

## **BOARDS, COMMISSIONS, UNIVERSITY OFFICERS**

### **Boards and Commissions**

#### **Board of Trustees**

The University of South Carolina was chartered by the South Carolina General Assembly in 1801. The University is a body corporate and politic, in deed and in law under the name of the University of South Carolina . Several sections of the University's enabling legislation and bylaws are summarized below.

#### **Composition of the Board of Trustees (Section 59-117-10, as amended).**

The Board of Trustees of the University of South Carolina shall be composed of the Governor of the State (or designee), the State Superintendent of Education, the President of the Greater University of South Carolina Alumni Association, which three shall be members ex officio of the Board; and seventeen other members including one member from each of the sixteen judicial circuits to be elected by the general vote of the General Assembly as hereinafter provided, and one at-large member appointed by the Governor. The Governor shall make this appointment based on merit regardless of race, color, creed, or gender and shall strive to assure that the membership of the Board is representative of all citizens of the State of South Carolina. The Officers of the Board of Trustees are the ex officio Chair who is the Governor of South Carolina; the Permanent Chair; the Vice Chair; the Chair Emeritus, if applicable; and the Secretary of the University and the Board.

#### **Terms of Elected Members (Section 59-117-20, as amended)**

The regular term of office of each trustee elected by the General Assembly shall be four years; however, such trustee shall continue to function as a trustee after his term has expired until his successor shall have been elected and qualified.

#### **Vacancies; Compensation (Section 59-117-30, as amended)**

In case a vacancy should occur in the Board among the members elected by the General Assembly, the Governor may fill it by appointment until the next session of the General Assembly. Any vacancy occurring in the office of the member appointed by the Governor shall be filled for the remainder of the unexpired term by appointment in the same manner of the original appointment. Each member of the Board shall draw such per diem and expenses as from time to time may be allowed boards, commissions and committees.

#### **Duties of the Board: Powers**

The Board of Trustees of the University of South Carolina is and is hereby constituted a body corporate and politic, in deed and in law under the name of the University of South Carolina . Such corporation has the following powers:

- (1) Elect a President of the University to serve at the will of the Board or for such term and compensation as the Board may prescribe;
- (2) Elect a Secretary of the University and of the Board to serve at the will of the Board or for such term and compensation as the Board may prescribe;
- (3) Elect a Treasurer of the University to serve at the will of the Board or for such term and compensation as the Board may prescribe;

- (4) Establish policies and goals of the University and direct the President to implement and achieve those policies and goals;
- (5) Review and approve academic plans, including new programs and new units, and major modifications or deletions in existing programs and units;
- (6) Approves, upon recommendation of faculties and the President, the earned degrees awarded;
- (7) Designate academic chairs and professorships, award honorary degrees and name buildings or major portions thereof, other structures, streets, and geographic areas;
- (8) Levy fines and charges and examine from time to time admissions policies as established by the faculties and the administration;
- (9) Review and approve requests for appropriations;
- (10) Review and approve annual budget and budget charges;
- (11) Approve all gifts where restrictions are indicated, designate the use of unrestricted gifts, and approve and designate the use of testamentary gifts;
- (12) Approve all loans, borrowing and issuance of bonds;
- (13) Approve or authorize the Executive Committee to approve appointments and salaries or principal officials which shall be defined as those persons elected by the Board as provided in Paragraphs 1, 2, and 3 above, as well as University officers having the rank of Vice president or Chancellor or equivalent rank;
- (14) Approve compensation policy for faculty and staff, honorary faculty titles, and extension of service;
- (15) Approve all long-range development plans for the University including major capital projects;
  - Approve or delegate authority for approval of all major contractual relationships and other major legal obligations executed in the name of the University;
- (17) Approve or authorize the Executive Committee to approve all sales or purchases of real property, and ensure that all properties of the University are preserved and maintained;
- (18) Establish investment policies and procedures that will provide for the prudent investment and preservation of funds entrusted to the University;
- (19) Establish auditing policies and standards and appoint independent auditors; and
- (20) Establish and maintain within the administrative procedures of the University the policy and practice that the administrators of the University covered under Paragraphs 1, 2, and 3 above shall serve in such capacities at the will and pleasure of the Board; that the administrators of the University having the rank of Vice President, Chancellor, University Campus Dean, Academic Dean, Director or the equivalent thereof, and any other person reporting directly to the President, shall serve in such capacities at the will and pleasure of the President. It is understood that the employment of such administrators shall be on customary terms of University employment and

