

Index

A

Academic Affairs and Faculty Liaison Committee	1-4
Academic, Budget and Facilities Planning Committee	2-5
Academic Freedom	2-17
Administration (patents/copyrights)	A-2
Committee	A-2
Review Procedures	A-2
Advising	2-16
Affirmative Action Policy Statement	3-2
Amendments to the Faculty Manual	C-1
Annual Review	
Administrative	5-1
Appeal of	5-3
Criteria	5-1
Faculty to be Reviewed	5-2
Files	5-1
Objectives of Review	5-1
Publication of Annual Review Rankings	5-3
Responsibilities of the Dean in Annual Review	5-2
Appointment Procedures	4-1

B

Benefits, Privileges, and Services	3-10
Distinguished Professor and Emeritus Titles.	3-9
Flexible Benefits Plan	3-12
Savings Bonds.	3-11
South Carolina Retirement System and Optional Retirement.	3-9/10
Social Security	3-11
State Insurance Plan.	3-11
Unemployment Compensation.	3-11
USC System Credit Union.	3-12
Workers' Compensation	3-11
Board of Trustees	1-1
Composition of the Board of Trustees	1-1
Duties of the Board; Powers	1-1
Terms of Elected Members	1-1
Vacancies; Compensation	1-1
Bylaws of the Faculty Senate	B-1
Amendment of Bylaws	B-3
Changes to the Faculty Manual	B-3
Committees of the Senate	B-3
Meetings	B-3
Members	B-1
Officers	B-2
Procedures, Stipulations, and Conduct of Business	B-2
Publication of Bylaws and Rules	B-3
Purpose and Responsibilities	B-1

C

Class meetings.....	2-16
---------------------	------

Consultant Activity.....	3-7
Consultant Activity	A-11
Copyright Policy.....	A-6
Definition of University-Commissioned Work	A-6
Equity.....	A-8
External Use.....	A-8
Internal University Use.....	A-7
Ownership and Copyright.....	A-7
Pre-Production Agreement.....	A-7
Protection and Liability.....	A-10
Revision.....	A-8
Copyrights.....	A-1
Course Objectives.....	2-16
D	
Definitions for Library Faculty.....	6-3
Definitions for Teaching Faculty.....	6-2
Distinguished Professor and Emeritus Titles.....	3-9
Dual Employment.....	3-1
E	
Eligibility for Promotion and/or Tenure	6-8
Employment	3-1
Executive and Unit Academic Affairs Committees.....	2-6
Executive Committee.....	1-3
Executive Academic Affairs Committee.	2-8
Interdisciplinary Studies Academic Affairs Committee.....	2-8
School and Divisional Committees.....	2-6
F	
Faculty Advisory Committee	2-8
Faculty Committee Structure	
Appointments.....	2-4
Chair	2-4
Elections	2-5
Ex Officio Members	2-4
Implementation.....	2-5
Jurisdiction and Membership.....	2-5
Librarians and Committee Service	2-4
Responsibility.....	2-5
Terms.....	2-4
Vacancies	2-4
Faculty Grievance Procedures.....	7-1
Conduct of the Hearing.....	7-3
Definition of a Faculty Member.....	7-1
Grievable Matters.....	7-1
Grievance Procedure.....	7-3
Internal Channeing from the Committee.....	7-4
Procedure: Timetable.....	7-2
Purpose.....	7-1
Faculty Manual.....	2-3
Faculty Organization.....	2-1
Conduct of Business.....	2-3
Faculty Committees.....	2-3
General Meetings.....	2-2

Membership.....	2-1
Officers.....	2-2
Voting.....	2-1
Voting Units.....	2-1
Faculty Peer Review.....	5-4
Appeal of Peer Review Committee Evaluation.....	5-6
Faculty to be Reviewed.....	5-4
Membership of the Peer Review Committee.....	5-4
Responsibilities of Peer Review Committee Members.....	5-5
Responsibilities of the Peer Review Committee Chair.....	5-5
Faculty Powers.....	2-1
Faculty Senate	
By-Laws.....	B-1
Connection to General Faculty.....	2-15
Membership	2-14
Senate Officers	2-15
Faculty Standing Committees.....	2-5
Academic Budget and Facilities Planning Committee.....	2-5
Academic Support Services Committee.	2-5
Admissions and Petitions Committee.....	2-6
Assessment Committee.....	2-6
Athletic Advisory Committee.....	2-6
Executive and Unit Academic Affairs.....	2-6
Executive Academic Affairs.	2-8
Faculty Advisory Committee.....	2-9
Faculty Welfare and Grievance Committee.....	2-9
General Education Committee	2-9
Graduate Committee.....	2-10
Interdisciplinary Studies Academic Affairs Committee.	2-7
Promotion and Tenure Committee.....	2-11
Special Committees.....	2-12
Student Affairs Committee.....	2-11
Student Financial Aid Committee.....	2-12
Teaching Excellence Committee.....	2-12
Special Committees	2-12
Ethics Committee	2-12
The USC Institutional Review Board	2-12
for the Use of Human Subjects.	2-13
Peer Review Committee.	2-13
Faculty Athletic Representative	2-13

G

Grade Reports and Changes of Grades.....	2-17
Grading.....	2-16
Grading System.....	2-17
Graduate Committee.....	2-10
Graduate Faculty Selection Criteria.....	8-1
Adjunct Graduate Faculty Status.....	8-1
Graduate Faculty Evaluation Criteria.....	8-2
Graduate Faculty Status.....	8-1
Grievance Procedure.....	7-2

