

## Chapter 2

### Faculty Governance

USC Upstate is committed to the principle and practice of shared governance in that it supports and promotes cooperative action and shared responsibility among the components of the academic institution.

The Board of Trustees is the governing body of the University and the powers of the President and the faculty are delegated by the Board.

In all matters pertaining to the standards of admission, registration, requirements for the granting of degrees earned in courses, the curricula, instruction, research, extracurricular activities, discipline of students, the educational policies and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members, the faculty has legislative powers subject to the review of the Chancellor, the President, and the Board of Trustees.

The faculty has the responsibility to consider the appointment of all principal officers and, through an appropriate committee, to communicate its views to the Chancellor. Faculty members are also invited to communicate, through an appropriate committee, views on the selection of the President of the University and the Chancellor for USC Upstate.

#### **FACULTY MANUAL**

The USC Upstate *Faculty Manual* sets forth the policies and procedures of the University regarding the faculty and its rights and responsibilities. Changes to the *Faculty Manual*, with the exception of changes to the chapter on promotion and tenure, may be made by the Faculty Senate or the general faculty by majority vote of those faculty members present and voting at the Faculty Senate or General Faculty meeting. Proposed changes must be approved by the Chancellor, the President, and Board of Trustees of the University of South Carolina. Changes to University promotion and tenure criteria require a vote of two-thirds of the tenured and tenure-track faculty present and voting at a General Faculty meeting.

Proposed changes to the *Faculty Manual* must be provided to the faculty in writing at least one month prior to the meeting at which these changes will be considered. When approved by the Board of Trustees, the amendment is placed in the *Faculty Manual*. If the Chancellor does not approve an amendment passed by the Faculty Senate or the general faculty, the amendment is returned to the Faculty Senate or the general faculty by the Faculty Chair within 30 days, together with the reasons for disapproval. The Faculty Senate or the general faculty may revise the amendment or return it without revisions to the Chancellor, who, within 30 days of receiving it forwards the proposal to the President and notifies the Faculty Chair of the action.

Extensions of all deadlines for amendments may be granted by the Faculty Chair upon request of the faculty or the administration.

## GENERAL FACULTY

**Membership.** The University faculty consists of the President, the Chancellor, other USC Upstate administrators with faculty status, and all full-time faculty members.

**Voting.** All persons recognized as members of the faculty, except for those in administrative roles (Chancellor, Provost, and Deans) have the right to present motions and vote. Voting members may attend and exercise their right to vote during absences from the University that are temporary in nature such as sabbaticals and leaves of absence. There is no provision for proxy voting. Voting on non-personnel matters may be done electronically. In all cases, deliberation and voting by peer review committees and the Promotion and Tenure Committee must be done in committee meetings and cannot be done electronically.

**Academic Units.** Separate academic units are the Library (LIB), Mary Black School of Nursing (MBSN), and the academic departments and divisions of the College of Arts, Humanities, and Social Sciences (CAHSS), the College of Science and Technology (CST), the School of Education, Human Performance, and Health (SOEHPH) and the George Dean Johnson, Jr. College of Business and Economics (JCBE). Membership in an academic unit determines a faculty member's rights for voting, committee assignments, and any other kind of participation in decisions made within the academic disciplines taught by the faculty member. Courses taught in an academic unit or individual disciplines in a different academic unit do not confer upon a faculty member the right to participate in decisions made by that unit.

**Officers.** The Faculty Chair and the Recording Secretary are elected by the faculty. The Faculty Chair serves for four years. S/he serves as Chair-elect for the first year, then serves as Faculty Chair in the following second and third years, and then serves as Past Chair in the fourth year. The Faculty Recording Secretary serves one year.

**General Faculty Meetings.** General Faculty meetings are held in August and April. The President, Chancellor, or the Faculty Chair may call a special meeting of the faculty. A special meeting of the faculty may also be called by 25% of the voting members of the faculty who submit a written request to the Faculty Chair. Upon receiving the request, the Faculty Chair sets a date for a meeting to be held within seven days.

