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(Page 3)

1/ FACULTY ORGANIZATION

UNIVERSITY FACULTY

FUNCTIONS

The Board of Trustees is the governing body of the university, and it delegates to the president and the faculty their powers. The faculties of the Aiken, Columbia, and Spartanburg campuses, subject to the review of the president and the board, have legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members.

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FACULTY ADVISORY COMMITTEE

This committee shall advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. It shall initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university that faculty members, faculty bodies, and administrative officers refer to it. It also shall review proposals of other

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Proposed Language

1/ FACULTY ORGANIZATION

UNIVERSITY FACULTY

FUNCTIONS

The Board of Trustees is the governing body of the university, and it delegates to the president and the faculty their powers. The faculties of the Aiken, **Beaufort**, Columbia, and **Upstate** campuses, subject to the review of the president and the board, have legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members.

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Proposed Language

FACULTY ADVISORY COMMITTEE

This committee shall advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. It shall initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university that faculty members, faculty bodies, and administrative officers refer to it. It also shall review proposals of other standing

standing committees and recommend procedures for their implementation. The provost is a member, ex officio.

committees and recommend procedures for their implementation. The provost **and vice provost for faculty development are ex officio members** ~~is a member, ex officio.~~

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Proposed Language

**FACULTIES OF THE COLLEGES,
SCHOOLS, OR DEPARTMENTS**

**FACULTIES OF THE COLLEGES,
SCHOOLS, OR DEPARTMENTS**

The faculty of a college, school, or department shall consist of its professors, associate professors, assistant professors, full-time instructors, and full-time lecturers. Voting rights within a college, school, or department shall be based upon the same standards as for the university faculty, unless otherwise provided within an academic unit.

No change

The unit may extend the right to vote on matters within the unit to instructors, lecturers, and clinical faculty who are not degree candidates in the units of their appointments. Such persons shall not be defined as faculty members for purposes of determining faculty representation for the Faculty Senate. The power to extend the voting right shall be reserved to that segment of the unit faculty that holds voting privileges within the university faculty. Colleges, schools, and departments shall hold regularly scheduled meetings. The dean or chair of the college, school, or department shall call a meeting of the college, school, or department faculty whenever requested to do so by five members or one-fourth of the membership of its faculty, whichever is smaller. A meeting of a college, school, or department faculty also may be called by the president of the university, by its dean, or by its chair. A majority of a college, school, or department faculty shall constitute a quorum for the transaction of business, unless otherwise provided within an academic unit.

The unit may extend the right to vote on matters within the unit to instructors, lecturers, and clinical faculty who are not degree candidates in the units of their appointments. Such persons shall not be defined as faculty members for purposes of determining faculty representation for the Faculty Senate. The power to extend the voting right shall be reserved to that segment of the unit faculty that holds voting privileges within the university faculty. Colleges, schools, and departments shall hold regularly scheduled meetings. The dean or chair of the college, school, or department shall call a meeting of the college, school, or department faculty whenever requested to do so by five members or one-fourth of the membership of its faculty, whichever is smaller. A meeting of a college, school, or department faculty also may be called by the president **or provost** of the university, by its **academic, campus or executive** dean, or by its chair. A majority of a college, school, or department faculty shall constitute a quorum for the transaction of business, unless otherwise provided within an academic unit.

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REGULAR MEMBERSHIP

Regular members of the Graduate School faculty on the Columbia campus shall include the president; provost; associate provost and dean of The Graduate School; associate dean of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School.

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FUNCTIONS

Regular membership in the Graduate School faculty confers the right to direct theses and dissertations, to participate in graduate student committees (subject to unit restrictions), to serve on Graduate Council or its committees, and to vote on matters coming before the Graduate School faculty. The Graduate School faculty shall meet at least once a semester. Special meetings may be called by the Graduate Council or on the written request of any ten members of the graduate faculty. The associate provost and dean of The Graduate School shall serve as the presiding officer, assisted by a secretary elected annually by the Graduate School faculty.

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(Page 14)

GRADUATE COUNCIL

The council shall be composed of nine

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Proposed Language

REGULAR MEMBERSHIP

Regular members of the Graduate School faculty on the Columbia campus shall include the president, provost, ~~associate provost and~~ dean of The Graduate School, associate dean of The Graduate School, and chairs of academic departments offering degrees conferred by The Graduate School.

