

# Office of the Faculty Civility Advocate

## Faculty Civility Annual Report

August 15, 2024

This annual report includes details about the nature and number of inquiries, requests, complaints, investigations, and reports that were made pursuant to the University of South Carolina's policy [ACAF 1.80, rev'd 6/24/2022] from August 16, 2023 through August 15, 2024. Policy ACAF 1.80 permits faculty and/or staff to file workplace incivility complaints against faculty.

Over the past year, I have served as the Faculty Civility Advocate and have been responsible for investigating complaints about incivility in the workplace. In this role, I received thirteen inquiries as described below:

**Total Inquiries (13)**

Informal Discussions about incivility [In-person Meeting/Emails/Phone Calls]: 10

Formal Investigation requests: 1

Formal Investigation Reports (Finding of incivility): 1

Informal Discussions that lead to referrals to other internal resources: 3

Out of the ten inquiries, one individual filed a workplace incivility complaint and submitted the formal documents required per ACAF 1.80. Three of the inquiries are still potentially unresolved and may result in formal complaints in the future. The other six inquiries were resolved informally. In addition to the above inquiries, I also met with several other university personnel during the year (e.g., Dean of Faculty, Title IX office, Faculty and Staff Ombudsperson) and participated in several training sessions at the request of Human Resources.

The main reasons that faculty, staff, and administrators have contacted me pertain to a wide array of concerns about incivility in the workplace and specific allegations that incivility has led to substantial emotional distress and/or interfered with their ability to work. The complainants alleged that incivility occurs in department or committee meetings, face-to-face interactions, and email exchanges. Several informal discussions were requested by faculty and staff who seek advice on general matters of conflict in the workplace involving faculty and staff members, as well as administrators.

Sincerely,

Donna Bobek Schmitt, PhD, CPA

Faculty Civility Advocate, Office of the Provost

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