

Supplemental Minor Proposed Edits to the Faculty Handbook

The proposals below are amendments to the proposed amendments.

#8

7-C(2) Informal Resolution

In many cases, faculty members may be able to resolve disagreements or disputes informally, without filing a formal grievance. To do so requires discussion with the administrator who made the decision in question (chair, dean, etc.). If that discussion doesn't resolve the issue, faculty may discuss it with the administrator's supervisor (such as talking with the dean or vice dean about a disagreement with a chair). The faculty member may also appeal to the Vice Provost for Academic and Faculty Affairs. Faculty members may initiate such a discussion themselves, may request informal assistance from one of the parties listed in 7-1C(1) or 7-C(2), or may request mediation or other informal assistance with the help of the Ombuds.

Mediation is a more structured approach to finding a resolution between the involved parties. Mediation is voluntary and goes forward only with the agreement of both sides. It involves a mediator who helps to find a solution that is agreeable to both sides; the mediator does not impose a resolution. Mediation normally begins with the lowest level administrator with the authority to solve the problem, and if appropriate, can progress to higher level administrators. **Ombuds are available to** ~~Typically, one of the Ombuds would~~ serve as the mediator (see <https://ombuds.usc.edu/what-we-do/>); but the Senate Committee on Faculty Rights and Responsibilities may be able to suggest another mediator if either party prefers. As a special case, if faculty members are represented by counsel, mediation or settlement must be discussed by their attorney with the Office of General Counsel. If mediation does not result in a settlement, the faculty member may file a grievance, as described in 7-D.

* * *

7-E PROCEDURES PRIOR TO A HEARING

Within seven calendar days after receiving the grievance statement, the President of the Academic

Senate will deliver a copy of the grievance statement to the lowest-level administrator identified in the grievance statement as able to solve the problem, as well as to the Provost, and the Chair of the Senate Committee on Faculty Rights and Responsibilities, and the Ombuds.

Note. Requested by the ombuds in order to make the language compatible with their professional standards, to always be voluntarily.

#9

The following edits came in from Faculty Affairs in the provost office in the last few days. It has not been reviewed by the Faculty Handbook Committee. If it seems straightforward, the senate can move forward with it without review by the committee.

9-A EMERITI STATUS

The designation Emeritus or Emerita may be awarded to faculty with ten or more years of full-time faculty appointment on or after retirement, or may be preapproved in contemplation of retirement to be effective upon retirement. Faculty who are not retiring from their academic careers but who have a position at another institution after USC are not eligible for the designation except in extraordinary circumstances. In preparing recommendations, the primary department or school will review the eligibility of all prospective retirees, and the Provost's Office will annually remind units to do so. The award of the designation is not automatic. It indicates honorable retirement from assigned duties, recognizes faithful service worthy of high commendation, and expresses an anticipation of continued membership in the academic community. The emeritus or emerita designation carries with it the honor of the title and the use of University facilities as authorized by the Provost.

The President may approve the title to be added to the last academic title a faculty member held in active service (e.g., <Associate>Professor Emeritus of <discipline>; <Associate>Professor <Emerita> of <discipline>; <Associate> Professor of Law, Philosophy, and Political Science; "Ken Price Professor Emeritus of Art"; or "Anton Burg Professor Emerita of Chemistry"). The President will consider the recommendation of the primary department or school, and the dean, the individual's curriculum vitae, a summary of the individual's contributions, and the record (if any) of findings of misconduct or other violations of University policies. The President may also approve the designation for a title of honor or administrative title (e.g., named chairs emeriti, Distinguished Professors Emeriti, Deans Emeriti).