

**Proposed Revisions to the USC Faculty Manual
Workplace Bullying**

**Proposal from the USC Faculty Welfare Committee
University of South Carolina
April 14 October 2013**

Rationale for Proposed Revisions

- Workplace bullying can harm individual faculty, limit academic freedom and impede the missions of the University;
- Currently, the faculty manual contains no clear definition of workplace bullying or faculty position on workplace bullying;
- Similarly, the faculty manual contains no guidance to faculty who feel that they are a victim of workplace bullying;
- Similarly, the body of the faculty manual contains no faculty commitment to standards for personal and professional conduct inherent in the Carolinian Creed;
- Other Universities do have such provisions.

Summary of Proposed Revisions

- Move all of the text in the Preface to the Faculty Manual (including the Faculty Commitment to the Carolinian Creed, the Carolinian Creed and all supporting paragraphs) into the body of Faculty Manual;
- Create a Faculty Committee on Professional Conduct;
- Add a section on Workplace Civility which states the faculty’s position on workplace bullying, a definition of workplace bullying and guidance for faculty who feel that they are a victim of workplace bullying.

Preface (pages 3-4)

Current	Proposed
<p>Faculty Commitment to the Carolinian Creed We the faculty of the University of South Carolina recognize our special responsibility to honor and exemplify the values and principles expressed in the Carolinian Creed.</p>	<p>Faculty Commitment to the Carolinian Creed We the faculty of the University of South Carolina recognize our special responsibility to honor and exemplify the values and principles expressed in the Carolinian Creed.</p>
<p><i>The Carolinian Creed</i> <i>The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.</i></p>	<p><i>The Carolinian Creed</i> <i>The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.</i></p>
<p><i>Choosing to join the community obligates each member to a code of civilized behavior. As a Carolinian...</i></p>	<p><i>Choosing to join the community obligates each member to a code of civilized behavior. As a Carolinian...</i></p>

I will practice personal and academic integrity;

*I will respect the dignity of all persons;
I will respect the rights and property of others;*

I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;

I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

By embracing the Carolinian Creed, we the faculty of the University hold ourselves to the highest standards of personal and professional conduct as teachers, colleagues, and researchers. Specifically,

As Teachers, we commit ourselves to pursuing our classroom and individual mentoring responsibilities conscientiously with high intellectual standards and clear pedagogical goals. We also commit ourselves to dealing fairly and respectfully with all students.

As Colleagues, we commit ourselves to supporting our fellow faculty members in their pursuit of excellence in research, teaching, and service and to dealing with all university personnel in a civil and responsible manner. We also recognize that disagreement on issues of importance is inevitable and even welcome in a University environment. We therefore affirm our

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<p>commitment to academic freedom even as we pledge ourselves to civil and responsible discourse.</p> <p>As Researchers and Scholars, we commit ourselves to pursuing our research with rigor guided by the highest ethical and intellectual standards of our disciplines and to presenting the results of our research honestly and accurately. We further commit ourselves to carrying these high professional and personal standards into all work that we might perform outside the university. Finally, in all our dealings we commit ourselves to respecting the rights and feelings of others; to maintaining the confidentiality of sensitive personal or institutional information to which we have been given access; to being good stewards of University resources; and to being active agents for promoting the values inherent in the Carolinian Creed.</p>	<p>commitment to academic freedom even as we pledge ourselves to civil and responsible discourse.</p> <p>As Researchers and Scholars, we commit ourselves to pursuing our research with rigor guided by the highest ethical and intellectual standards of our disciplines and to presenting the results of our research honestly and accurately. We further commit ourselves to carrying these high professional and personal standards into all work that we might perform outside the university. Finally, in all our dealings we commit ourselves to respecting the rights and feelings of others; to maintaining the confidentiality of sensitive personal or institutional information to which we have been given access; to being good stewards of University resources; and to being active agents for promoting the values inherent in the Carolinian Creed.</p>
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Chapter 1 – Faculty Organization