H

Human Resources.....	3-3
L	
Latent Discoveries.....	A-4
Leave.....	3-3
Annual Leave	3-3
Court Leave	3-5
Death in Family	3-5
Holiday Leave	3-5
Leave Without Pay	3-5
Military Leave	3-5
Sabbatical Leave	3-6
Sabbatical Leave Policy	C-2
Sick Leave	3-4
N	
Nepotism Policy	3-2
Normal Work Schedule	3-2
O	
Office hours	2-16
Outside Employment	3-1
P	
Part-time Faculty Policy	C-1
Patent Policy	A-2
Developing Marketable Discoveries	A-4
Documenting a Discovery	A-2
Equity	A-5
Invention Categories	A-3
Latent Discoveries	A-4
Patent Development Organizations	A-4
Patents	A-1
Peer Review	
Chair	5-5
Committee	5-4
Responsibilities	5-5
Peer Review Committee	2-13
Peer Review Committee Procedures	6-10
Policy Changes	3-3
Political Activity	3-3
Post Tenure Review.	6-17/19
Promotion and Appointment of Library Faculty	6-5
To be eligible for the rank of assistant librarian	6-5
To be eligible for the rank of associate librarian	6-5
To be eligible for the rank of librarian	6-5
Promotion and Appointment of Teaching Faculty	6-4
To be eligible for the rank of assistant professor	6-5
To be eligible for the rank of associate professor	6-4
To be eligible for the rank of professor	6-4
Promotion and Tenure	

Committee	6-1
Criteria	6-1
Criteria for Promotion and Appointment of Library Faculty	6-5
Criteria for Promotion and Appointment of Teaching Faculty	6-4
Definition of Terms	6-4
Definitions for Library Faculty	6-3
Definitions for Teaching Faculty	6-2
Service	6-3
Tenure Regulations.....	6-6
Promotion and Tenure Committee.....	6-1
Duties.....	6-1
Membership.....	6-1
Tenure Criteria.....	6-1
Promotion and Tenure Committee	2-11
Promotion and Tenure Committee Hearings.....	6-21
Promotion and Tenure Procedures.....	6-8

R

Reduction in Staff.....	6-22
Reduction-In-Force Policy.....	3-8
Regulations on Examinations	2-16
Research.....	3-7
Conflict of Interest.....	3-7
Grants Administration.....	3-7
University Funds.....	3-7
Review Procedures.....	5-1
Criteria for Review of Teaching Faculty.....	5-1
Objectives of Review.....	5-1
Review Files.....	5-1

S

Sabbatical Leave Policy.....	C-2
Sabbatical Guidelines.....	C-2
Salary Increases Policy.....	C-4
Savings Bonds.....	3-12
Selection of Deans.....	4-1
Internal Search.....	4-3
Procedure for Selection.....	4-2
Standard Search.....	4-2
Term of Appointment.....	4-3
Selection of Division Chairs.....	4-3
Procedure for Selection.....	4-3
Term of Appointment.....	4-4
South Carolina Retirement Systems	3-9
Spartanburg County Commission for Higher Education.....	1-5
Compensation.....	1-5
Composition.....	1-5
Educational Advisory Committee.....	1-5
Powers and Duties.....	1-5
Terms of Members.....	1-5
Special Committees.....	2-12
Ethics Committee.....	2-13
Faculty Athletic Representative.....	2-13
Peer Review Committee	2-13
State Insurance Plans.....	3-11
Statement on Academic Freedom.....	2-17

Student Affairs Committee	2-11
Student Financial Aid Committee	2-12
Student Opinion Polls.....	D-1
Student Petitions.....	2-16
Summer Sessions.....	3-1
Syllabi.....	2-16

T

Teaching.....	2-15
Consensual Relations Policy.....	2-15
Statement of Policy.....	2-15
Teaching Responsibilities.....	2-15
Teaching Excellence Committee	2-12
Tenure Regulations.....	6-6
Termination Because of Bona Fide Reduction in Staff.....	6-22
Termination Because of Financial Exigency.....	6-22
Termination Because of Reduction in Program or Instruction....	6-23
Termination of Tenured Faculty.....	6-19
Termination for Failure to Perform Duties	
Due to Incompetence and/or Habitual Neglect of Duty.	6-20
Termination for Misconduct or Conduct Interfering with the	
Academic Functions of the University	6-20
Medical Reasons.	6-20
Lapse or Withdrawal of License.	6-20
Failure to remedy an unsuccessful post tenure review.	6-20
Terms of Employment.....	3-1
Textbooks.....	2-16
The Executive Committee.....	1-3
The Academic Affairs and Faculty Liaison Committee.....	1-4

U

Unit Administrative Review Procedures	6-13
University Officers.....	1-5
Academic Deans.....	1-7
Associate Chancellors.....	1-7
Associate Chancellor for Business Affairs.....	1-7
Associate Chancellor for Student Affairs.....	1-7
Chancellor.....	1-7
Director of Information Services.....	1-8
Director of Library Services.....	1-8
Division Chairs.....	1-8
President.....	1-5
Secretary of the University and the Board of Trustees.....	1-6
Treasurer of the University.....	1-6
Vice Chancellors.....	1-7
Vice Chancellor for Academic Affairs.....	1-7
Vice Presidents.....	1-6
Vice President for Academic Affairs and Provost.....	1-6
Vice President for Business and Finance.....	1-6
Vice President for Human Resources.....	1-6
Vice President for Student Affairs and Dean of Students..	1-6
Vice President for University Advancement.....	1-7
USC System Credit Union.....	3-12