there shall be no separate employment agreements; provided, however, it is further understood that no Athletic Department administrators will be given employment agreements in excess of one year without prior approval of two-thirds vote of the entire Board of Trustees (14 or more.)

The powers of the Board are prescribed by the provisions of Section 59-117-40, et seq., Code of Laws of South Carolina (1976), as amended.

### **The Executive Committee**

The Executive Committee shall consist of the permanent Chair of the Board of Trustees, the Vice Chair of the Board of Trustees, the Chair Emeritus of the Board of Trustees, if applicable, and not more than three other elected members of the Board who shall be elected as hereinabove provided.

The Executive Committee, during the interim between meetings of the Board, shall have all the powers of the Board of Trustees not inconsistent with the established policies of the Board or with any action theretofore taken by the Board provided, however, that the Executive Committee shall not preempt the role of a standing committee as stated in Section 1 of Article VI except in those emergency circumstances which do not permit the handling of a matter in the normally prescribed manner. The Executive Committee shall function as a continuous planning and financial committee of the Board, exercising general supervision of the finances of the University; shall review in advance the proposed budget for the succeeding year; and shall review in advance the proposed application for appropriations for the succeeding fiscal year in the light of overall University plans. It shall make reports to the Board at each meeting on all such matters occurring since the previous meeting.

The Executive Committee shall provide for an appropriate fidelity surety bond or bonds covering all officers, agents, and employees of the University who at any time shall hold any property or funds of the University and for appropriate officers' and directors' insurance to insure the officers and members of the Board against liability arising by virtue of the acts of such officers or Board members in their official capacity with the University.

### **The Academic Affairs and Faculty Liaison Committee**

The Academic Affairs and Faculty Liaison Committee shall consist of not less than three nor more than eight members of the Board appointed by the Executive Committee following the October Board meeting of each even year. The members so appointed shall elect a Chair of the Committee at the first scheduled meeting following such appointment. The term of the office of Committee Chair shall be for two years from the date of election until the appointment of Committees by the Executive Committee in the next even year. The Committee Chair shall be eligible for reelection for not more than one additional consecutive term. In the event a vacancy occurs in the office of Committee Chair, the remaining members of the Committee shall elect a new Chair to complete the term of the vacating Chair at the first meeting of the Committee following the occurrence of such vacancy. Such service in completing a term shall not limit the Board Member so elected from serving two additional consecutive terms as Chair provided above.

The Committee shall be kept informed of all academic programs; of the conditions affecting recruitment and retention of faculty members; of the adequacy of instructional facilities; of the proposal of new degrees, major programs, or institutes; of the proposal to eliminate existing degrees, major programs, and institutes; and of such other matters relating to the educational policies and programs as may be brought before it or referred to it by the Board. It shall consider the development of new programs, degrees, institutes, and research for submission to the State

Commission on Higher Education. It shall consider and make recommendations to the Board with respect to the naming of any academic centers, institutes, or other such programs. It shall report on all such matters to the Board from time to time with such recommendations as it may consider relevant to the achievement of the University's goal of academic excellence. The Committee shall consider recommendations for tenure and promotion; honorary faculty titles; extensions of service; and appointments with tenure.

The Committee shall meet from time to time with the faculty-designated representatives, who shall have been chosen by the University faculty, on matters of concern to the faculty, and to the Board, and shall keep the Board informed of all such matters. The Committee shall review from time to time all recommendations made by the President or the Faculty Committee on Honorary Degrees and shall recommend therefrom to the Board appropriate recipients of such degrees. Approval by a three-fourths vote of the members present at the Board meeting next following the meeting at which the recommendation is made shall be required to approve the granting of such honorary degrees.

