

**Recommended Changes to USC Columbia Faculty Manual
Submitted by Faculty Advisory Committee (April 2009)**

The following proposed changes reflect:

- organizational changes in University administration during the fall of 2008; and
- a revised internal process regarding sabbatical leaves that moves the primary oversight from the provost to the college/school dean.
- other changes recommended by Faculty Advisory Committee.

USC Columbia Faculty Manual proposed changes: April 2009

<i>From the June 28, 2007 Faculty Manual</i>	<i>Proposed Changes</i>
<p><i>(page 1)</i></p> <p>The University of South Carolina System is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, sex, age, color, religion, national origin, disability or veteran status.</p>	<p><i>(page 1)</i></p> <p>The University of South Carolina System is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, sex, age, color, religion, national origin, disability or veteran status.</p> <p>It is the policy of the University of South Carolina to recruit, hire, train, promote, tenure, and otherwise make educational and personnel decisions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status (except where sex or age is a bonafide occupational qualification). See also University Policy EOP 1.00 Equal Opportunity and Affirmative Action.</p>
<p><i>N/A</i></p>	<p>PREFACE</p> <p>FACULTY COMMITMENT TO THE CAROLINIAN CREED</p> <p><i>Please see attached document for proposed language.</i></p>
<p><i>(page 7)</i></p> <p>FACULTY BUDGET COMMITTEE</p> <p>The committee shall consist of ten members: three elected members, the current and immediate past chairs of the Faculty Advisory Committee and the Welfare Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost shall serve ex officio.</p> <p>This committee serves as a liaison between the University Administration and the University Faculty (through the Faculty Senate) on matters pertaining to the University budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the</p>	<p><i>(page 7)</i></p> <p>FACULTY BUDGET COMMITTEE</p> <p>The committee shall consist of ten members: three elected members, the current and immediate past chairs of the Faculty Advisory Committee and the Welfare Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost shall serve ex officio.</p> <p>This committee serves as a liaison between the University Administration and the University Faculty (through the Faculty Senate) on matters pertaining to the University budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the</p>

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<p>University budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee shall have formal representation on, and input to University budget policy. The Chair of the Faculty Budget Committee and the Chair of the Faculty Senate shall serve as voting members on the University-level budget policy committee.</p>	<p>University budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee shall have formal representation on, and input into University budget policy in two ways. First, the Chair of the Faculty Budget Committee, the other two elected members, and the President of the Faculty Senate will be welcomed to attend the President’s Budget Hearings. Second, the Chair of the Budget Committee, the immediate past Chair of the Budget Committee, and the Chair of the Faculty Senate shall serve on the University Finance Committee. The Chair of the Faculty Budget Committee and the Chair of the Faculty Senate shall serve as voting members on the University level budget policy committee.</p>
<p><i>(page 7)</i></p> <p>1/ FACULTY ORGANIZATION</p> <p>FACULTY COMMITTEES</p> <p>COMMITTEE ON CURRICULA AND COURSES</p> <p>This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law and medicine. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the regional campuses, and two student members.</p>	<p><i>(page 7)</i></p> <p>1/ FACULTY ORGANIZATION</p> <p>FACULTY COMMITTEES</p> <p>COMMITTEE ON CURRICULA AND COURSES</p> <p>This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law, and medicine, and pharmacy. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the regional campuses, and two student members.</p>