**Conduct of Business.** The faculty follows *Robert's Rules of Order* (Revised) unless otherwise stipulated. The Faculty Chair-elect serves as parliamentarian. Any member of the faculty may request voting by written ballot.

An agenda is prepared by the Faculty Chair for the regularly scheduled General Faculty meetings. The agenda is distributed at least 10 days before the meeting. The regularly scheduled meetings include election of officers and faculty committees. Faculty members may contribute to the agenda by submitting items to the Faculty Chair.

## FACULTY SENATE

**Membership.** Membership in the Faculty Senate is confined to full-time faculty

members, except for those in administrative roles (Chancellor, Provost, Deans, Assistant and Associate Deans, and Chairs). Representation is allocated as follows: one representative for each seven full-time faculty members, or portion thereof. The representatives from each voting unit are elected by members of the faculty of the unit prior to the General Faculty meeting of the fall semester. The term of office is for three years, with the terms of one-third of the Faculty Senate expiring each year. The Faculty Chair-elect or Past Chair, and the Recording Secretary are voting members of the Senate. The Faculty Chair presides and votes only in the case of a tie.

***Senate Officers.*** The presiding officer of the Faculty Senate is the Faculty Chair, who is called the Chair of the Faculty Senate when acting as the presiding officer. The Faculty Chair-elect (or past Chair) presides over the Faculty Senate in the absence of the Faculty Chair and serves as parliamentarian for meetings of the Faculty Senate. The Faculty Recording Secretary serves as Secretary to the Faculty Senate, General Faculty meetings, and the Faculty Advisory Committee. The Faculty Recording Secretary records and distributes to the members of the faculty minutes of the Faculty Senate meetings, and annually compiles and publishes a summary of faculty actions.

***Conduct of Meetings.*** All meetings of the Faculty Senate are open to all members of the faculty; all members of the faculty have the right to address the Faculty Senate. Votes taken in the Faculty Senate may be by voice, show of hands, or electronic means. Any senator may request a written ballot. A decision by the Faculty Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting.

The Faculty Chair must call a faculty meeting for reconsidering an action of the Senate upon receipt of a petition signed by 25% of the voting members of the faculty.

## **FACULTY STANDING COMMITTEES**

### **Committee Procedures**

***Creation.*** The faculty establishes such standing or special committees as it deems necessary. The members of such committees are elected by the faculty or appointed by the Chancellor. All student members of standing faculty committees are voting members. There is no proxy voting in case of absence.

***Meetings.*** Each standing faculty committee meets at least four times a year. Each standing faculty committee is an agency of the faculty and makes written reports containing a summary of its activities and actions to the faculty at the April general faculty meeting. These reports become a part of the minutes. Each standing committee has an agenda and minutes for each meeting. Each develops a schedule of meetings and a plan of action for the academic year and submits it to the Faculty Chair by the end of September. Committees should avoid duplication of effort. The Faculty Chair reviews committee rosters, reports, and activities to ensure compliance.

***Membership.*** Membership on Standing Committees is confined to full-time faculty members, except for those in administrative roles (Chancellor, Provost, Deans, Assistant and

Associate Deans, Chairs, and Associate Chairs). It is recommended that committee members may not succeed themselves on the same committee unless otherwise noted. Faculty members elected to fill unexpired terms on committees are eligible for re-election. It is recommended that faculty members not serve simultaneously on more than two standing faculty committees and that faculty members serve on no more than one standing or *ad hoc* University committee and two college, school, or departmental committees. Faculty members may chair only one faculty standing committee at a time.

***Terms and Elections.*** Terms of all appointed and elected committee members are for three years. Faculty standing committees are elected in April by the general faculty. Grievance pool members are appointed in the fall. New committee members assume duties after the spring commencement.

***Ex officio Members.*** *Ex officio* members are not considered members of a committee when computing maximum committee assignments. The role of *ex officio* members of a committee is to serve in an advisory capacity. *Ex officio* members should make available to the committee their knowledge, but they are not empowered to vote. An *ex officio* member cannot chair a committee.