The Committee shall likewise serve as the final forum of appeal in all faculty matters pertinent to (a) dismissal of tenured faculty members; (b) dismissal of faculty prior to the conclusion of a contract term; discrimination in compensation, promotion and work assignments; (d) non-reappointment; (e) denial of tenure, or (f) denial of promotion, all as provided in the Academic Grievance Procedures policies of the University System. The Committee shall also serve as the final forum of appeal in all student academic matters.

### **Spartanburg County Commission for Higher Education**

**Composition.** The Spartanburg County Commission for Higher Education is composed of fifteen members appointed by the Governor on the recommendation of a majority of the Spartanburg County Legislative Delegation. The Executive Secretary of the Spartanburg County Board of Education shall be an ex officio member of the Commission.

**Terms of Members.** The Commission shall be appointed for terms of four years each and shall serve until their successors shall have been appointed and qualified.

**Powers and Duties.** The Commission shall be empowered to enter into contracts, make binding agreements, negotiate with educators and educational institutions and, generally, to take such actions in its name as are necessary to secure for Spartanburg, Greenville and Cherokee Counties and adjacent areas the educational facilities described in the relevant acts; provided, that the County of Spartanburg shall not be bound nor held liable for any acts of omission or commission of the Commissioners, nor by the provision of any contract or agreement, expressed or implied, except upon written approval and consent of a majority of the members of the Spartanburg County Legislative Delegation.

The Commission may solicit funds and accept donations from various sources which it may expend in carrying out its objective.

**Educational Advisory Committee.** The Commission is authorized to appoint from Spartanburg County, and from adjacent areas as deemed appropriate, an Education Advisory Committee consisting of not less than ten nor more than fifteen members which shall meet and consult with the Commission from time to time as may be required.

**Compensation.** All members of the Commission and the Educational Advisory Committee shall serve without compensation or fees.

### **University Officers**

**President** . The President of the university is the chief executive officer of the University System and shall exercise such executive powers as necessary for its appropriate governance under the authority of the Board. The President shall be the primary spokesperson for the University to the alumni of the institution, the news media, the educational world, and the general public and shall administer University policies as promulgated by the Board, speak for the University as its official head, and coordinate all activities of each campus of the institution directly or through designated representatives. The President shall report directly to the Board of the current affairs of all components of the University System and shall discuss with the Board basic issues, new or alternative directions, and recommendations on new policies. The President shall direct, coordinate and implement the planning, development, and appraisal of all activities of the University System and shall be directly responsible to the Board for its operation.

The President is assisted in directing the affairs of the university by an Executive Assistant and the Vice President of the University.

**Vice President for Academic Affairs and Provost** . The Vice President for Academic Affairs and Provost is the second ranking officer of the University and is empowered to act for the President in the absence of the Chief Executive Officer. The Provost has the responsibility for the overall supervision of academic affairs of the University. This officer is appointed by the President and confirmed by the Board of Trustees and is responsible for curriculum development and academic standards in the schools and colleges of the Columbia Campus and represents all campuses of the University System on academic issues to the Commission on Higher Education. The Provost also supervises such academic support services as the University Libraries, Records and Registration, and the University Press and when requested to do so by the President, represent the President at such times and places as may be appropriate. Serving under the Vice President for Academic Affairs and Provost are the Vice Provost and Executive Dean for Regional Campuses and Continuing Education, the Vice Provost and Dean for Libraries and Information Systems, the Vice Provost for Research, the academic deans and department chairs.

