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## ***Chapter 2***

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### ***Faculty Powers & Organization***

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.

As such occasions arise, the faculty has the opportunity 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.

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### **Faculty Manual**

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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 ten-

ure, may be made by the Faculty Senate or the General Faculty by simple majority vote and approval of the Chancellor, the President, and Board of Trustees of the University of South Carolina.

Changes to promotion and tenure criteria require a vote of two-thirds of those voting in 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 proposal is returned to the Faculty Senate or the General Faculty within 30 days of the Chancellor's receipt, 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 10 days of receiving it forwards the proposal to the President and notifies the Faculty Chair of the action.

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## **Faculty Organization**

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### *General Faculty*

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*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 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 academic unit peer review committees must be done in committee meetings and cannot be done electronically.

*Academic Units.* Separate academic units are the Library, George Dean Johnson, Jr. College of Business and Economics, School of Education, Mary Black School of Nursing, and the academic departments and divisions of the College of Arts and Sciences.

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.

The unit in which the faculty member votes is determined by the faculty member's designation on the Payroll Budget and Personnel 1 form (PBP1) filed in Human Resources.

If a faculty member wishes to change academic units, the request is communicated in writing to the administrative heads of both units (deans, division, department chairs). Membership in the new academic unit requires all of the following:

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- *agreement by a majority of faculty in that academic unit,*
- *consent by the deans involved in the change, and*
- *approval by the Senior Vice Chancellor for Academic Affairs and the Chancellor.*

If the request is approved, the Senior Vice Chancellor for Academic Affairs issues a letter of change in academic unit and notifies the Office of Human Resources, the deans, division, department chairs, and the Faculty Chair.

*Officers.* The following officers are elected by the faculty: the Faculty Chair and the Recording Secretary. The Faculty Chair serves for two years. The Chair-elect serves as Faculty Chair in the second year after being chosen. The Former Faculty Chair serves as one of the faculty officers for one year after leaving the position of Faculty Chair. The Faculty Recording Secretary records and distributes to the members of the faculty minutes of the General Faculty and Faculty Senate meetings, and annually compiles and publishes a summary of faculty actions.

*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 7 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 secret ballot. All elections are conducted by secret ballot.

An agenda is prepared by the Faculty Chair for the regularly scheduled general faculty meetings. 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*

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*Membership.* Membership in the Faculty Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each seven faculty members, or portion thereof. The representatives from each voting unit are elected by members of the faculty of that unit prior to the August meeting. 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, the previous year's Faculty 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 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 and the Faculty Advisory Committee.

*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. All votes taken in the Faculty Senate are by voice or show of hands unless a written ballot is desired by any senator. 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.

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### **Faculty Committees**

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#### *Committee Procedures*

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*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.* 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 reelection. 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

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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 Senior Vice Chancellor for Academic Affairs 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 if the position is an elected one or by appointment of the Chancellor if the position is an appointed one.

*Committee Chairs.* Committee chairs are elected by the committees in April of each year. Each committee should designate a chair-elect by October to assume responsibilities for the committee following commencement the next spring. Committee chairs usually do not succeed themselves. In cir-

cumstances 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 case of a tie.

Committee chairs file written reports with the Faculty Chair summarizing committee activities.

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### **Standing Committees**

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#### *Assessment*

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The Assessment Committee consists of one designated representative from each academic unit. The Vice Chancellor for Administrative and Business Affairs and the Associate Dean of the College of Arts and Sciences serve as *ex officio* members.

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.



*Academic Affairs Committee*

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The Academic Affairs Committee is composed of one representative named by each academic unit. The Registrar serves as an *ex officio* member. 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. 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.

The Committee, in consultation with the appropriate administrators and faculty, develops a long-range plan for the introduction or elimination of academic programs.

Each academic unit develops procedures for individual undergraduate or graduate course approval or deletion; proposals for course addition or deletion are forwarded directly to the Faculty Chair to be placed on the agenda of the Faculty Senate.

*Faculty Advisory Committee*

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The Faculty Advisory Committee consists of the Faculty Chair, the Faculty Chair-elect, the Recording Secretary, and one Faculty Senate member elected from each academic unit not represented by the aforementioned positions. The elected members serve for terms of one year. In addition, the previous year's Faculty Chair serves as an *ex officio* member with voting privileges.

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The Faculty Advisory Committee represents a broad scope of faculty interests and engages in University oversight at the direction of the Faculty Chair and its other constituent members. The Committee facilitates communication between administration and faculty, seeking to address matters or solve problems raised by either faculty or administration. The Committee meets when called by the Faculty Chair.

The Committee presents to the faculty a slate of nominees for regularly elected positions on standing committees and presents to the Chancellor a similar slate of nominees for filling vacancies to the appointed positions on standing committees. The Committee nominates a faculty member to represent USC Upstate on the Arts Partnership; it also nominates the Faculty Athletic Representative.

### *Faculty Excellence Committee*

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The Faculty Excellence Committee consists of one faculty member elected from each academic unit. The Dean of Students serves as an *ex officio* member.

The Committee recommends the disbursement of the Teaching and Productive Scholarship fund that is allocated by the Senior Vice Chancellor 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 Senior Vice Chancellor for Academic Affairs, 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 Senior Vice Chancellor for Academic Affairs. The Committee receives, reviews, and forwards final

sabbatical reports to the Senior Vice Chancellor for Academic Affairs.

