

Faculty Powers, Organization, and Teaching Responsibilities

Powers and Organization

FACULTY POWERS

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 accord with its policies. In all matters pertaining to the standards of admission, registration, requirements for the granting of degrees earned in course, 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 have the opportunity to consider the appointment of all principal officers and, through an appropriate committee, communicate their views to the Chancellor. The faculty are also invited to communicate, through an appropriate committee, their views on the selection of the President of the university and the Chancellor for USCS.

FACULTY ORGANIZATION

Membership

The university faculty consists of the President, the Chancellor, other USCS administrators with faculty status, professors, associate professors, assistant professors, all full-time instructors and full-time lecturers in baccalaureate and associate degree programs, visiting faculty members, emeriti professors, librarians, associate librarians, assistant librarians, and such other persons as the faculty sees fit to elect.

Voting

The following members of the faculty have the right to present motions and to vote: the President, the Chancellor, the other USCS administrators with faculty status, librarians, associate librarians, assistant librarians, professors, associate professors, assistant professors, and instructors. Voting members may exercise their right to vote during absences from the university that are temporary in nature such as sabbaticals and leaves of absence.

Voting Units

Academic divisions that are recommended by the faculty senate are designated as separate voting units. The Library, the Schools of Business Administration and Economics, Education, and Nursing are considered separate voting units. In addition, the two divisions and four departments of the College of Arts and Sciences, i.e., the divisions of Natural Sciences and Engineering and Mathematics and Computer Science; and the de-

partments of Fine Arts and Communication Studies; Languages, Literature, and Composition; Psychology; and Social Sciences, Philosophy, and History, are designated as separate voting units.

Faculty whose course loads are divided evenly across disciplines found in more than one voting unit are eligible to vote in only one of the two units. The unit that the faculty member votes in 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 voting units, the request is communicated in writing to the administrative heads of both units (deans, division, and/or department chairs). Membership in the new voting unit requires all of the following:

1. agreement by a majority of faculty in that voting unit,
2. consent by the deans involved in the change, and
3. approval by the Executive Vice Chancellor for Academic Affairs and the Chancellor.

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

Membership in the voting unit determines the 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 discipline from a different voting unit are not construed as automatically conferring the right to participate in decisions made within that discipline.

Officers

The Faculty Chair is the presiding officer of the faculty and the Faculty Senate. The Chair prepares and circulates the agenda for meetings at least five days prior to the meeting date. The Faculty Chair acts as University Marshal. As University Marshal, the Faculty Chair is responsible for ceremonial programs at USCS. The Faculty Chair-elect serves as presiding officer in the absence of the Faculty Chair. The Faculty Recording Secretary records and distributes to the members of the faculty written minutes of the general faculty and Faculty Senate meetings, and annually compiles and publishes a summary of faculty actions.

General Meetings

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

The Faculty Senate represents the faculty and serves as a legislative body. It hears reports from various committees of the university.

Conduct of Business.

The faculty follow *Robert's Rules of Order (Revised)* unless otherwise stipulated. The Faculty Chair-elect serves as parliamentarian. Voting is by voice or show of hands unless a written ballot is desired. All elections are conducted by secret ballot.

An agenda is prepared prior to the general faculty meeting and Faculty Senate meeting by the Faculty Chair. Faculty members may contribute to the agenda by submitting items to the Faculty Chair. This agenda may include (1) forthcoming elections to committees, (2) statements from the Chancellor on major policy, (3) reports of faculty and appointed committees, (4) old business, (5) new business, including matters raised from the floor.

Faculty Committees

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 in case of absence.

Members may not succeed themselves on the same committee, except as otherwise noted. Faculty elected to fill unexpired terms on committees are eligible for re-election. Faculty members may not serve simultaneously on more than two standing faculty committees and normally will not serve on more than one. It is hoped that faculty members will serve on no more than one University committee and two College, School, Divisional, or Departmental committees.

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 faculty meeting of the academic year. 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 as well as 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.

