	To first bullet in list of possible titles added: “ whose contracts will be renewed on the same terms (unless there is a decision to terminate (see Section 4-G)) ”	To reflect policy for ongoing appointment for teaching faculty
31	4-B (2)(g)	Added sentence: “ Voluntary appointments are at will. ”	To reflect/clarify policy and what is found in the template contract for faculty in this category

32	4-B (2)(h)	In first sentence removed “ academic staff ” and added “ or fall in some specially designated category, ”	To cover all instructors who do not fall under faculty categories
33	4-B (2)(h)	In the final bullet of list corrected to: “ For others: Non-faculty title as appropriate ”	Correct language
34	4-B (3)(d)	New paragraph added: “ After recommendation by such a school or university-wide committee, or the Committee on Professional Responsibility, a special designation may be withdrawn by the President. ”	Reflect that distinctions can be stripped as disciplinary action
35	4-B (3)(d)	Under DISTINGUISHED PROFESSOR subsection added: “ The modifier is added to the existing title, e.g., ‘Distinguished Professor of English’ or ‘Gregor Piatigorsky Distinguished Professor of Cello.’ ”	Provide examples of how Distinguished Professor titles are to be used
36	4-B (3)(d)	Under UNIVERSITY PROFESSOR subsection added: “ University Professor’ is a separate title, and the individual continues to hold the existing title, e.g., ‘University Professor and Irene McCulloch Professor of Marine Biology.’ ”	Provide an example of how University Professor titles are to be used
37	4-B (3)(d)	Added a new subsection for PROVOST PROFESSOR, see redline document for text	Provide details and example of how Provost Professor titles are conferred
38	4-B (3)(d)	NAMED PROFESSOR AND CHAIR subsection amended in several ways, see redline document for text	Including professorship and chairs that are not endowed, clarifying and adding in detail that some named professorships are long term, as well as providing examples of how titles are to be used
39	4-B (4)	Subsection (e) in the first sentence continuing was replaced with ongoing	Clarify current policy and practice
40	4-G	Subsection (3), in the first paragraph clause (d) added: “ termination for cause, as determined by the Committee on Professional Responsibility under section 6-AA(3). ” Removed the sentence “Dismissals for cause must be in accord with procedures specified in Chapter 8. The final sentence in the first paragraph was changed to “ Mid-contract terminations for poor performance determined at the school level should not be confused with terminations for cause determined by the Committee on Professional Responsibility; termination for poor performance, determined at the school level, is based on a failure to meet expectations that is less egregious and that does not entail the same opprobrium as termination for cause. ”	Incorporates the role of the Committee on Professional Responsibility
41	4-G	Subsection 3, in the final sentence of the final paragraph added “ the salary to the extent notice is less than 90 days. ”	To clarify existing policy
42	Chapter 6	Throughout corrected Committee on Faculty Tenure and Privileges to Committee on Tenure and Privileges Appeals	To reflect the appropriate name of the committee
43	6-A (4)	In third sentence of first paragraph added “ if required by Government regulations. ”	To reflect that for some cases, such as Title IX, there are state and federal regulations about the presence of an adviser for certain parts of the investigatory process
44	6-A (7)	Throughout, divided into new subsections	For clarity