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Proposed Language

FUNCTIONS

Regular membership in the Graduate School faculty confers the right to direct theses and dissertations, to participate in graduate student committees (subject to unit restrictions), to serve on Graduate Council or its committees, and to vote on matters coming before the Graduate School faculty. The Graduate School faculty shall meet at least once a semester. Special meetings may be called by the Graduate Council or on the written request of any ten members of the graduate faculty. The ~~associate provost and~~ dean of The Graduate School shall serve as the presiding officer, assisted by a secretary elected annually by the Graduate School faculty.

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Proposed Language

GRADUATE COUNCIL

The council shall be composed of **nineteen**

members selected by the Graduate School faculty, nine members appointed by the president of the university, and the associate provost and dean of the Graduate School, who serves as secretary.

The council acts in an advisory capacity to the associate provost and dean of the Graduate School and to the administration, takes action on graduate students' petitions and on faculty requests for graduate grade changes, and performs other duties assigned to it by the graduate faculty or the administration of the university.

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If a challenge cannot be resolved by the council to the satisfaction of the challengers, the matter shall be referred to the graduate faculty for resolution at a meeting called by the associate provost and dean of the Graduate School. Any decision made by the graduate faculty at a called meeting will supersede the decision of the council. A quorum for a called meeting shall be ten percent of the graduate faculty.

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APPOINTMENTS

QUALIFICATIONS AND REQUIREMENTS

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Instructor: To be eligible for the rank of instructor, a faculty member normally is expected to hold the master's degree plus substantial additional graduate study, such

members:

- ~~n~~**N**ine members selected by the Graduate School faculty;
- ~~n~~**N**ine members appointed by the president of the university; and
- ~~t~~**T**he ~~associate provost and dean of the~~ Graduate School, who serves as secretary.

The council acts in an advisory capacity to the ~~associate provost and dean of the~~ Graduate School and to the administration, takes action on graduate students' petitions and on faculty requests for graduate grade changes, and performs other duties assigned to it by the graduate faculty or the administration of the university.

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If a challenge cannot be resolved by the council to the satisfaction of the challengers, the matter shall be referred to the graduate faculty for resolution at a meeting called by the ~~associate provost and dean of the~~ Graduate School. Any decision made by the graduate faculty at a called meeting will supersede the decision of the council. A quorum for a called meeting shall be ten percent of the graduate faculty.

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Proposed Language

APPOINTMENTS

QUALIFICATIONS AND REQUIREMENTS

...

Instructor: To be eligible for the rank of instructor, a faculty member normally is expected to hold the master's degree plus substantial additional graduate study, such as

as having fulfilled the requirements for admission to candidacy for the doctor's degree. The rank of instructor is an annual appointment and a non-tenure track position.

The qualifications for appointment to positions bearing other titles, such as lecturer or research professor, are in the *Policies and Procedures Manual*.

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(Page 16)

NEPOTISM POLICY

State law forbids nepotism. See also the *Policies and Procedures Manual*.

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(Page 20)

CALCULATION OF PROBATIONARY PERIOD

Time during which the faculty member is on leave, either with or without pay, will not be counted as part of the probationary period.

having fulfilled the requirements for admission to candidacy for the doctor's degree. The rank of instructor is an annual **or multi-year** appointment and a non-tenure track position.

The qualifications for appointment to **these positions and** positions bearing other titles, such as lecturer or research professor, are in the **University Policy ACAF 1.06 Unclassified Academic Titles**. ~~*Policies and Procedures Manual*~~.

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Proposed Language

NEPOTISM POLICY

~~State law forbids nepotism.~~ **The rules of conduct for public employees contained in the South Carolina Ethics Reform Act prohibit a public employee from causing the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position supervised or managed by the public employee. In addition, a public employee may not participate in an action relating to the discipline of the public employee's family member.** See also **University Policy HR 1.27 Nepotism** ~~the *Policies and Procedures Manual*~~.

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Proposed Language

CALCULATION OF PROBATIONARY PERIOD

Time during which the faculty member is on leave, either with or without pay, will not be counted as part of the probationary period.

In cases where faculty members have been in probationary status for more than their normal probationary period due to an

Only full-time faculty members holding the rank of assistant professor, associate professor, professor, and professional librarian are eligible for tenure.

Service during appointments to all other faculty ranks is not considered part of a probationary period for tenure consideration.