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<p>(page 10)</p> <p>FACULTY COMMITTEES</p> <p>FACULTY WELFARE COMMITTEE</p> <p>This committee shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees.</p>	<p>(page 10)</p> <p>FACULTY COMMITTEES</p> <p>TENURE REVIEW BOARD</p> <p>This board conducts hearings and rules on cases involving the dismissal of tenured faculty members for cause. It also resolves disagreements between the provost and any unit over the content of unit post-tenure review standards and procedures. The seven members of the board shall be tenured faculty, two appointed by the president and five elected by the faculty for staggered three-year terms.</p> <p>FACULTY WELFARE COMMITTEE</p> <p>This committee shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees. The vice president for finance or designee shall serve ex officio.</p>
<p>(page 10)</p> <p>FACULTY SENATE</p> <p>The Faculty Senate shall consist of ten percent of the voting members of the faculty, elected by each college, school, or regional campus.</p> <p>Senators shall be elected for a three-year term in the spring, with the term to commence with the fall semester. Every spring semester, colleges and schools shall elect senators to replace those whose terms have expired and to fill unexpired terms. Vacancies occurring after the spring election shall</p>	<p>(page 10)</p> <p>FACULTY SENATE</p> <p>The Faculty Senate shall consist of ten percent of the voting members of the faculty, elected by each college, school, or regional campus.</p> <p>Senators shall be elected for a three-year term in the spring, with the term to commence with the fall semester. Every spring semester, colleges and schools shall elect senators to replace those whose terms have expired and to fill unexpired terms. Vacancies occurring after the spring election shall</p>

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<p>be filled promptly by a method determined by each college or school (such as by special election or appointment by the dean).</p> <p>Each spring semester, the Faculty Senate office shall calculate appropriate senate representation for each college and school.</p> <p>Every faculty member has the right to attend and address the senate, but only senators may vote. The minutes of the senate shall be available to all members of the faculty.</p>	<p>be filled promptly by a method determined by each college or school (such as by special election or appointment by the dean).</p> <p>If Faculty Senate members are unable to complete their terms of office, then the unit shall elect a qualified faculty member to complete that term.</p> <p>Each spring semester, the Faculty Senate office shall calculate appropriate senate representation for each college and school.</p> <p>Senators should try to attend all meetings of the Faculty Senate. Minimally, Senators are expected to attend a majority of meetings. Because the Faculty Senate is a deliberative body, active participation requires physical presence at the site of the meeting. An exception to this requirement is extended to Senators from USC campuses outside of the greater Columbia area to facilitate a greater degree of involvement than could be achieved were they required to travel to Columbia.</p> <p>Every faculty member has the right to attend and address the senate, but only senators may vote. The minutes of the senate shall be available to all members of the faculty.</p>
<p><i>(page 11)</i></p> <p>FACULTIES OF THE COLLEGES, SCHOOLS, OR DEPARTMENTS</p> <p>...</p> <p>The unit may extend the right to vote on matters within the unit to instructors, lecturers, and clinical faculty who are not degree candidates in the units of their appointments. Such persons shall not be defined as faculty members for purposes of determining faculty representation for the Faculty Senate. The power to extend the voting right shall be reserved to that segment of the unit faculty that holds voting privileges within the university faculty. Colleges, schools, and departments shall</p>	<p><i>(page 11)</i></p> <p>FACULTIES OF THE COLLEGES, SCHOOLS, OR DEPARTMENTS</p> <p>...</p> <p>The unit may extend the right to vote on matters within the unit to instructors, lecturers, and research faculty who are not degree candidates in the units of their appointments. Such persons shall not be defined as faculty members for purposes of determining faculty representation for the Faculty Senate. The power to extend the voting right shall be reserved to that segment of the unit faculty that holds voting privileges within the university faculty. Colleges, schools, and</p>