45	6-A (7)(a)	In final sentence replaced Administration with Legal Affairs and Professionalism	To reflect the appropriate title and reporting structure
46	6-A (7)(c)	Replaced level with authorized	To clarify that there is a specific structure for investigation
47	6-A (7)(c)	In first sentence added “ and the processes of affiliated institutions ” Removed “ from affiliated institutions and ” from the last sentence	To reflect policies at schools where faculty may have roles outside of faculty appointment
48	6-A (8)	In fifth sentence removed Karen Nutter, knutter@hr.usc.edu , is the Age Discrimination Act Coordinator for the Age Discrimination Act of 1975.	Karen Nutter is no longer with the University, responsible party no longer needs to be named in documents
49	6-A (9)(a)	Removed second paragraph	The information is provided elsewhere in the text
50	6-A (10)	In first sentence added “ determined through the investigation and sanctioning process to be ” and removed “ 8-B or ”	To clarify how adequate cause is determined and reflect that 8-B has been removed from this edition
51	6-A (11)	Bullet iii replaced Government’s expectations with Federal Government regulations issued	Clean up language
52	6-A (11)	Removed bullet iv	These regulations no longer exist
53	6-AA	In heading added AND SANCTIONING	To clarify the roles and responsibilities
54	6-AA	Significant changes throughout, see redline text	All changes to clarify the roles and processes of the Committee on Professional Responsibility
55	6-B (3)	Corrected “ 6-A (13) ” with “ 6-AA (2) ”	To reflect the appropriate cross-reference for this edition
56	6-B (6)	To second paragraph added “ Reports must first be made to the Department of Children and Family Services Child Protection Hotline at (800) 540-4000, or to the LAPD (or local law enforcement agency if outside the city of Los Angeles), and USC’s Department of Public Safety (DPS) must also be immediately notified. ” Examples of child abuse were also added as a bulleted list	To clarify the reporting structure and responsibility of faculty to report child abuse
57	6-B (7)	In the second sentence removed “ Consistent with section 40002(a) of the Violence Against Women Act of 1994 ” also removed “ Stalking is a crime. ”	The University definition of stalking is more broad than the legal or criminal definition
58	6-B (7.5)	In the second sentence removed “ Consistent with the definition in California law, Health & Safety Code 124350 (a) ” and “ is part of a pattern of ” Removed second paragraph.	The University definitions of domestic violence, dating violence and intimate partner violence are more broad than the legal or criminal definition
59	6-B (9)	New section added regarding students with disabilities, see redline document for text	Request from students Disability Services and Programs
60	6-D (1)(a)	In the second sentence in the second paragraph added violations following Title IX	For clarity
61	6-D (1)(a)	In the fourth sentence in the second paragraph removed Karen Nutter, knutter@hr.usc.edu, is the Age Discrimination Coordinator for the Age Discrimination Act of 1975.	Karen Nutter is no longer with the University, responsible party no longer needs to be named in documents

62	6-D (1)(b)	Added in a new second paragraph to give information on the Office of Professionalism and Ethics, see redline document for text	To provide information on the ability of the OPE to accept complaints and direct them to the appropriate office for investigation
63	6-D (1)(b)	Added a new third paragraph “Complaints of gender-based sexual misconduct, including sexual harassment or Title IX violations, should be addressed directly to the University’s Title IX/OED offices.”	To reflect the appropriate reporting structure
64	6-D (1)(b)	Rearranged the reporting instructions	For clarity
65	6-D (1)(d)	In second paragraph removed or should have known	Cannot investigate something that is not known
66	6-E (2)	In first sentence of the second paragraph replaced As with If	Prepare for new changes to government regulations
67	6-E (2)	Amended the final paragraph, see redline for new text	To reflect the responsibility of all faculty to participate in the process
68	6-E (3)	Throughout, divided into new subsections with headings added	For clarity
69	6-E (3)(a)	Third sentence “More detailed information about the investigative procedure is available at the Equity and Diversity website (http://equity.usc.edu).”	Moved from 6-E (3)(c) to ensure that it is more visible
70	6-E (3)(a)	Removed “All faculty and staff members and all students are required to cooperate in the investigative process.”	Moved to 6-E (3)(b)
71	6-E (3)(b)	First sentence “All faculty and staff members and all students are required to promptly cooperate in the investigative process conducted by any University office or official.”	Moved from 6-E (3)(a) to highlight need in separate section dedicated to cooperation
72	6-E (3)(b)	New sentence “If an individual is unable to participate in a meeting at the date and time scheduled, he or she should request the University office or official to grant a reasonable rescheduling.”	Added to emphasize the need for cooperation in investigative procedures
73	6-E (3)(c)	Removed: “More detailed information about the investigative procedure is available at the Equity and Diversity website (http://equity.usc.edu).”	Moved to 6-E (3)(a)
74	6-E (3)(d)	In second sentence added “In such cases,”	Clarify that government regulations allow for advisors to be present at interviews, while University policy does not for others
75	6-E (3)(d)	Separated into new paragraph “Except during meetings with investigators, faculty members may consult with the Ombuds, and the Academic Senate Committee on Faculty Rights and Responsibilities. Discussions with the Ombuds are confidential.”	Highlight the role of Ombuds person
76	6-E (3)(d)	Separated into a new paragraph “At any grievance or dismissal hearing before the Committee on Tenure and Privileges Appeals, this Section 6-E (3)(d) does not limit the ability of each party to be represented by legal counsel with the role provided in Section 7-C (4).”	Clarifying policy that legal counsel can be present during grievance and dismissal hearings
77	6-E (4)	Removed: “the need to await comments under Section 6-F (3)” from the second to last sentence	To reflect current policy