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III. TERMINATION OF TENURED FACULTY CAUSES

Termination or dismissal of a tenured member of the faculty shall be only for cause. Cause shall mean one or more of the following:

1. failure to perform adequately the duties of the position so as to constitute incompetence and/or habitual neglect of duty;
2. misconduct related directly and substantially to the fitness of the faculty member in the professional capacity as teacher or researcher;
3. conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the University;
- 4 prolonged inability for medical reasons to perform the duties required for the

extension or extension(s) of the probationary period pursuant to University Policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period, they shall be evaluated as if they had been in probationary status for the normal probationary period, not longer.

Only full-time faculty members holding the rank of assistant professor, associate professor, professor, and professional librarian are eligible for tenure.

Service during appointments to all other faculty ranks is not considered part of a probationary period for tenure consideration.

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Proposed Language

III. TERMINATION OF TENURED FACULTY **FOR** CAUSES

Termination or dismissal of a tenured member of the faculty shall be only for cause. Cause shall mean one or more of the following:

1. failure to perform adequately the duties of the position so as to constitute incompetence and/or habitual neglect of duty;
2. misconduct related directly and substantially to the fitness of the faculty member in the professional capacity as teacher or researcher;
3. conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the University;
4. prolonged inability ~~for medical reasons~~ to perform the duties required for the position **which exceeds the maximum period of**

position; termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment;

leave available for a disability as defined in University Policy HR 1.06 Sick Leave; termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment;

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RESEARCH FACULTY

Research professors and research associates on fixed-term contracts are subject to the same terms of employment as other fixed-term appointees for leave, sick pay, and vacations and to annual employment reviews by their dean or director, as described in the unit policies and procedures manual. Individuals hired on fixed-term contracts as research professors and research associates shall be ineligible for tenure. Their employment may be terminated by either party upon ninety days' written notice.

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Proposed Language

RESEARCH FACULTY

Research professors ~~and research associates~~ on fixed-term contracts are subject to the same terms of employment as other fixed-term appointees for **annual and sick** leave, ~~sick pay, and vacations~~ and to annual ~~employment~~ **performance** reviews by their dean or director, as described in the unit policies and procedures manual. Individuals hired on fixed-term contracts as research professors ~~and research associates~~ shall be ineligible for tenure. Their employment may be terminated by either party upon ninety days' written notice.

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ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW

V. Outcomes in Annual Performance Review and Post-Tenure Review

A. A Superior Review

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Proposed Language

ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW

V. Outcomes in Annual Performance Review and Post-Tenure Review

A. A Superior Review

A superior evaluation will be noted in a faculty member's personnel file when both the academic unit and the dean assess the faculty member's performance as superior. Any faculty member who receives a superior evaluation in a post-tenure review may receive a permanent merit increase to base pay as determined by the provost, in addition to any annual raise.

A superior evaluation will be noted in a faculty member's personnel file when both the academic unit and the dean assess the faculty member's performance as superior. Any faculty member who receives a superior evaluation in a post-tenure review may receive a ~~permanent~~ merit increase to base pay as determined by the provost, in addition to any annual raise.

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Proposed Language

NORMAL WORK SCHEDULE

NORMAL WORK SCHEDULE

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All absences of faculty members shall be reported to the dean. Faculty members shall obtain approval of absences from their chair or, in nondepartmentalized units, the dean. Faculty members' sick leaves in excess of five consecutive days shall be reported to the provost by memorandum. Department chairs shall notify their dean if they expect to be absent from campus. In the event of any absence by a dean, chair, or faculty member for an unusual amount of time, the dean should notify the provost. Deans of health sciences units shall also notify the vice president for research and health sciences in the event of any absence by a dean, chair, or faculty member for an unusual amount of time.

All absences of faculty members shall be reported to the dean. Faculty members shall obtain approval of absences from their chair or, in nondepartmentalized units, the dean. Faculty members' sick leaves **shall be reported to the department chair and recorded through the Internet-based Time & Attendance Management System (ITAMS).** ~~Sick leave in excess of five consecutive days shall be reported to the provost by memorandum.~~ Department chairs shall notify their dean if they expect to be absent from campus. In the event of any absence by a dean, chair, or faculty member for an unusual amount of time, the dean should notify the provost. Deans of health sciences units shall also notify the vice president for research and health sciences in the event of any absence by a dean, chair, or faculty member for an unusual amount of time.

