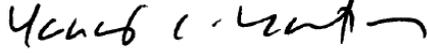


MEMORANDUM

To: Viterbi Faculty
From: Yannis C. Yortsos, Dean 
Date: August 21, 2017
Subject: Civility and Climate in the Workplace

Welcome to a new academic year! I wish all of you a productive, creative and fulfilling year.

As has been traditional with my office for some years now, I would like to take the opportunity to remind you that the University and the Viterbi School promote civil interactions and an inclusive climate among faculty and between faculty, staff, and students. I encourage you to read the corresponding University and School policy, and be guided by it as needed. Our expectation is that all of us will abide with this policy. We are committed to enforce it without exceptions. A similar memo is being sent to Viterbi staff.

I particularly wish to refer to Section 6 of the Faculty Handbook that describes University policy on providing a safe educational and work environment. In particular, “*No faculty member may take actions that are harassing, abusive, or intimidating against another member of the University community...*” and “*Such actions may be investigated and corrective action or discipline imposed under this policy; or such actions may instead be responded to as are other instances of misconduct or poor performance.*” In addition, “*The faculty member should carefully consider the class climate and ground rules around academic discourse, so that student learning is promoted but students are not unreasonably exposed to conditions in which harassment could easily arise.*” Thus, it is important that we promote and maintain an inclusive climate, welcoming and supportive, for all to thrive.

In partnership with the USC Office of Equity and Diversity, we have implemented a specific process to resolve any issues where allegations of a violation of this policy develop. This due process includes a close communication between the affected faculty, the Department Chair or Program Director of the unit involved and the Vice Dean for Faculty Affairs, or the Senior Associate Dean for Administration, in case of staff involvement. The USC Office of Equity and Diversity (OED) will be contacted as well. Details are available on our website.

As part of the Viterbi and USC communities, we share values that bind us together as constituents of the University and as human beings. Let us continue upholding them.

I am privileged to be part of our academic community at Viterbi and USC and to have you all as my colleagues as we advance our joint academic mission.