FACULTY MANUAL

The USCS *Faculty Manual* sets forth the policies and procedures of the University with regard to the faculty and its rights and responsibilities. Section 1, *Boards, Commissions, and University Officers*; and Section 3, *Employment, Benefits, and Retirement* are for the information of the faculty. Changes to the other sections of the *Faculty Manual*, with the exception of matters pertaining to promotion and tenure, may be made by the Faculty Senate or the general faculty by simple majority vote of those voting with ap-

proval of the Chancellor of USCS, the President, and Board of Trustees of the University of South Carolina. Changes to the promotion and tenure regulations 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.

FACULTY COMMITTEE STRUCTURE

Terms

Terms of all appointed and elected committee members are for three years. Faculty standing committees and the grievance pool are organized in April. New committee members assume duties after the spring commencement.

Ex officio Members

Ex officio members are not considered to be members of a committee when computing their maximum of two 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, except as noted, in the decisions of the committee. An *ex officio* member of a committee cannot be elected chair of a committee. The Chancellor is an *ex officio* member of all committees but is not listed as such separately.

Chairs

Committee chairs are elected by the individual committees. A chair who resigns may be replaced by the Faculty Advisory Committee until the next General Faculty meeting. The chair votes only in case of a tie. A faculty member may chair only one faculty standing committee at a time.

Vacancies

Vacancies in committee membership caused by unexpired terms are filled by appointment or election in accordance with the means by which the position originally was filled. Vacancies created by sabbaticals or unforeseen contingencies shall be filled until the next election by the voting unit of the faculty member if the position was an elected one or by appointment of the Chancellor if the position is an appointed one.

Appointments

All appointments to committees are made by the Chancellor.

Responsibility

Committees serve in an advisory capacity to the faculty and/or the administration. Committee chairs report all committee actions and recommendations to the Faculty Chair.

Elections

Faculty standing committees are organized in April. New committee members and chairs assume duties after the spring commencement. All elections are decided by majority vote of the faculty after due notice of the election has been given.

Jurisdiction and Membership

It is understood that the duties of committees and their constituent personnel are drawn from and limited to USCS except where otherwise noted.

Implementation

New faculty committees may be created as deemed necessary and must be approved by the Faculty Senate. Changes in continuing committees are made in the month in which the terms of their members are scheduled to begin. (In order to fill committees the first year, it may be necessary to appoint and elect some members for one-year or two-year terms only).

FACULTY STANDING COMMITTEES

Academic, Budget, and Facilities Planning Committee

The Academic, Budget, and Facilities Planning Committee consists of one faculty member elected 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, one faculty member from the Library, and one student representative appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Executive Vice Chancellor for Academic Affairs and the Registrar are *ex officio* members.

The committee, in consultation with appropriate administrators and faculty members, develops a long-range plan for the introduction or elimination of academic programs. The committee advises the administration on facilities utilization, building and grounds, and the planning of new facilities in accord with the academic programs of the university.

Academic Support Services Committee

The Academic Support 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, and one student representative appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Executive Vice Chancellor for Academic Affairs, the Dean of the Library, the Vice Chancellor for Information Services, and the Registrar are *ex officio* members.

The Academic Support Services Committee is charged with the responsibility of monitoring the success with which the services and resources of the library, computer

services, the Records Office, and all other academic support units meet the needs of the university and the community. The committee serves as the primary channel of communication between support service units and the faculty. In order to fulfill that responsibility, any policy of any academic support unit which affects its patrons may be reviewed at the discretion of the committee. In cases where a faculty member and the Dean of the Library disagree on whether or not a particular work should be acquired for the collection, the Academic Support Services Committee will resolve the conflict.

Admissions and Petitions Committee

The Admissions and Petitions Committee consists of four faculty members, two from the College and two from the professional schools, with not more than one member from a unit. The Director of Admissions, the Registrar, and the Executive Vice Chancellor for Academic Affairs are *ex officio* members.