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SICK LEAVE

Faculty members who are not on a term appointment and who are scheduled to work at least half time will be eligible to earn sick leave that accrues at the rate of one and one-quarter work days per month of active employment. Part-time faculty shall earn sick leave on a pro-rata basis. No more than 195 days of sick leave may be accrued; however, no more than 180 days of sick leave may be carried over into a new calendar year. Any faculty members who, prior to January 1, 1969, accrued and carried over unused sick leave in excess of 180 days will not lose the excess leave but will retain that amount of leave which will then become the maximum amount the faculty member may carry over into future years. If the faculty member subsequently reduces the amount of sick leave carried over to 180 days, that amount will become the maximum amount of sick leave the faculty member may thereafter carry over.

Sick leave should be deducted in whole or partial work days. Faculty members should report sick leave taken on any normal work day, even though not scheduled to teach a class on that particular day.

Sick leave may be used for periods of illness, injury, maternity, or medical appointment. If faculty members miss more than ten work days for one of these reasons, they shall submit an application for disability leave to their chair or dean and to the Division of Human Resources. If a physician-certified period of absence exceeds the amount of accrued sick leave, the faculty member may use annual leave, if available, or apply for leave without pay.

The request for leave may not be denied for physician-certified illness or disability of a faculty member not on term appointment. The amount of sick leave

Proposed Language

SICK LEAVE

Faculty members ~~who are not on a term appointment and~~ who are scheduled to work at least half time will be eligible to earn sick leave that accrues at the rate of one and one-quarter work days per month of active employment. Part-time faculty shall earn sick leave on a pro-rata basis. No more than 195 days of sick leave may be accrued; however, no more than 180 days of sick leave may be carried over into a new calendar year. Any faculty members who, prior to January 1, 1969, accrued and carried over unused sick leave in excess of 180 days will not lose the excess leave but will retain that amount of leave which will then become the maximum amount the faculty member may carry over into future years. If the faculty member subsequently reduces the amount of sick leave carried over to 180 days, that amount will become the maximum amount of sick leave the faculty member may thereafter carry over.

Sick leave should be deducted in whole or partial work days. Faculty members ~~should~~ **must** report sick leave taken on any normal work day, even though not scheduled to teach a class on that particular day.

Sick leave may be used for periods of illness, injury, maternity, or medical appointment. If faculty members miss more than ten work days for one of these reasons, they shall submit an application for disability leave to their chair or dean and to the Division of Human Resources. If a ~~physician-certified~~ period of absence **certified by a health care professional** exceeds the amount of accrued sick leave, the faculty member may use annual leave, if available, or ~~apply for~~ leave without pay. The request for leave may not be denied for ~~an physician-certified~~ illness or disability of a faculty member ~~not on term appointment~~ **that is certified by a health care professional**. The amount of sick leave

shall not exceed the time certified by a physician. The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. In extenuating circumstances and at the discretion of the president or the president's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.

Faculty members may take up to eight days of available sick leave in each calendar year to care for a member of their immediate family.

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LEAVE TRANSFER PROGRAM

Faculty members who earn annual or sick leave may donate to or apply for leave from the university system leave transfer program. Sick-leave donors shall maintain no less than a fifteen-day sick leave balance, and they may donate no more than half the amount of leave earned during the calendar year of the donation. Donated leave may not be restored or returned, nor may leave donors designate the recipient. Requests to use leave from the pool shall be based on a catastrophic personal emergency requiring a prolonged absence that would result in a substantial loss of income because of the unavailability of paid leave. Leave transfer requests shall be granted only if the chair or dean certifies that funds are available to pay for the leave; they also must be approved by the vice president for human resources. See also the *Policies and Procedures Manual*.

shall not exceed the time certified by a ~~physician~~ **the health care professional**. The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. In extenuating circumstances and at the discretion of the president or the president's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.

Faculty members may take up to ~~eight~~ **ten** days of available sick leave in each calendar year to care for a member of their immediate family.

See also University Policy HR 1.06. Sick Leave.

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Proposed Language

LEAVE TRANSFER PROGRAM

Faculty members who earn annual or sick leave may donate to or apply for leave from the university's system leave transfer program. Sick-leave donors shall maintain no less than a fifteen-day sick leave balance, and they may donate no more than half the amount of leave earned during the calendar year of the donation. Donated leave may not be restored or returned, nor may leave donors designate the recipient. Requests to use leave from the pool shall be based on a catastrophic personal emergency requiring a prolonged absence that would result in a substantial loss of income because of the unavailability of paid leave. Leave transfer requests shall be granted only if the chair or dean certifies that funds are available to pay for the leave; they also must be approved by the vice president for human resources **or the vice president's designee**. See also **University Policy HR 1.10 Leave Transfer Policy**.
~~the *Policies and Procedures Manual*.~~

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DEATH IN FAMILY

Faculty members who are not on term appointment shall be allowed up to three consecutive days of leave with pay for a death in the immediate family. See also the *Policies and Procedures Manual*.