Page 5

Current	Proposed
<p>1/ FACULTY ORGANIZATION</p> <p>UNIVERSITY FACULTY</p> <p>FUNCTIONS</p> <p>The Board of Trustees is the governing body of the university, and it delegates to the president and the faculty their powers. The faculties of the Aiken, Beaufort, Columbia, and Upstate campuses, subject to the review of the president and the board, have legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters</p>	<p>1/ FACULTY ORGANIZATION</p> <p>UNIVERSITY FACULTY</p> <p>FACULTY COMMITMENT TO THE CAROLINIAN CREED</p> <p>Faculty Commitment to the Carolinian Creed We, the faculty of the University of South Carolina, recognize our special responsibility to honor and exemplify the values and principles expressed in the Carolinian Creed.</p> <p><i>The Carolinian Creed</i> The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.</p>

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FUNCTIONS

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**Chapter 1 – Faculty Organization
Faculty Committees (page 11)**

Current	Proposed
<p>COMMITTEE ON LIBRARIES This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries. The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the regional campuses elected by the Regional Campuses Faculty Senate; three presidential appointees; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.</p> <p>COMMITTEE ON SCHOLASTIC STANDARDS AND PETITIONS This committee shall consider matters concerning university academic requirements, standards, policies, and practices. It shall review changes proposed by colleges and shall make recommendations to the appropriate faculty or the Faculty Senate.</p>	<p>COMMITTEE ON LIBRARIES This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries. The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the regional campuses elected by the Regional Campuses Faculty Senate; three presidential appointees; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.</p> <p>COMMITTEE ON PROFESSIONAL CONDUCT This committee will investigate formal complaints of workplace bullying. The committee will consist of 10 elected faculty members for staggered three year terms. Each member of the Committee must hold the rank of tenured Professor or tenured librarian. No Committee member shall serve simultaneously on the Faculty Grievance Committee. Prior to the commencement of a committee member’s duties, he or she must receive training in the recognition of workplace bullying, which is defined below under the section on workplace civility.</p> <p>In response to the receipt of a formal complaint of workplace bullying, the Provost shall appoint an <i>ad hoc</i> committee to investigate the complaint. The <i>ad hoc</i> committee shall consist of three members from the Committee and two non-Committee faculty members.</p>

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Chapter 2 - REGULATIONS AND POLICIES

Page 53

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<p>Faculty members who believe their academic freedom has been compromised may request in writing that the president initiate an investigation. The request should clearly and concisely describe the event and circumstances upon which the charge is based. The president may refer the request to an appropriate faculty committee. See also "Academic Grievance Procedures."</p> <p>POLITICAL ACTIVITY</p> <p>Faculty members may seek public office if the candidacy will not interfere with their normal duties or present a conflict of interest. Before a faculty member announces for public office, the president must approve each and every candidacy. If the president determines that the candidacy would interfere with the faculty member's normal duties, the president may require the faculty member to take leave without pay or resign before announcing for office.</p>	<p>Faculty members who believe their academic freedom has been compromised may request in writing that the president initiate an investigation. The request should clearly and concisely describe the event and circumstances upon which the charge is based. The president may refer the request to an appropriate faculty committee. See also "Academic Grievance Procedures."</p> <p>WORKPLACE CIVILITY</p> <p>The University of South Carolina is dedicated to the mission of teaching, research, creative activity, and service. The University is also committed to the establishment of a working environment that fosters academic freedom for all faculty. <i>See also "Academic Freedom."</i> Consistent with these commitments, the University aspires to cultivate a community in which individual members treat each other with civility and respect. The faculty of the University believes that these goals can only be achieved through adherence to the standards of conduct and values expressed in the Carolinian Creed. <i>See also "Faculty Commitment to the Carolinian Creed."</i></p> <p>Accordingly, the faculty considers workplace bullying unacceptable. It undermines our values, harms colleagues, and impedes the</p>

mission and commitments of the University.

A person commits workplace bullying if, he or she engages in repeated, unwelcome severe and pervasive behavior that intentionally threatens, intimidates, humiliates or isolates a member of the University community or undermines their reputation or job performance. Workplace Bullying may take, but is not limited to, one or more of the following forms:

- Verbal abuse
- Malicious criticism or gossip
- Unwarranted monitoring
- Unwarranted physical contact
- Exclusion or isolation in the workplace
- Work interference or sabotage
- Cyberbullying
- Other offensive conduct/behaviors (including nonverbal) which are threatening, humiliating, harassing or intimidating

Faculty who feel believe that they are victims of workplace bullying should be aware that the Office of the University Ombudsman is available for confidential consultation on these matters. Formal complaints of workplace bullying should be filed with the Faculty Civility Advocate. *See Policies and Procedures Manual.*

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