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<p>hold regularly scheduled meetings. The dean or chair of the college, school, or department shall call a meeting of the college, school, or department faculty whenever requested to do so by five members or one-fourth of the membership of its faculty, whichever is smaller. A meeting of a college, school, or department faculty also may be called by the president of the university, by its dean, or by its chair. A majority of a college, school, or department faculty shall constitute a quorum for the transaction of business, unless otherwise provided within an academic unit.</p>	<p>departments shall hold regularly scheduled meetings. The dean or chair of the college, school, or department shall call a meeting of the college, school, or department faculty whenever requested to do so by five members or one-fourth of the membership of its faculty, whichever is smaller. A meeting of a college, school, or department faculty also may be called by the president of the university, by its dean, or by its chair. A majority of a college, school, or department faculty shall constitute a quorum for the transaction of business, unless otherwise provided within an academic unit.</p>
<p><i>(Page 15)</i></p> <p>2/ REGULATIONS AND POLICIES</p> <p>AFFIRMATIVE ACTION POLICY STATEMENT</p> <p>The University of South Carolina is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, sex, age, color, religion, national origin, disability, or veteran status.</p>	<p><i>(Page 15)</i></p> <p>2/ REGULATIONS AND POLICIES</p> <p>AFFIRMATIVE ACTION POLICY STATEMENT</p> <p>The University of South Carolina is committed to the policy and practice of affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, sex, age, color, religion, national origin, disability, or veteran status.</p>
<p><i>(Page 23)</i></p> <p>ACADEMIC GRIEVANCE PROCEDURES</p> <p>For grievances involving non-reappointment, see section I (below); for those involving denial of tenure or denial of promotion, see section II (below). For grievances involving termination of a tenured faculty member, see section III (below). For grievances or procedures other than those stated in sections I, II, and III, including material breaches of special contractual obligations of the university, the faculty member shall attempt to resolve the issue at the department level. If a solution cannot be obtained at this level, the redress may be pursued through the offices of dean, provost, and president. For faculty members in health sciences units, redress may be pursued through the office of dean, vice president for research and health sciences, provost and</p>	<p><i>(Page 23)</i></p> <p>ACADEMIC GRIEVANCE PROCEDURES</p> <p>For grievances involving non-reappointment, see section I (below); for those involving denial of tenure or denial of promotion, see section II (below). For grievances involving termination of a tenured faculty member, see section III (below). For grievances or procedures other than those stated in sections I, II, and III, including material breaches of special contractual obligations of the university, the faculty member shall attempt to resolve the issue at the department level. If a solution cannot be obtained at this level, the redress may be pursued through the offices of dean, provost, and president. For faculty members in health sciences units, redress may be pursued through the office of dean, vice president for research and health sciences, provost and president.</p>

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<p>president. If redress cannot be obtained from any of these officers, the faculty member may appeal to the Faculty Grievance Committee. If this committee finds that there are grounds for a grievance, it shall try to resolve the matter through mediation or other appropriate action. The committee shall report its recommendations and reasons to the faculty member and to the president. The president shall be the final university authority to whom a grievance may be submitted.</p>	<p>If redress cannot be obtained from any of these officers, the faculty member may appeal to the Faculty Grievance Committee. If this committee finds that there are grounds for a grievance, it shall try to resolve the matter through mediation or other appropriate action. The committee shall report its recommendations and reasons to the faculty member and to the president. The president shall be the final university authority to whom a grievance may be submitted.</p>
<p><i>(page 30)</i></p> <p>TERMS OF EMPLOYMENT</p> <p>In the absence of special arrangements, employment of the members of the faculty shall be for a period of nine months. The salary for one semester shall be one-half that of the nine-month period.</p>	<p><i>(page 30)</i></p> <p>TERMS OF EMPLOYMENT</p> <p>In the absence of special arrangements Unless otherwise noted in the letter of appointment, employment of the members of the faculty shall be for a period of nine months. The salary for one semester shall be one-half that of the nine-month period.</p>
<p><i>(Page 31)</i></p> <p>TERMS OF EMPLOYMENT</p> <p>...</p> <p>Faculty members dissatisfied with decisions affecting their salaries may forward a documented appeal through their dean to the provost. Faculty in health sciences units dissatisfied with decisions affecting their salaries may forward a documented appeal through their dean, the vice president for research and health sciences, to the provost. Only after following this procedure may faculty members refer the matter to the Faculty Grievance Committee.</p>	<p><i>(Page 31)</i></p> <p>TERMS OF EMPLOYMENT</p> <p>...</p> <p>Faculty members dissatisfied with decisions affecting their salaries may forward a documented appeal through their dean to the provost. Faculty in health sciences units dissatisfied with decisions affecting their salaries may forward a documented appeal through their dean, the vice president for research and health sciences, to the provost. Only after following this procedure may faculty members refer the matter to the Faculty Grievance Committee.</p>
<p><i>(Page 33)</i></p> <p>ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW</p> <p>...</p> <p>3. A post-tenure review for all tenured faculty,</p>	<p><i>(Page 33)</i></p> <p>ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW</p> <p>...</p> <p>3. A post-tenure review for all tenured faculty,</p>