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LEAVE WITHOUT PAY

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Leave without pay for personal reasons may be granted by the chair or dean for up to ten consecutive calendar days. Upon request by the chair or dean, the vice president for human resources, or this person's designee, may grant leave without pay in excess of ten consecutive calendar days.

Failure to obtain approval prior to taking leave without pay may result in the absence being charged as unauthorized leave.

Annual and sick leave shall not accrue during periods of leave without pay, but accumulated leave totals shall not be forfeited. Before starting leave, faculty

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Proposed Language

DEATH IN FAMILY

Faculty members ~~who are not on term appointment~~ shall be allowed up to three consecutive days of leave with pay for a death in the immediate family. See also **University Policy HR 1.09 Other Leave with Pay** the ~~*Policies and Procedures Manual*~~.

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Proposed Language

LEAVE WITHOUT PAY

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Leave without pay for personal reasons may be granted by the chair or dean for up to ten consecutive calendar days. Upon request by the chair or dean, the vice president for human resources, or ~~this person~~ **the vice president's** designee, may grant leave without pay in excess of ten consecutive calendar days.

Failure to obtain approval prior to taking leave without pay may result in the absence being charged as unauthorized leave.

Annual and sick leave shall not accrue during periods of leave without pay, but accumulated leave totals shall not be forfeited. Before starting leave, faculty members should contact the Division of Human Resources about the continuation of ~~retirement credit~~

members should contact the Division of Human Resources about the continuation of retirement credit, insurance, and other benefits.

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SABBATICAL LEAVE

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Before starting sabbatical leave, faculty members should contact the Division of Human Resources about the continuation of retirement credit, insurance, and other benefits.

Annual leave shall not be accrued by faculty on sabbatical leave.

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POLITICAL ACTIVITY

Faculty members may seek public office if the candidacy will not interfere with their normal duties or present a conflict of interest. Before a faculty member announces for public office, the president must approve each and every candidacy. If the president determines that the candidacy would interfere with the faculty member's normal duties, the president may require the faculty member to take leave without pay or resign before announcing for office.

health and dental insurance, and other benefits.

See also University Policy HR 1.12 Leave Without Pay ~~the Policies and Procedures Manual.~~

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Proposed Language

SABBATICAL LEAVE

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Before starting sabbatical leave, faculty members should contact the Division of Human Resources about the continuation of ~~retirement credit~~ **health and dental**, insurance, and other benefits.

Annual leave shall not be accrued by **twelve month** faculty on sabbatical leave.

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Proposed Language

POLITICAL ACTIVITY

Faculty members may seek public office if the candidacy will not interfere with their normal duties or present a conflict of interest. Before a faculty member announces for public office, the president must approve each and every candidacy. If the president determines that the candidacy would interfere with the faculty member's normal duties, the president may require the faculty member to take leave without pay or resign before announcing for office.

No person may use university or other government personnel, equipment, materials, or facilities in an election campaign. See also University Policy HR 1.02 University of South Carolina Ethics Policy.

Full-time faculty members normally shall not engage in or manage statewide campaigns or seek political positions that pay compensation.

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OPTIONAL RETIREMENT PROGRAM

Faculty members hired on or after July 1, 1987, may choose to enroll in the optional retirement program. State law requires that they contribute at the same rate as faculty members contribute to the state retirement system. Members of the optional retirement program are immediately vested for both the employee and employer contributions. This program does not include the group life and disability benefits provided by the state retirement system. Retirement, death, and disability benefits are based on the cash value of the member's account.

Full-time faculty members normally shall not engage in or manage statewide campaigns or seek political positions that pay compensation.

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Proposed Language

OPTIONAL RETIREMENT PROGRAM

Faculty members hired on or after July 1, 1987, may choose to enroll in the optional retirement program. State law requires that they contribute at the same rate as faculty members contribute to the state retirement system. Members of the optional retirement program are immediately vested for both the employee and employer contributions. This program does not include ~~the group life and~~ disability benefits provided by the state retirement system. Retirement, death, and disability benefits are based on the cash value of the **faculty** member's account.