The committee considers admission and continuation policies, at least every three years, within university guidelines and recommends to the Faculty Senate and the Chancellor any modifications to these policies where advisable. 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 applicants during summer terms.

Assessment Committee

The Assessment Committee consists of one faculty member elected from each voting unit and one student representative appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Executive Vice Chancellor for Academic Affairs and the Director of Institutional Research serve as *ex officio* members.

The committee recommends to the Faculty Senate and to the administration the means of assessing institutional effectiveness, the procedures for assessment, and the disposition of all information gained through the assessment program. The committee encourages appropriate individuals to comment on and to interpret the data, statistics, and results of all assessment programs.

Executive and Unit Academic Affairs Committees

Each school or college division and department has an Academic Affairs Committee. Membership in these school, divisional, or departmental committees is constituted as follows:

At least one individual is elected to represent each academic discipline within the school, division, or department that has three or more faculty within that discipline.

At least one individual is elected to represent all other academic disciplines having fewer than three faculty members in that school, division, or department.

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

students who seek relief from university scholastic regulations or who feel an injustice has been done them in their academic work.

Faculty Advisory Committee

The Faculty Advisory Committee consists of the Faculty Chair, the Faculty Chair-elect, the Recording Secretary, the chairs of the Executive Academic Affairs Committee and the Promotion and Tenure Committee, and one Faculty Senate member elected from each voting 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. The Executive Vice Chancellor for Academic Affairs serves as an *ex officio* member.

The committee assists in establishing the agenda for Faculty Senate meetings and serves as an advisory committee to members of the administration. The committee schedules at least one report, to be presented in person by the committee chair or a designated representative, from each of the other standing faculty committees to the Senate during each academic year.

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 USCS on the Arts Partnership; it also nominates the Faculty Athletic Representative.

Faculty Welfare Committee

The Faculty Welfare Committee consists of one faculty member elected from each voting unit. The committee is a medium through which faculty members may express their thoughts relating to matters of faculty welfare. The committee communicates these 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 individuals, and 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; equal opportunity and affirmative action.

Before the end of fall semester, the committee distributes to the faculty (1) a summary of administrative annual review rankings of faculty for the previous year by academic unit; (2) a summary of all faculty salaries by salary interval, including a breakdown of salaries by gender and race, as permitted by law; and (3) numerical results of faculty evaluations of administrators and academic/administrative support offices and departments.

Complaints about matters relating to possible violations of the Code of Ethics as stated in the Promotion and Tenure Committee should be reported to the chair of the Faculty Welfare Committee who will be responsible for reporting the matter to the chair or chair-elect of the Promotion and Tenure Committee for investigation. Violations of confidence of Peer Review committees also may be reported to the Faculty Welfare Committee.

The chair of Faculty Welfare ensures that a grievance pool is elected annually at the beginning of the fall term to serve for one calendar year. The membership of the pool consists of one tenured faculty member from each voting unit of the faculty. Members may not have faculty administrative or supervisory responsibilities. Membership in the grievance pool does not disallow service on one other standing committee of the faculty. Faculty members wishing to file a grievance do so with the Chair of the Faculty Welfare Committee according to the guidelines for Faculty *Grievance Procedures* (section 7 of the *Faculty Manual*).

General Education Committee

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 of USCS 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 catalog under Academic Programs. 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 USCS Graduate Committee is composed of three members elected by the College of Arts and Sciences representing three different disciplines and one member each elected by the Schools of Education, Nursing, and Business Administration and Economics. In addition, one graduate student who is currently enrolled or who has graduated from USCS will be appointed by the Chancellor upon the recommendation of the Executive Vice Chancellor for Academic Affairs. Only faculty who meet the minimum qualifications for graduate faculty at USCS are eligible for membership on the Graduate Com-

mittee. The Executive Vice Chancellor for Academic Affairs, the Registrar, and the Dean of the Library are *ex officio* members.