The Chancellor and Provost are *ex officio* members of all faculty standing committees.

***Vacancies.*** When committee members cannot serve their full terms, vacancies are filled by appointment or election according to the way the position originally was filled. Replacements serve for the remainder of the vacated term. Vacancies created by sabbaticals or unforeseen contingencies are filled by the academic unit of the faculty member.

***Committee Chairs.*** Committee chairs are elected by the committees in April of each year. Committee chairs usually do not succeed themselves. In circumstances where chairs succeed themselves, they may not serve more than three consecutive years.

The Faculty Chair may appoint a replacement for a committee chair who resigns until the committee can elect a chair. With the exception of the Chair of Promotion and Tenure, chairs vote only in the case of a tie. Committee chairs file written reports with the Faculty Chair summarizing committee activities. Certain committee chairs with exceptional responsibilities are eligible for additional compensation (see *Policies*).

***Modification or elimination.*** The faculty may modify or eliminate standing or special committees as it deems necessary. A majority vote in the Senate is required to modify or eliminate a standing committee.

## **Standing Committees**

***Academic Affairs Committee.*** The Academic Affairs Committee is composed of one faculty member from each unit of the University. The Academic Affairs Committee considers and recommends to the Faculty Senate action on all requests for the addition, modification, or deletion of undergraduate and graduate curricular programs and courses. The Committee

considers matters concerning undergraduate and graduate academic requirements and standards, and reviews current policies and practices to make recommendations to the Faculty Senate. The Committee also considers faculty petitions for grade changes and of students seeking relief from University scholastic regulations, following the recommendations of the appropriate unit administrator.

Units requesting programmatic changes must submit all relevant course material information to the Academic Affairs Committee. Each academic unit develops procedures for individual undergraduate or graduate course approval or deletion; proposals for individual course changes are also submitted to the Academic Affairs Committee.

***Assessment Committee.*** The Assessment Committee consists of one elected representative from each of the professional schools or college (JCBE, SOEHPH, MBSN), three elected representatives from the College of Arts, Humanities, and Social Sciences, and two elected representatives from the College of Science and Technology.

Principal responsibility for successful program assessment, as for curriculum and instruction, rests with the faculty within the discipline. Upon request of the academic unit, the committee provides technical support in the measurement of unit-determined goal outcomes, the measurement of improvement, and the interpretation of assessment results. The Assessment Committee is responsible for developing campus-wide awareness and understanding of outcomes assessment, developing a systematic process for collecting and maintaining unit assessment plans, and providing guidance to departments and programs on the assessment requirements of external agencies.

***Faculty Advisory Committee.*** The Faculty Advisory Committee consists of the Faculty Chair, the Faculty Chair-elect or Past-Faculty Chair, the Recording Secretary, and one Faculty Senate member elected from each academic unit. The elected members serve for terms of one year. Terms are renewable. The Committee meets when called by the Faculty Chair.

The Faculty Advisory Committee makes recommendations to the Chancellor and Provost regarding any aspect of University operations. The committee is a conduit for communicating faculty concerns to the Chancellor and Provost. The committee communicates strategic issues from the Chancellor and Provost to the Faculty Senate and/or general faculty for discussion and recommendations. It serves as a small-group “sounding board” for the Chancellor and Provost.

The Committee may request and receive reports from standing and *ad hoc* committees at any time and make recommendations for actions to the Chancellor, Provost, and the faculty, as required.

The Committee presents to the faculty a slate of nominees for regularly elected positions on standing committees and the Faculty Athletic Representative.

***Faculty Excellence Committee.*** The Faculty Excellence Committee consists of one faculty member elected from each academic unit of the University.

The Committee recommends the disbursement of the Teaching and Productive Scholarship fund that is allocated by the Provost for faculty development according to criteria developed by the Committee. The Committee arranges for seminars, workshops and selection of professors for honors and other activities in support of faculty development.

