FACULTY MANUAL
USC UPSTATE

Approved by Board of Trustees 10-10-97
Revisions to Chapter 5 and 6 Approved by Board of Trustees 10-14-99
   Revisions to Chapter 2 Approved by Board of Trustees 6-22-00
Revisions to Chapters 4 and 6 Approved by Board of Trustees 6-02
   Revisions to Chapters 2 and 6 Approved by Board of Trustees 6-03
Revisions to Chapters 2, 6, and 7 approved by Board of Trustees 6-06
   Administrative Change to Chapter 6 due to change in Board Of Trustee's By-Laws 9-30-09

UNIVERSITY OF SOUTH CAROLINA UPSTATE
OFFICE OF ACADEMIC AFFAIRS
800 UNIVERSITY WAY
SPARTANBURG, SC 29303
Additional members are elected at-large to make a minimum committee membership of three (provided that the areas of concentration and/or degree programs are equitably represented); in the case of a single discipline schools or departments such as Education, Business Administration and Economics, Nursing, and Psychology, a committee with a minimum of three elected members is chosen, provided that the area of concentration and/or degree programs are represented equitably.

Members of the school, divisional, or departmental committees serve for a term of three years. Normally these terms are staggered in order to provide for continuity.

Each school, division, or department elects a chair from the membership of that committee for a term of three years. The responsibilities of these chairs are to:

1. call and conduct meetings as needed;
2. receive, process and disseminate all proposals for curriculum change within the school, division, or department;
3. record and report to the Executive Academic Affairs Committee Chair all academic matter requiring faculty action;
4. represent or designate one member to represent each school, division, or department committee on the Executive Academic Affairs Committee.

The school, divisional, or departmental committee is primarily responsible for reviewing and evaluating all proposals for curriculum changes initiated by members of that school, division, or department. These proposals are then forwarded to the colleges or school deans for their recommendations. Proposals not signed after ten full working days by the school, division, or department academic affairs committee chair, the division or department chair, or the college or school dean may be forwarded without signatures (on the initiative of those making the proposal) to the next level of review. Proposals are then sent to the Executive Academic Affairs Committee for approval. However, the Executive Academic Affairs Committee cannot revise or alter recommended proposals without the consultation of the affected school’s, division’s, or department’s representative.

**Executive Academic Affairs**

The Executive Academic Affairs Committee is composed of one designated representative from each school, division, and department, and the Chair of the Interdisciplinary Programs Committee. *Ex officio* members are the Executive Vice Chancellor for Academic Affairs and the Registrar.

It is the duty of the Executive Academic Affairs Committee to consider and recommend to the Faculty Senate action on all requests made by the school, division, or department committees for addition or deletion of undergraduate courses. The committee reviews existing and proposed curricula with special attention to duplication or obsolescence of undergraduate courses. It considers matters concerning academic requirements and standards, and reviews current policies and practices for the purposes of making recommendations therein to the Faculty Senate. The committee also considers petitions of