It is the duty of the USCS Graduate Committee to consider and recommend to the Faculty Senate action on all changes in graduate courses or programs; requests for new graduate courses or programs; and graduate standards, requirements, policies, and procedures. New graduate programs approved by the Faculty Senate will be recommended to the Graduate Council of the University of South Carolina for action. The Committee also considers grade change requests from graduate faculty and appeals from graduate students who seek relief from university academic regulations or who feel an injustice has been done them in their academic work and whose appeals have been denied first by the School of Education Appeals Committee and the Dean of the School of Education. The Committee may suspend normal graduate entrance and continuation requirements for individual students, as permitted by University guidelines. The Committee will perform other duties as assigned by the Executive Vice Chancellor for Academic Affairs or by the faculty.

Interdisciplinary Program Committee

Complementing the department, division and school Academic Affairs Committees, the Interdisciplinary Programs Committee supports the curricular development of the University's interdisciplinary majors and minors. Membership is constituted as follows: each interdisciplinary program that offers either a major or minor will elect one representative from among its affiliate faculty. No individual may be elected to represent more than one interdisciplinary program. Members of the committee serve for a term of three years. Normally these terms are staggered in order to provide for continuity.

The committee will elect a chair from its membership for a term of three years. The responsibilities of the chair are to:

1. call and conduct meetings as needed;
2. receive, process and disseminate all proposals for curriculum change from among the interdisciplinary programs;
3. record and report to the executive committee chair all academic matters requiring faculty action;
4. represent or designate one member to represent the committee on the Executive Academic Affairs Committee. The representative is a full voting member of the Executive Academic Affairs Committee.

The committee is primarily responsible for reviewing and evaluating all proposals for curriculum change that relate to interdisciplinary programs of study. Proposals approved by the Interdisciplinary Programs Committee will be sent to the Executive Academic Affairs Committee for Review.

Promotion and Tenure Committee

Membership on the Promotion and Tenure Committee is described in this *Manual* in the section “Promotion and Tenure.” The committee recommends to the full faculty guidelines for criteria and procedures for the operation of promotion and tenure policies. It reviews and makes recommendations to the Chancellor on all promotion and tenure cases. Promotion and tenure criteria are described in the *Manual* in the section *Promotion and Tenure*.

Student Affairs Committee

The Student Affairs Committee consists of four faculty members, two from the College of Arts and Sciences and two from the professional schools with not more than one member from a unit, and two student members. Faculty members are elected for three-year terms with at least one new member being elected each year. Student members are appointed annually by the Chancellor from among nominations submitted by the Student Government Association. *Ex officio* members are the President of the Student Government Association, the Vice Chancellor for Student and Diversity Affairs, the Dean of the Library, and the Executive Vice Chancellor for Academic Affairs.

The committee makes recommendations to the Faculty Senate regarding the *Academic Honor Code* and the *Campus Discipline Code*.

The committee considers policies on registration and orientation and makes recommendations on these matters to the Faculty Senate.

The committee makes recommendations to the Faculty Senate concerning co-curricular student activities.

The committee makes recommendations to the Faculty Senate regarding student media.

The committee makes recommendations to the Chancellor regarding expenditures of student activity fees based on recommended budgets approved by the Student Government Association.

In addition, the committee reviews proposals for student programs and it awards grants to those that satisfy the committee’s criteria.

Student Financial Aid Committee

The Student Financial Aid Committee consists of four faculty members, two from the College of Arts and Sciences and two from the professional schools with not more than one member from a single department or division, and two student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Student Financial Aid and the Executive Vice Chancellor for Academic Affairs are *ex officio* members.

This committee serves two main purposes: (1) the review and selection of Foundation Scholarships and (2) the review and determination of appeals for students who are not making Satisfactory Academic Progress. The latter responsibility is in accordance with federal statute.

Teaching Excellence Committee

The Teaching Excellence Committee consists of one faculty member elected from each voting unit. The Executive Vice Chancellor for Academic Affairs and the Vice Chancellor for Student and Diversity Affairs serve as *ex officio* members.

