



UNIVERSITY OF SOUTHERN CALIFORNIA
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Office of the Dean

MEMORANDUM

TO: Viterbi Faculty

FROM: Yannis C. Yortsos, Dean

A handwritten signature in black ink, appearing to read "Yannis C. Yortsos", with a stylized flourish at the end.

DATE: March 22, 2011

RE: Civility in the Workplace

The university and the Viterbi School promote civil interactions among faculty and between faculty and staff. Following up on the recent memo I sent you, I write to remind you of university and VSoE policy, and to emphasize that behavior violating this policy will not be tolerated.

The Faculty Handbook, Section 6-B, paragraph 2, states: **“All members of the university community, whether faculty, staff or students, should be treated with dignity and respect. No university employee, whether faculty or staff, may take actions that are harassing, abusive or intimidating against another member of the university community. Such actions should be reported and investigated as provided in this policy.”** An investigation may lead to discipline under the relevant university policies on misconduct.

By agreement with the Office of Equity and Diversity, below is the process to be followed in the School:

- Once the School (Department, Dean’s Office) learns of an incident in violation of this policy, the Department Chair will contact and discuss the incident with the Sr. Associate Dean for Academic Affairs, or the Associate Dean for Administration in case of staff involvement. The USC Office of Equity and Diversity will be contacted as well.
- The Department Chair will contact directly the person(s) involved to hear their side, and to emphasize that any behavior in violation of this policy must cease immediately.
- If the behavior is repeated, a similar process will be followed, except that the discussion with the person(s) involved will include the Dean.
- If after talking with the Dean, the person(s) continue violating the policy, the matter will be referred to Equity and Diversity for an investigation as provided by the Faculty Handbook. This may lead to disciplinary action as provided in the Faculty Handbook.

As part of the Viterbi community we share values that bind us together as faculty members and as human beings. Let us uphold them.