After consultation with the Provost, the Committee establishes deadlines and calls for proposals for sabbaticals. The Committee reviews and ranks proposals according to established criteria and then forwards all proposals to the Provost. The Committee receives, reviews, and forwards final sabbatical reports to the Provost.

The Committee receives nominations for both the annual faculty scholarship award and the faculty service award and selects the award recipient for each based on established criteria.

***Faculty Welfare Committee.*** The Faculty Welfare Committee consists of one faculty member elected from each academic unit. The Committee is a means for faculty members to express their thoughts relating to matters of faculty welfare. The Committee communicates faculty concerns to the appropriate administrative officers or to the Faculty Senate.

In general, areas of Committee concern apply to the faculty as a whole rather than to individual faculty members. Committee concerns include but are not restricted to salaries, benefits, and rank; policies regarding teaching load and assignments; policies regarding University programs and activities affecting faculty welfare; policies regarding conduct and professional ethics; professional relations among faculty, and between faculty and the administration; faculty involvement in campus decision-making and governance; general faculty morale; and equal opportunity and affirmative action.

Before the end of the fall semester, the Committee distributes to the faculty a summary of annual review rankings of faculty for the previous year by each academic unit; a summary of all faculty salaries by salary interval, including a breakdown of salaries by gender and race, as permitted by law; and numerical results of faculty evaluations of administrators, and each academic or administrative support office and department.

Complaints about matters relating to possible violations of review policies and procedures can be reported to the chair of the Faculty Welfare Committee.

Faculty members filing a grievance do so with the Chair of the Faculty Welfare Committee according to the guidelines for Faculty Grievance Procedures (see Chapter 6, *Faculty Grievance Process*).

***General Education Committee.*** The General Education Committee is composed of one designated representative from each unit.

The Committee reports to the Faculty Senate. The Committee is responsible for the management and assessment of the General Education Program. The Committee is responsible for reviewing all courses suggested for inclusion in the General Education Curriculum. The Committee determines if the courses included in the General Education Curriculum contribute to

the goals of general education as they are stated in the *USC Upstate Academic Catalog*. It may also review the General Education Curriculum to determine if the curriculum meets the objectives established by the faculty of the University. In addition, the Committee makes recommendations to the Faculty Senate on the consequences of any change in general education course requirements.

***Graduate Committee.*** The Graduate Committee consists of one faculty member elected from each academic unit with a graduate program, plus two additional faculty members without graduate programs.

The Committee is responsible for reviewing all proposed graduate programs and program revisions and recommending acceptance or rejection prior to submission to the Academic Affairs Committee. The Committee also recommends revisions to the faculty manual regarding policies related to graduate programs and faculty. The Committee assists in the development of a University-wide strategic plan for graduate studies. It also recommends standards for graduate admission; reviews appeals regarding admission decisions, degree requirements, or course credit; and recommends policies regarding graduate assistantships.

***Promotion and Tenure Committee.*** The Promotion and Tenure Committee consists of nine elected faculty members. Three members are from CAHSS, two from CST, one from each of the professional schools/college and library. Terms are for three years. Only tenured associate professors, associate librarians, professors, or librarians who have taught at USC Upstate for one year or more are eligible to serve on the Promotion and Tenure Committee. Elected positions are filled by vote of the general faculty. No academic unit can have more than one representative on the Committee. Committee members may not succeed themselves on the Committee. Elections of members of the Committee are held at the General Faculty meeting in the spring, with nominations from the floor.

Elected Committee members who are not able to serve out their terms shall be replaced by the academic unit. The newly elected member serves until the next General Faculty meeting, at which time the faculty elects a replacement. The newly elected member serves until the term is completed or until the originally elected faculty member returns to the Committee.

The Promotion and Tenure Committee recommends to the faculty criteria for promotion and tenure and sets procedures and guidelines for the implementation of promotion and tenure policies, subject to approval by the faculty. Within each academic unit, tenured and tenure-track faculty members formulate specific unit criteria for promotion and tenure; these unit criteria are approved by the Promotion and Tenure Committee.