78	6-F (1)	Throughout, divided into new subsections with headings added	For clarity
79	6-F (1)(a)	To first sentence in first paragraph added “ In any case under Section 6-AA (3) ”	To highlight that this section deals with cases in Chapter 6
80	6-F (1)(a)	In the first paragraph the second to last sentence was amended to: “ The appeal should be emailed to the Executive Vice Provost (vpafa@usc.edu). ”	To reflect appropriate title
81	6-F (1)(a)	Removed details related to Title IX appeals	Moved to 6-F (1)(b)
82	6-F (1)(a)	Separated the first sentence in the second paragraph into two sentences and replaced to consider with The appeal may contest the following: Also rearranged the order of the things that can be considered Replaced level with authorized	For clarity
83	6-F (1)(b)	Created separate subsection for Title IX cases, see redline document for text	To highlight policy specific to Title IX cases
84	6-F (4)	First sentence added “ If government regulations require, after the Committee on Professional Responsibility has determined sanctions and corrective actions under Section 6-AA (3). ” New paragraph added “ In cases where there is not a government requirement, the Vice Provost will see to it that the responding party is notified of the committee’s determination and the procedures for appeal, and the reporting party is notified that the committee has considered the matter and taken appropriate remedial action. ”	To add in the role of the Committee on Professional Responsibility and reflect the current reporting structure
85	6-G (1)	In the first sentence of the first paragraph added “ In any case under Section 6-AA (3) ”	To highlight that this section deals with cases in Chapter 6
86	6-G (1)	In the first sentence of the first paragraph added “ rather than a disagreement with the findings and conclusions, sanction or corrective action. ”	To clarify that responding party cannot grieve the findings and conclusions, only that their rights were violated
87	6-G (1)	In the first sentence of the fourth paragraph replaced the prior paragraph with this Section 6-G (1)	To reference the entire section
88	6-G (2)	In heading removed “ Gender-Based ”	There are protected classes that are not gender-based
89	6-G (2)	In the first sentence of the first paragraph added: “ sets out rules to apply, if required by government regulations, in ” and removed “ deals with ” and “ or any form of gender based misconduct ”	To reflect what is covered by government regulations
90	6-G (2)	In the third paragraph replaced panel with board	To reflect the correct terms
91	6-I	Throughout, divided into new subsections with headings added, also rearranged the text, see redline document	For clarity
92	6-I (aa)	Moved from 6-I (b) and significantly amended, see redline document	To clarify current policy
93	6-I (a)	Significant amendments made, see redline document	To clarify current policy
94	6-I (c)	Added a new sentence: “ See Section 3-G for mandatory reporting of personal conflicts of interest. ”	To emphasize current policy that all personal relationships must be disclosed
95	Chapter 7	Throughout replaced Vice Provost for Academic and Faculty Affairs with Executive Vice Provost ; also replaced	To reflect the correct titles

		Committee on Faculty Tenure and Privileges with Committee on Tenure and Privileges Appeals; also capitalized Chair	
96	7-B (1)(a)	New paragraph added: “The Ombuds is available for consultation. See Section 7-B (1)(bb).”	To highlight the role of the Ombuds
97	7-B (1)(a)	Another new paragraph added: “Complaints concerning discrimination, harassment, or retaliation will be referred to the Office of Equity and Diversity, which has sole jurisdiction to investigate and determine them. See Section 6-D (1)(b).”	Moved from section 7-B (1)(b)
98	7-B (1)(b)	Added and Advice to subsection heading	To appropriately reflect the content of the section
99	7-B (1)(bb)	Added a new section, see redline document for text	To define the role of the Ombuds office
100	7-B (1)(c)	Added and moved text, see redline document for text	To clarify the mediation process and the role of the Ombuds in mediation
101	7-B (2)	Throughout, divided into new subsections with headings added	For clarity
102	7-B (2)(a)	Changes made to the bullets, see redline document for text	To align with the grievance form
103	7-B (2)(a)	Added a new paragraph: “In grievances substantially overlapping a pending incomplete OED investigation, as determine by the chair of the Committee on Tenure and Privileges Appeals, the hearing will not occur until OED completes its report, and the grievant’s responsibility for scheduling is postponed until that time.”	To reflect policy that grievances are postponed until OED investigations have concluded
104	7-B (2)(b)	Added a new paragraph: “If there is a grievance related to a dismissal hearing, or two related grievances by the same person, the chair of the Committee on Tenure and Privileges Appeals will combine the hearings, but grievances that the chair determines to be unrelated will be heard by separate panels.”	To reflect current policy and procedure
105	7-B (3)	Replaced Ombudsperson with Ombuds	To reflect appropriate title
106	7-B (3)	Second and third sentences from the third paragraph was moved to section 7-B (1)(c)	To have all the information on mediation in one section
107	7-B (3)	In the second sentence of the fourth paragraph added “or if mediation has not been agreed to by either side,”	To reflect current policy and procedure
108	7-B (4)	Added as an Alternative to Grievance Hearing to the section heading	To reflect the content of the section
109	7-B (4)	In the second sentence of the first paragraph added “in lieu of a grievance hearing”	To clarify that you can only have a grievance or binding arbitration
110	7-B (4)	Amended the final sentence to read: “Binding arbitration as and alternative to a grievance hearing is not available for grievances concerning tenure, promotion, dismissal for cause, non-reappointment, or OED matters.”	To reflect current policy
111	7-C (1)	Second paragraph was moved in it’s entirety to Section 6-AA (3)	More appropriate place
112	7-C (2)	Throughout, divided into new subsections with headings added	For clarity
113	7-C (2)	Changes throughout section, see redline document for text	To reflect current policy and procedure

