

**Annual Report
Faculty Civility Advocate
June 2018**

Since August 2014, I have had the honor of serving as the University's (inaugural) Faculty Civility Advocate, a position created under the university's Workplace Bullying Policy (ACAF 1.80). It has been rewarding to help faculty and administrators across the USC-System with matters of importance in the workplace. Over the past four years, I hope to have helped improve the workplace environment, faculty dynamics, and to resolve issues of concern. Effective July 1, I will be stepping down from my position as FCA to assume the role of Associate Dean of the Undergraduate Program in the Darla Moore School of Business.

During the past eleven months (August 2017-June 2018), I have addressed complaints of workplace bullying, conflict, and grievances brought to me by faculty. I have also played an advisory role to faculty, department chairs, and Deans on faculty matters, particularly where conflict is involved. I have also served in an educational role giving workshops and seminars on Workplace Bullying across campus. I also occasionally field phone calls or emails from other institutions about USC's Workplace Bullying Policy.

This year, the main reasons that faculty have contacted me pertain to: complaints of workplace bullying, incivility in public meetings, incivility in face-to-face communication and in emails, an environment of incivility and conflict within a department or a college, and conflict that arises because of administrative decisions, perceptions of unfair treatment, or a lack of adherence to policies and procedures. I have also been called on for advice on matters of conflict in the workplace, not involving faculty.

This year I received nine inquiries involving one or more of the facets above. The nine inquiries have generated two written reports, approximately 17 meetings across USC-System, 10 phone calls, and email traffic numbering 180.

Other activities that have been part of my work the past year include: (1) conducting a training workshop on bullying for the Committee on Professional Conduct in October; (2) follow-up on two workplace bullying complaints from last year; (3) responding to outside requests from another university for information about USC's Workplace Bullying policy; (4) giving a seminar on Workplace Bullying to the Presidential Fellows in November; (5) giving a seminar on Workplace Bullying to the Bridge Humanities Corp and Bilinski Fellows in March; and (6) serving as a panelist in the Faculty First Responders Session in April.

I am grateful to have been entrusted by the university to serve as Faculty Civility Advocate the past four years, and am happy to assist in the transition to my replacement.

Respectfully submitted,

Janice Breuer Bass

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Faculty Civility Advocate and Professor of Economics



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