The Promotion and Tenure Committee, in accordance with approved University criteria and procedures and with specific unit criteria, makes recommendations to the Provost and the Chancellor regarding the granting of promotion and tenure. The Committee hears appeals of post tenure reviews and makes recommendations to the Provost.

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See the *Promotion and Tenure* section of Chapter 5 on faculty review in this *Manual* for a description of the promotion and tenure criteria, guidelines, and process.

***Student Services Committee.*** The Student Services Committee consists of one faculty member from each of the professional schools or college, three elected representatives from CAHSS, two from CST and one student representative appointed annually by the Chancellor from nominations submitted by the Student Government Association.

The Committee is responsible for recommendations to the Faculty Senate regarding admission and continuation policies within University guidelines and the Academic Honor Code and Campus Discipline Code. Any policy of any academic support unit that affects its patrons may be reviewed at the discretion of the Committee. The Committee reviews and determines appeals for students who are not making satisfactory academic progress, in accord with federal statute.

At least every three years, the Committee considers admission and continuation policies within University guidelines and, where advisable, recommends to the Faculty Senate and the Chancellor modifications to these policies. The Committee may suspend normal entrance and continuation requirements for individual students, as permitted by University guidelines. The Committee may establish special procedures for reviewing student applicants during summer terms.

The student member of the Committee does not participate in deliberations of any student appeals.

## **FACULTY ATHLETIC REPRESENTATIVE**

The Faculty Advisory Committee, in consultation with the Athletics Director, submits nominations for the position of Faculty Athletic Representative (FAR) from among the members of the faculty who are interested in athletics (coaches excluded). The FAR is elected by the faculty. The length of term is for three years; terms are renewable.

The FAR is responsible for abiding by NCAA and Conference compliance rules. The FAR's performance is reviewed annually by the Chancellor, with governance and compliance forming one component of that review. The FAR assists the Associate Athletic Director for Compliance with collecting and reviewing Academic Performance Program data.

The FAR should attend any campus meetings, including Faculty Senate meetings, during which athletics issues are being discussed. The FAR serves as the senior faculty advisor on athletics to the Chancellor.

The FAR recommends to the Faculty Senate conference affiliations, the addition or deletion of sports, and other major changes in athletic policy. The FAR reviews the records of all student-athletes each semester (including summer sessions), reviews the Satisfactory Progress Report information collected by the Registrar, and acts on any student deficiencies.

In addition, the FAR:

- *Provides oversight for academic advising of student athletes; advising the University Admissions Committee regarding prospective student-athletes whose academic credentials are below the institutional and/or NCAA admissions standards. The FAR participates in the exit interview of student-athletes, including gathering information related to academic experiences while participating in athletics.*
- *Provides information to coaches and student-athletes at the beginning of each academic year related to NCAA and USC Upstate academic regulations; describes the importance of academics to the student-athletes and the consequences of violations of academic regulations. The FAR ensures the enforcement of all institutional academic and student activities rules and regulations as they apply to student-athletes.*
- *Investigates instances of student-athlete misconduct, both on and off the playing fields and ensures that student-athletes are treated fairly in these investigations. The FAR attends Student Government courts, hearings, etc., with student-athletes.*
- *Oversees USC Upstate's compliance with NCAA rules and regulations. The FAR is required to sign forms that are sent to the conference and retained in the Athletic Office. The FAR reviews the results of periodic audits of athletics department funds and provides a report to the Faculty Senate if any significant discrepancies are encountered.*
- *Administers the NCAA Coaches Certification test, as required by the Conference Commissioner. The FAR provides information and insight to the Chancellor relating to institutional voting decisions at the NCAA conventions. The FAR serves on all committees relating to hiring of athletics department administrators at the level of head coach or above. The Athletic Director and the FAR serve as the campus delegates to the athletic association and conferences, in the absence of the Chancellor.*