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<p>regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, third year reviews, post-tenure reviews and development plans (see V.C.3. infra) will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the Provost; for health sciences units, copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the vice president for research and health sciences.</p> <p>Unit post-tenure review standards and procedures must be forwarded to the dean and the provost for approval. Any disagreements between the dean and the unit over the content of the post-tenure review standards or procedures may be resolved by the provost. In health sciences units disagreements between the dean and the unit over the content of the post-tenure review standards or procedures shall be forwarded through the vice president for research and health sciences for resolution by the provost. Any disagreement between the Provost and the unit over the content of the post-tenure review standards or procedures shall be referred to the Tenure Review Board for final resolution.</p>	<p>regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, third year reviews, post-tenure reviews and development plans (see V.C.3. infra) will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the Provost; for health sciences units, copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the vice president for research and health sciences.</p> <p>Unit post-tenure review standards and procedures must be forwarded to the dean and the provost for approval. Any disagreements between the dean and the unit over the content of the post-tenure review standards or procedures may be resolved by the provost. In health sciences units disagreements between the dean and the unit over the content of the post-tenure review standards or procedures shall be forwarded through the vice president for research and health sciences for resolution by the provost. Any disagreement between the Provost and the unit over the content of the post-tenure review standards or procedures shall be referred to the Tenure Review Board for final resolution.</p>
<p><i>(Page 37)</i></p> <p>NORMAL WORK SCHEDULE</p> <p>...</p> <p>All absences of faculty members shall be reported to the dean. Faculty members shall obtain approval of absences from their chair or, in nondepartmentalized units, the dean. Faculty members' sick leaves in excess of five consecutive days shall be reported to the provost by memorandum. Department chairs shall notify their dean if they expect to be absent from campus. In the event of any absence by a dean, chair, or faculty member for an unusual amount of</p>	<p><i>(Page 37)</i></p> <p>NORMAL WORK SCHEDULE</p> <p>...</p> <p>All absences of faculty members shall be reported to the dean. Faculty members shall obtain approval of absences from their chair or, in nondepartmentalized units, the dean. Faculty members' sick leaves in excess of five consecutive days shall be reported to the provost by memorandum. Department chairs shall notify their dean if they expect to be absent from campus. In the event of any absence by a dean, chair, or faculty member for an unusual amount of time, the</p>

