

**Annual Report
Faculty Civility Advocate
August 4, 2015**

My appointment as Faculty Civility Advocate under the new Workplace Bullying Policy (ACAF 1.80) began effective August 16, 2014. In the first year of office, my work as Faculty Civility Advocate had three facets: (1) Organization and Set-up; (2) Education and Training; and (3) Handling Complaints.

There were numerous activities important to operationalizing the Office of the Faculty Civility Advocate. Because confidentiality is important in this position, I secured a separate office space for meeting with complainants. I also acquired a separate email account (fca@mailbox.sc.edu) and created a webpage for the Faculty Civility Advocate (<http://www.sc.edu/faculty/facultycivilityadvocate.shtml>). I developed protocols, forms, and documents for taking complaints from initial contact through resolution, drafted a flow chart for complaint resolution, and established a system for record-keeping. The protocols were developed through researching best practices at other institutions of higher education for addressing workplace conflict and bullying. I also sought input from the Division of Human Resources and from the Office of General Counsel at USC, and met with USC Police to review safety protocols.

Over the past year, I devoted time to becoming educated about workplace bullying. I read research papers, lay and professional publications, and several books pertaining to workplace bullying. I also viewed a four-part webinar on bullying in higher education. I organized a one-day Workplace Bullying workshop held on October 31, 2014 on campus for members of the Committee on Professional Conduct and other key constituents. Approximately 20 faculty and administrators attended. The workshop speaker was Dr. Loreleigh Keashly from Wayne State University who has conducted over twenty years of research in the area of workplace bullying with an emphasis on bullying in higher education. I attended a three-day Mediation Theory and Skills training course November 17-19, 2014 taught by Mary Lowndes Bryan, attorney and former director of the Graduate Program in Human Behavior and Conflict Management at Columbia College. I am now certified as a Mediator. I also participated in the two-semester, 40-hour inaugural program "Pipeline for Academic Leaders" run by the Office of Professional Development at the University.

During my first year serving as Faculty Civility Advocate, I received a total of fourteen inquiries – most of which were initiated by telephone. Of the fourteen, eight resulted in an initial meeting. Three of these were concluded after the initial meeting: two cases were determined not to involve bullying; the third case has not pursued a formal complaint at this time.



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The disposition of the five remaining cases that moved beyond an initial meeting are in various stages of progress. One case was withdrawn by the complainant after several meetings because the complainant elected to wait. One case has been resolved. The remaining three cases are ongoing. These three cases have raised issues with the Workplace Bullying Policy because they involve conflict between faculty and individuals who act in teaching or research roles, but who are classified as staff. These have been brought to the attention of the Provost's Office and I am working with the Provost's Office and Human Resources to develop policies and procedures for handling cases like these.

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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