COMMITTEE ON DEVELOPMENT AND IMPLEMENTATION OF UNIVERSITY POLICIES (CDIUP)

Report for 2010/2011

The Committee on Development and Implementation of University Policies (CDIUP) was established by Resolution 09/10 – 01 on “Reconfiguring Senate Committees and Charges”, adopted by the Academic Senate at its meeting of November 18, 2009, with the following charge:

The Committee on Development and Implementation of University Policies shall monitor and review, on its own initiative or as requested by the Senate or the Executive Board, any University policy, especially those that materially affect the primary work of the faculty or its role in governance of the University, such as in the operation of the faculty councils in the several schools and faculty participation in the review of deans and chairs. The committee shall pay special regard to the manner in which relevant policies originated, their rationales and content, and their implementation. In-depth studies of particular areas of University process shall only be carried out at the direction of the Executive Board. The committee shall also inform the Senate about the disposition of any requests or recommendations concerning University policies directed to the University Administration by the Senate.

The membership of the committee for 2010-2011 included the following:

Steve Bucher  Engineering Writing Program, Viterbi School of Engineering
Stephen Byars  Management Communication, Marshall School of Business
Susan McCabe, Vice Chair  English, Dornsife College of Letters, Arts and Sciences
Michael Parks  Journalism, Annenberg School for Communication and Journalism
Michael H. Shapiro  The Law School
Walter Wolf, Chair  Pharmacology and Pharmaceutical Sciences, School of Pharmacy

The committee held the following meetings in the 2010/2011: November 1, 2010; December 6, 2010; January 19, 2011, March 9, 2011 and April 18, 2011.

At its first meeting in 2010 the committee was given its original charge by President Alex Capron that included as potential topics:

1. Operational policies and status of faculty assemblies/councils
2. Policies and procedures on the review of Deans
3. The role of the Academic Senate in the review and approval of University policies
4. Role and policies of non-tenure track (NTT) faculty
5. Policies on Grievance Panels

Of those, the committee felt in 2010 that item #4 was not in its purview, and had decided not to pursue it. A proposal had been developed in 2010 for #2, which was accepted with minor changes by Provost Nikias and is now the operational policy at
USC. Item #5 was added subsequently by the committee at the recommendation of Prof. Michael Shapiro.

Policies and procedures on the review of Deans

The policy document that had been recommended by the CDIUP in April 2010 had been endorsed by the EB and had become an established University procedure upon approval by Provost Nikias in May 2010. Ten Deans have been reviewed since using the mutually agreed on procedure.

1. Engineering
2. Annenberg
3. Architecture
4. Music
5. Theater
6. Gerontology
7. Social Work
8. USC Libraries
9. School of Law
10. Dornsife College

The committee was made aware of how the process has been implemented. It was of interest that the role of the Faculty Council of each School was critical in ensuring active faculty participation, and this has been incorporated into the Guidelines for the Operation of the Faculty Councils, submitted for approval at the May 2011 meeting of the Academic Senate.

Operational policies and status of faculty assemblies/councils

Developing this document has been the major effort of the Committee in 2010/2011. Following a first draft developed by Prof. Byars, a series of drafts were discussed by the Committee at its October and December 2010 and January 2011 meetings, and a final draft was submitted to the EB in March 2011. Several sections were edited with help of the EB, as well as following suggestions by Martin Levine, ViceProvost for Academic Affairs. The committee is especially grateful to Prof. Alex Capron for his significant contribution in helping to shape this policy. A semi-final version was submitted for consideration at the April 2011 meeting of the Academic Senate, and the comments and suggestions from several senators, as well as from Prof. Levine, were incorporated into the final policy document submitted for a vote to the full Senate at its May 11 meeting – Senate Resolution 10-11-02.

The Committee hopes that these Guidelines will both strengthen the collegial interaction between the Faculty and the Administration at each School, as well as provide good guidance about the function and the activities of the Councils, both to the faculty as well as the administration of each School. As one Senate member commented: [this document provides] so many key clarifications about [the] role of dean and chair and other processes.
The role of the Academic Senate in the review and approval of University policies

In depth discussion on this topic has started, using the analysis of the current status of the role of the faculty in this process prepared by Prof. Michael Shapiro. The wisdom and the desirability of a number of options are being considered, and it is recommended to the EB that this topic remain priority #1 for the Committee for 2011-2012.

Presidential and Judge Widney Professorships.

While not part of the original charge to the Committee, the EB had requested that the CDIUP explore the nature of such positions. The following questions were raised:
1. How are Widney and Presidential Professors (WPPs) recruited?
2. What is the process of appointment of WPPs?
3. What is the duration of appointment of WPPs?
4. What are the duties and responsibilities of WPPs?
5. What is the relation of WPPs with departments in which they may hold appointments?

The key issue is the use of the term "Professor", which is defined both traditionally and in our faculty Handbook as the highest faculty rank.

This topic was discussed several times by the leadership of the Senate with the Provost’s office. It will be up to the EB to determine whether recommendations on this topic should be within the charges for the CDIUP for 2011-2012.

Ability to copy University Documents

The Committee strongly believes that the current procedure where sections of University documents (e.g., the Faculty Handbook) cannot be copied into e.g. a word document, are no longer needed. Access should be given to faculty to be able to do so.

Submitted by Walter Wolf, PhD, Chair, on May 7, 2011, in behalf of the Committee on Development and Implementation of University Policies