The committee recommends the disbursement of the Teaching and Productive Scholarship (TAPS) fund that is allocated by the Executive 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 Executive 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 Executive Vice Chancellor for Academic Affairs. The committee receives, reviews, and forwards final sabbatical reports to the Executive Vice Chancellor for Academic Affairs.

The committee receives nominations for the annual faculty scholarship award and selects the award recipient on the basis of established criteria.

Special Committees

This section includes listings and descriptions of university committees established by the Faculty Senate that function outside the governance of the Faculty Senate. The Faculty Chair is authorized to appoint *ad hoc* and special committees.

The **Ethics Committee** is responsible for reviewing all non-funded research projects involving human subjects prior to conducting the research. The Director of Grants and Foundation Relations serves as an *ex officio* member.

The **USC Institutional Review Board for the Use of Human Subjects**, a USC system faculty committee coordinated by staff in the Office of Sponsored Programs and Research and the Office of Research Compliance on the Columbia campus, is responsible for reviewing all research grant proposals involving human subjects whether funded or not. The IRBL Committee on the Spartanburg campus will conduct preliminary reviews and determine whether full IRB review is required.

The committees seek to insure that researchers follow Department of Health and Human Services regulations protecting human subjects involved in the conduct of research.

Peer Review Committee. As part of a comprehensive system of faculty evaluation, the university has established annual review committees charged with the responsibility of conducting peer evaluations.

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*.

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. 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.

A description of policies for annual review as well as for peer review is found in this manual in the section *Peer Review Procedures*.

The **Faculty Athletic Representative** is elected by the faculty according to the normal committee assignment procedure. The term is for three years and may be renewed. The Faculty Advisory Committee submits nominations for the position of Faculty Athletic Representative from among the members of the faculty who are interested in athletics (coaches excluded). The Faculty Athletic Representative 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 duties of the Faculty Athletic Representative are to:

1. Forward to the Faculty Senate for consideration recommendations on conference affiliations, the addition or deletion of sports, or other major changes in athletic policy.
2. Review the records of each student athlete each semester including summer. This must involve reviewing the Satisfactory Progress Report information collected by the Registrar and acting on any deficiencies encountered.
3. Provide oversight for academic advisors of student athletes. This includes providing advising information for both the student-athlete and advisor prior to advising.
4. Advise the University Admissions Committee regarding prospective student-athletes whose academic credentials place them outside the regular admission profile, i.e., prospective student-athletes who are below the institutional and/or NCAA admissions standards.
5. Participate in the exit interview of student-athletes. This would include gathering information related to academic experiences while participating in athletics.
6. Provide information to coaches and student-athletes at the beginning of each academic year related to NCAA and USCS academic regulations. Describe the importance of academics to the student-athletes and what occurs when academic regulations are violated.
7. Investigate instances of student-athlete misconduct, both on and off the playing fields. Ensure that student-athletes are treated fairly in these investigations. Attend any Student Government courts, hearings, etc., with the student-athlete.
8. Oversee USCS compliance with NCAA and Peach Belt Conference rules and regulations. This duty requires signing forms that are sent to the conference and retained in the Athletic Office.
9. Review the results of periodic audits of athletics department funds. Provide a report to the Faculty Senate if any significant discrepancies are encountered.
10. Administer the NCAA Coaches Certification test, as required by the Peach Belt Conference Commissioner.
11. Provide information and insight to the Chancellor relating to institutional voting decisions at the NCAA conventions.
12. Serve on all committees relating to hiring of athletics department administrators at the level of head coach or above.
13. Ensure the enforcement of all institutional academic and student activities rules and regulations as they apply to student-athletes.
14. The Athletic director and Faculty Athletic Representative serve as the campus to the delegates to the athletic association and conferences, in the absence of the Chancellor.

Faculty Senate

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 and Connection to General Faculty

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 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 the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

TEACHING

Teaching Responsibilities

The teaching responsibilities of the faculty are among those areas of university life which have for generations been a part of the unwritten code of scholars. The university conceives them to be so important that the performance of the faculty in meeting the provisions of this code is taken into consideration in determining salary increases, tenure, and promotion.