**Secretary of the University and the Board of Trustees** . The Secretary of the University and of the Board of Trustees shall be elected by the Board to serve at the will of the Board and shall be one of the principal officers of the University System. The Secretary of the Board shall serve as the official medium of communication within the University System between the Board of Trustees, on the one hand, and the University faculty, administrative officers, individual members of the staff, student organizations and students, on the other. The sole exception to this rule of procedure shall be communications made directly to the Board or its members by the President. The Secretary shall perform other duties as may be assigned to him to the Board or by the President.

**Treasurer of the University** . The Treasurer shall be elected by the Board. Under the supervision of the President, this officer shall be responsible for all accounting functions and for all funds of the University System and shall furnish to the Board or to the President at any time requested a financial statement of the University and shall at least once during each fiscal year supply all members of the Board with a combined revenue and expenditure report of the University. The Treasurer shall also perform other duties as may be assigned by the Board of by the President.

**Vice Presidents** . The **Vice President for Business and Finance** supervises the overall functions of Budgets and Systems, Business Affairs, Housing, Auxiliary Services, Controller, Contract and Grant Accounting, Payroll, Purchasing and Central Stores, and Inventory Control.

The **Vice President for Human Resources** has the primary responsibility for the development and direction of comprehensive personnel programs for the University System.

The **Vice President for Student Affairs and Dean of Students** provides leadership and supervision for the staff and programs of the Division of Student Affairs, and serves as a liaison between students and the University administration.

The **Vice President for University Advancement** is responsible for University development and alumni relations.

**Chancellor** . The Chancellor for USCS is the chief administrative officer of the campus. The Chancellor is responsible for the operation and development of the campus and the implementation of applicable university policies. The Chancellor reports to the President.

#### **Vice Chancellors** .

**Executive Vice Chancellor for Academic Affairs** is appointed by the Chancellor and is responsible for curricula planning and development of the total educational program, responsible for faculty, library, and other academic services, including extended learning and continuing education. The Executive Vice Chancellor for Academic Affairs represents the Chancellor when appropriate.

#### **Associate Chancellors**

**Associate Chancellor for Business Affairs** is appointed by the Chancellor and is responsible for all fiscal affairs of the institution including budget and fund accounting, accounts payable, accounts receivable, space and facility management, insurance, purchasing, inventory control, and campus supply.

**Associate Chancellor for Development** is appointed by the Chancellor and is responsible overseeing and coordinating fund raising and alumni development as well as serving as Executive Director for Carolina Piedmont Foundation.

**Associate Chancellor for Student Affairs** is appointed by the Chancellor and is responsible for the Counseling and Career Development Center , Minority Student Affairs, Residential Life, Health/Wellness, Student Activities, Intramurals, and Campus Life Center .

**Associate Vice Chancellor for Academic Affairs** is appointed by the Vice Chancellor for Academic Affairs and plans and coordinates the curriculum relationships between USCS and institutions and students not served by the Spartanburg campus in concert with the faculty and administration.

**Academic Deans.** Deans are appointed by the Chancellor upon recommendation from the Vice Chancellor for Academic Affairs following the prescribed search procedures. Deans exercise direct supervision of the faculty and the academic programs in accord with the general instructions of the Vice Chancellor for Academic Affairs. The deans nominate personnel to be appointed as full-time and part-time faculty by the Chancellor. Deans have the authority to initiate curricula changes, scheduling, and curricula evaluation for their respective schools. They are responsible for faculty development and evaluation, with the approval of the Vice Chancellor for Academic Affairs.

Deans will consult their faculty on significant matters concerning academic personnel and curricula.

**Division Chairs.** Division Chairs report to the dean of their school. When delegated by the dean, they represent the dean of their school. They assist in the interpretation and the implementation

of university policies and school, division, or program policies. They assist the dean in the performance of the duties of deans as outlined above.

**Director of Library Services.** The Director of Library Services is appointed by the Vice Chancellor for Academic Affairs and serves as the chief librarian of the university and as a member of the Information Technology Team.

**Director of Information Services.** The Director of Information Systems is appointed by the Chancellor and serves as the chief information systems officer of the University with oversight responsibility for academic and administrative computing, media services and telecommunications.

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