114	7-C (3)	Changes made throughout the section, see redline document for text	For clarity of current policy and procedure
115	7-C (4)	In subsection d, added: “voire dire proceedings, and pre-trial discovery proceedings” to the final sentence	To clarify current policy
116	7-C (4)	In subsection g, amended the subsection, see redline document for text	For clarity
117	7-C (4)	Subsection k has been amended to read: “A grievance process will not be terminated if a faculty member files a lawsuit in court or seeks another remedy external to USC over the same matter that is the subject of the grievance, but in such circumstances the hearing may be postponed if both parties agree.”	For clarity
118	Chapter 8	Throughout replaced Committee on Faculty Tenure and Privileges with Committee on Tenure and Privileges Appeals ; also Ombusperson replaced with Ombuds	To reflect the correct title
119	8-A	Large portions of the section have been amended, see redline document for text	To clarify the content of the chapter
120	8-B	Removed from this section	Procedure that does not take place, now that the Committee on Professional Responsibility is in place
121	8-D	In the first sentence of the first paragraph added tenured	To emphasize that the procedures are only for tenured faculty
122	8-D	Removed a large portion, see redline document for text that was removed	Previous text is no longer relevant now that the Committee on Professional Responsibility is in place
123	8-D (1)	Added: When Section 6-AA (3) is Not Utilized to section heading	To clarify the content of the section
124	8-D (1)	From step 1: (a) in the first sentence removed: or whose term of appointment or contract has not expired	To clarify the procedure is only for tenured faculty
125	8-D (1)	From Step 1: (b) removed the references to RTPC faculty	To clarify the procedure is only for tenured faculty
126	8-D (1)	From Step 1: (c) amended to read “The chair of the Senate Committee on Faculty Rights and Responsibilities, and the Ombuds are available for consultation, and mediation may be arranged if desired by both sides, but mediation is not mandatory.”	Add in the role of the Ombuds and remove the reference to Faculty Mediation Officer
127	8-D (3)(a)	Replaced “as provided for sexual harassment sanctions under Chapter 6.” with “for sanctions determined by the Committee on Professional Responsibility under Section 6-AA (3), paid leave under Section 6-H (1), or temporary separation under Section 8-D.”	To reflect current policy and procedure
128	8-D (3)(b)	From first sentence of first paragraph removed: “ad hoc committee is appointed as specified in Step 1 or a sexual harassment” and “under Chapter 6”	To reflect current policy and procedure
129	8-D (3)(b)	From first sentence of second paragraph removed: “ad hoc committee will be appointed, or a sexual harassment”	To reflect current policy and procedure

130	8-D (3)(b)	Added a new final paragraph: “Interim protective measures, including paid leave, may also be authorized by the Provost as provided in Section 6-H (1).”	To reflect current policy and procedure
131	8-D (3)(c)	Added: “unless a sanction under Section 6-H (3) has been determined by the Committee on Professional Responsibility.”	To reflect current policy and procedure
132	8-D (4)	Replaced: consulted with constituted as described and added “or the Committee on Professional Responsibility,”	To reflect current policy and procedure
133	8-D (6)	Replaced: “If the appointment is to be terminated” with “If the faculty member is to be dismissed”	To use correct terms
134	9-A	In the second sentence added: “if the school does not have appropriate teaching assignments available for the remainder of the semester”	To reflect current policy and procedure
135	10-A	In first sentence of the second paragraph added: “(e.g., Professor Emeritus of <discipline>; Professor <Emerita> of Discipline, “Ken Price Professor Emeritus of Art” or “Anton Burg Professor Emerita of Chemistry”).)	For clarity
136	10-D (4)	Added Center after Emeriti	To reflect the correct name