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<p>time, the dean should notify the provost. Deans of health sciences units shall also notify the vice president for research and health sciences in the event of any absence by a dean, chair, or faculty member for an unusual amount of time.</p>	<p>dean should notify the provost. Deans of health sciences units shall also notify the vice president for research and health sciences in the event of any absence by a dean, chair, or faculty member for an unusual amount of time.</p>
<p>(Page 41)</p> <p>SABBATICAL LEAVE PROCEDURES</p> <p>...</p> <p>Within three months of completing leave, a faculty member shall submit to the chair or, if none, dean a written report detailing the member's accomplishments during the leave. The reviewing administrator shall forward this report, with a written evaluation of whether adequate use was made of the leave, through the usual channels to the provost. If a member fails to file this report or the provost determines, after consultation with the chair or dean, that the member has failed to act in a manner consistent with the sabbatical leave request, the member may be required to repay all or part of the money received from the university while on leave.</p>	<p>(Page 41)</p> <p>SABBATICAL LEAVE PROCEDURES</p> <p>...</p> <p>Within three months of completing leave, a faculty member shall submit to the chair or, if none, dean a written report detailing the member's accomplishments during the leave. The reviewing administrator shall forward this report, with a written evaluation of whether adequate use was made of the leave, through the usual channels to the provost. If a member fails to file this report or the provost-dean determines, after consultation with the chair or dean, that the member has failed to act in a manner consistent with the sabbatical leave request, and with the approval of the provost, the member may be required to repay all or part of the money received from the university while on leave.</p>
<p>(Page 43)</p> <p>ENDOWED CHAIRS AND NAMED PROFESSORSHIPS</p> <p>...</p> <p>The file of each nominee for a named chair or professorship shall be reviewed by a committee of tenured faculty, the size and composition of which shall be determined by the faculty of each college in conjunction with the dean of that college. Each committee shall normally consist of at least five members; in cases where the chair or professorship is specific to a department, a majority of the committee membership shall be tenured faculty in that department. The committee shall then forward in writing to the dean its recommendations for appointment. When there are multiple qualified</p>	<p>(Page 43)</p> <p>ENDOWED CHAIRS AND NAMED PROFESSORSHIPS</p> <p>...</p> <p>The file of each nominee for a named chair or professorship shall be reviewed by a committee of tenured faculty, the size and composition of which shall be determined by the faculty of each college in conjunction with the dean of that college. Each committee shall normally consist of at least five members; in cases where the chair or professorship is specific to a department, a majority of the committee membership shall be tenured faculty in that department. The committee shall then forward in writing to the dean its recommendations for appointment. When there are multiple qualified</p>

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<p>nominees, the committee may, but is not required to, rank the nominees in order of the committee's preference. The dean's recommendation, along with the file of the recommended nominee and the recommendation of the college committee, shall be forwarded to the provost. Deans of health sciences units shall forward the recommendations and file through the vice president for research and health sciences to the provost. The file shall then be subsequently reviewed by the University Committee on Named and Distinguished Professorships and the President of the University. The president shall have sole authority to award endowed chairs and professorships, except when that authority has been reserved by the Board of Trustees</p>	<p>nominees, the committee may, but is not required to, rank the nominees in order of the committee's preference. The dean's recommendation, along with the file of the recommended nominee and the recommendation of the college committee, shall be forwarded to the provost. Deans of health sciences units shall forward the recommendations and file through the vice president for research and health sciences to the provost. The file shall then be subsequently reviewed by the University Committee on Named and Distinguished Professorships and the President of the University. The president shall have sole authority to award endowed chairs and professorships, except when that authority has been reserved by the Board of Trustees</p>

Faculty Commitment to The Carolinian Creed

We the faculty of the University of South Carolina recognize our special responsibility to honor and exemplify the values and principles expressed in the Carolinian Creed.

The Carolinian Creed

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

□

I will practice personal and academic integrity;

□

I will respect the dignity of all persons;

□

I will respect the rights and property of others;

□

I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;

□

I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

By embracing the Carolinian Creed, we the faculty of the University hold ourselves to the

highest standards of personal and professional conduct as teachers, colleagues, and researchers. Specifically,

As Teachers, we commit ourselves to pursuing our classroom and individual mentoring responsibilities conscientiously with high intellectual standards and clear pedagogical goals. We also commit ourselves to dealing fairly and respectfully with all students.

As Colleagues, we commit ourselves to supporting our fellow faculty members in their pursuit of excellence in research, teaching, and service and to dealing with all university personnel in a civil and responsible manner. We also recognize that disagreement on issues of importance is inevitable and even welcome in a University environment. We therefore affirm our commitment to academic freedom even as we pledge ourselves to civil and responsible discourse.

As Researchers and Scholars, we commit ourselves to pursuing our research with rigor guided by the highest ethical and intellectual standards of our disciplines and to presenting the results of our research honestly and accurately. We further commit ourselves to carrying these high professional and personal standards into all work that we might perform outside the university.

Finally, in all our dealings we commit ourselves to respecting the rights and feelings of others; to maintaining the confidentiality of sensitive personal or institutional information to which we have been given access; to being good stewards of University resources; and to being active agents for promoting the values inherent in the Carolinian Creed.