

**Annual Report
Academic Year 2016-17
Faculty Civility Advocate
September 13, 2017**

During the past year serving as Faculty Civility Advocate, I have been exposed to a variety of complaints – not all of which culminate in a charge of workplace bullying, and not all of which come to me as a bullying complaint. Other reasons faculty have contacted me involve: incivility in communication from academic administrators; incivility in emails, including distribution to a wider network than needs to know; accusations of improper or dishonest conduct, and conflict that arises because of: administrative decisions, absence of policies and procedures, procedural errors, a lack of role clarity, or incomplete information on the side of one or more parties.

This year I received seven inquiries. Of the seven, one was a request for guidance on a matter involving faculty conflict in the college. The issue was resolved internally after a phone consultation. A second inquiry was over incivility in communication. This complaint is being addressed by the Provost's Office. The remaining five inquiries are multi-faceted. Three of these resulted in written reports and recommendations to the Provost's Office, and in two cases, resolution has been achieved. The status of the remaining three complaints is 'ongoing.'

Other activities that have been part of my work the past year include: (1) attending an EOP session on Illegal Discrimination in September; (2) developing a document on Email Etiquette, now posted on the Faculty Senate, FCA page; (3) holding an information session for Palmetto College in October; (4) conducting a training workshop on bullying for the Committee on Professional Conduct in October; (5) participation in a telephone conference call on Bullying in Academia in December; (6) follow-up on two workplace bullying complaints from last year; (7) responding to outside requests from another university for information about USC's Workplace Bullying policy in January; (8) conducting a workshop for ALDP Fellows through the Provost's Office in March; (9) conducting a workshop on Email Etiquette for the Bridge Humanities Corps and Bilinski Fellows offered through the Graduate School; (10) holding an annual meeting with the Committee on Professional Conduct in April.

I am grateful to be entrusted by the university to fill the role of Faculty Civility Advocate and look forward to serving this coming academic year.

Respectfully submitted,

Janice Boucher Breuer

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Faculty Civility Advocate
and
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