Statement of Policy

Course Objectives. Faculty members are responsible for stating clearly the objectives of each course they teach at the beginning of each term. Faculty members direct their instruction toward the fulfillment of these objectives. Faculty members are responsible for ensuring that the content of the courses which they are assigned to teach conforms to the course descriptions published in the *USCS Catalog*.

Grading. Faculty members are responsible for informing students in their classes of the methods employed in determining the final course grade and of any attendance requirements. At the request of the student, a faculty member should make available information, and evaluation, or both, of the student's progress and should give and return at least one quiz prior to the published drop date.

Graded examinations and papers are provided to the student for inspection and discussion. Final examinations are retained for one semester to provide the opportunity for review with the instructor, if the student desires. Examinations are graded within sufficient time to make the examination part of the student's learning experience.

Class meetings. All faculty members are expected to meet their classes regularly and at scheduled times. In case of illness or any other emergency, instructors notify the dean or the division or department chair so that appropriate action may be taken.

Office hours. Faculty and administrative personnel should be easily available to students. Consequently, every faculty members posts and maintains office hours. A schedule of five hours a week, or one hour each class day, is considered acceptable. Full time faculty may not schedule all office hours on one day. Faculty members should submit a copy of their schedule to their dean and division or department chair.

Advising. Faculty members responsible for academic advising are expected to be in their offices at specified hours for advising during the school year.

Syllabi. Faculty are expected to file in the dean's office and with their division or department chair copies of current syllabi for courses taught.

Student Petitions. Students who feel the above policies and procedures have been violated should be referred to the Executive Vice Chancellor for Academic Affairs.

Regulations on Examinations

Final examinations each semester are given in accord with a schedule published in advance of the examination period. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the Executive Vice Chancellor for Academic Affairs. All such deviations must be reported to the Registrar. This provision does not apply to laboratory examinations. Final laboratory examinations may be given during the last scheduled laboratory meeting or according to the final examination schedule.

During the fall and spring semesters, in any course which meets two or three times a week, no quiz, test, or examination is given during the last two class sessions prior to the regular examination period. In any course that meets once a week, no quiz, test, or examination shall be given during the last class session prior to the regular examination period. In any course which meets more than three times a week, no quiz, test, or examination shall be given during the last three class sessions prior to the regular examination period.

Grading System

For a detailed discussion of the current grading system, consult the *USCS Catalog*.

Grade Reports and Changes of Grades

All final grades are due by the date and time requested by the Registrar. Grades are entered electronically by the faculty of record. USC Columbia is responsible for running the grade program that calculates grade point averages and academic honors as well as probation and suspension. All students on the grade sheet must be assigned a grade.

If a grade is assigned in error, the faculty member completes a change of grade form and submits it to the Registrar. Grade changes are reviewed by the Executive Academic Affairs Committee before being processed.

Consensual Relations Policy

Instructional staff members must refrain from engaging in any romantic or sexual relations with students over whom they have academic or supervisory control.

STATEMENT ON ACADEMIC FREEDOM

USCS adheres in principle to the American Association of University Professors' *Statement on Academic Freedom*. The university's policy shall be to defend academic freedom against any encroachment. As a center of learning, a university depends upon the free search for truth and its free expression. The university has adopted the following statement on academic freedom:

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return shall be based upon an understanding with the authorities of the institution (see Appendix A: *Patent and Copyright Policy*).

Faculty members are entitled to freedom in the classroom in discussing their subjects.

Faculty members are citizens, members of a learned profession, and officers of the institution. When faculty members speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, faculty members shall remember that the public may judge their profession and their institution by their utterances. Consequently, faculty members shall at all times be accurate, shall exercise appropriate restraint, shall show respect for the opinions of others, and shall make every effort to indicate that they are not spokespersons for the institution.

Faculty members who feel that their academic freedom has been infringed may make written request of the Chancellor that an investigation may be made of their case. 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 the *Manual*.