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

#### *Faculty Welfare Committee*

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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 administrative 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 offices and departments.

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Complaints about matters relating to possible violations of the Promotion and Tenure Code of Ethics should be reported to the chair of the Faculty Welfare Committee who is responsible for reporting the matter to the Chair or Chair-elect of the Promotion and Tenure Committee.

Faculty members filing a grievance do so with the Chair of the Faculty Welfare Committee according to the guidelines for Faculty Grievance Procedures.

### *General Education Committee*

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The General Education Committee is composed of one designated representative from each voting unit. *Ex officio* members are the Dean of the College of Arts and Sciences and the Registrar.

The General Education Program is under the supervision of the College of Arts and Sciences. The administration of the program is the responsibility of the Dean of the College of Arts and Sciences subject to normal curriculum and program development or deletion procedures.

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.

*Student Services Committee*

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The Student Services Committee consists of one faculty member from each of the professional schools, three faculty members from the College of Arts and Sciences with not more than one member from a single department or division, and one student representative appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Dean of the Library, the Vice Chancellor for Information Technology and Services, the Associate Vice Chancellor for Enrollment Services, the Dean of Students, and the Registrar are *ex officio* members.

The Committee has the responsibility to monitor the success with which the services and resources of the library, computer services, and all other academic support units meet the needs of the University and the community. Any policy of any academic support unit that affects its patrons may be reviewed at the discretion of the Committee.

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. The Committee reviews proposals for student programs and it awards grants to those that satisfy the Committee's criteria. The Committee reviews and selects Foundation Scholarships and 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

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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.

### *Promotion and Tenure Committee*

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The Promotion and Tenure Committee consists of nine faculty members, seven elected, and two appointed. Terms are for three years. Only tenured associate professors or librarians and professors or librarians who have taught at USC Upstate for one year or more are eligible to serve on the Promotion and Tenure Committee. Five members of the Committee are from the College of Arts and Sciences (four elected and one appointed); four members are chosen from the George Dean Johnson, Jr. College of Business Administration and Economics, School of Education, the Mary Black School of Nursing, and the Library (three elected and one appointed). Elected positions are filled by vote of the general faculty. Appointed positions are filled by the Chancellor. 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. Appointed Committee members who find it necessary to resign are replaced by appointment by the Chancellor.

The Promotion and Tenure Committee recommends to the faculty criteria for promotion and tenure and sets procedures 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 Senior Vice Chancellor for Academic Affairs and the Chancellor regarding the granting of promotion and tenure. The Committee hears appeals of post tenure reviews and makes recommendations to the Senior Vice Chancellor for Academic Affairs.

The Committee reviews and makes recommendations to the Senior Vice Chancellor for Academic Affairs on all promotion and tenure applications.

See the chapter on *Promotion and Tenure* of this *Manual* for a description of the promotion and tenure criteria (page 77).

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### **Special Committees**

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#### *Peer Review Committee*

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Each school as well as each division and department of the College of Arts and Sciences has a Peer Review Committee composed of at least five tenured faculty members elected from the respective unit. Committee members may not succeed

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themselves on the committee. Members of the Peer Review Committee may not have faculty supervisory responsibilities. If there are insufficient tenured faculty members in a unit to form a Peer Review Committee, tenured faculty members outside the unit may be nominated and elected by the faculty of the unit.

Peer Review Committee members make explicit recommendations to the Promotion and Tenure Committee on candidates seeking promotion and/or tenure. The Peer Review Committees base their recommendations for promotion and/or tenure upon criteria found in the section Promotion and Tenure.

A description of policies for administrative review as well as for peer review is found in this *Manual* under *Faculty Review Procedures* (page 71).

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### **Faculty Athletic Representative**

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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 nominated by the Faculty Advisory Committee and elected by the faculty. The faculty nominee must be approved by the Chancellor. The length of term is for three years; terms are renewable.

The FAR is responsible for abiding by NCAA and Atlantic Sun governance and 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 Faculty Athletic Representative may form an advisory group of faculty members who volunteer for this service. The FAR serves as the senior faculty advisor on athletics to the Chancellor.

The FAR forwards to the Faculty Senate recommendations on conference affiliations, the addition or deletion of sports, or other major changes in athletic policy. The FAR reviews the records of all student-athletes each semester, including summer sessions. The review includes reviewing the Satisfactory Progress Report information collected by the Registrar and acting on any 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 of student-athletes 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.*

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- *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.*

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### **Statement on Academic Freedom**

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USC Upstate adheres in principle to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments. The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression. Academic freedom is essential to these purposes and

applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- *Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. However, research for pecuniary return should be based upon an understanding with the authorities of the institution.*

- *Teachers are entitled to freedom in the classroom in discussing their subject. However, they should be careful not to introduce into their teaching controversial matters that are not related to their subject.*

- *College and University teachers are citizens, members of a learned profession, and officers of an educational institution. When faculty members speak or write as citizens, they are free from institutional censorship or discipline. They indicate that they are not speaking for the University.*

Faculty members who think that their academic freedom has been infringed may make a written request of the Chancellor that an investigation be made. The request should set forth in a clear and concise manner the events and circumstances upon which the charge is based. The Chancellor may refer the question to an appropriate faculty committee. See also the section Grievance Procedures in this *Manual*.

For academic freedom and grading, see page 39.