

**Proposed Revisions to the USC Columbia Faculty Manual
for Consideration by the General Faculty
at the 28 April 2015 General Faculty Meeting**

**Proposal from the USC Faculty Advisory Committee
University of South Carolina
April 20, 2015**

Rationale for Proposed Revisions

- Faculty members filling mid-term vacancies on faculty committees are currently prohibited from continued service on the same committee through either election or appointment.
- Reference to “Regional Campus(es)” is obsolete with the formation of Palmetto College
- Conflicting language concerning the calculation of nine months for the terms of employment for nine month appointments
- Proposal to create a new standing committee of the Faculty Senate on Information Technology

Summary of Proposed Revisions

- Remove prohibition of service for more than three consecutive years on the same faculty committee.
- All references to “Regional Campus(es)” are substituted with “Palmetto College Campuses.”
- Replace reference to the end of the nine-month term of appointment from “through commencement” to “May 15th.”

**Chapter 1 – FACULTY ORGANIZATION
FACULTY COMMITTEES (pages 5-6)**

Current	Proposed
<p>The faculty may establish regular or special committees and shall elect members in accordance with existing faculty rules. All regular committees shall consist of six faculty members, elected for terms of three years, with two members elected annually unless there is specific provision to the contrary. Vacancies shall be filled by special elections unless the remaining term to be filled is for one academic year or less, in which case the vacancy shall be filled by the Senate Steering Committee. The chair of a faculty committee shall be a faculty member except as</p>	<p>The faculty may establish regular or special committees and shall elect members in accordance with existing faculty rules. All regular committees shall consist of six faculty members, elected for terms of three years, with two members elected annually unless there is specific provision to the contrary. Vacancies shall be filled by special elections unless the remaining term to be filled is for one academic year or less, in which case the vacancy shall be filled by the Senate Steering Committee. The chair of a faculty committee shall be a faculty member except as</p>

otherwise indicated in The Faculty Manual.

Every committee shall meet at least once a year and whenever new members are elected or appointed. Committees shall meet as often as necessary to complete their business. Voting by proxy is not permitted. All student members of regular faculty committees shall be voting members.

With the approval of the members of the committee, the chair of an elected committee may request that the chair of the senate remove an elected member for excessive absences or nonparticipation.

Other than student members or ex officio members, only voting members of the university faculty shall be members of faculty committees, whether elected or appointed, unless there is specific provision to the contrary in The Faculty Manual. Deans of colleges and schools are not eligible to serve on faculty committees. Faculty members appointed to administrative positions such as department chair, assistant dean, or associate dean are eligible to serve on committees unless there is specific provision to the contrary in The Faculty Manual. Faculty members appointed to committees by the President or Provost shall serve terms of three years. Faculty members shall be from academic units properly concerned with the functions of the committee.

~~No voting member of a committee, whether elected or appointed, may serve more than three consecutive years on the same faculty committee.~~ No faculty member may at any one time be an elected member of more than two faculty committees. Except where otherwise noted, ex officio faculty committee members cannot vote. Student members shall be selected in accordance with student

otherwise indicated in The Faculty Manual.

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No faculty member may at any one time be an elected member of more than two faculty committees. Except where otherwise noted, ex officio faculty committee members cannot vote. Student members shall be selected in accordance with student government procedures, shall serve terms of one academic year, and may be reappointed.

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Special committees are appointed by the Faculty Senate Steering Committee annually, but under no circumstances may an individual be appointed to a special committee for more than three consecutive years. Special committees normally cease to exist after one year; however, justification for their continued existence may be submitted to and approved by the Steering Committee. Special committees shall be listed in University Committees, published by the provost.

The committees named below are agencies of the faculty. By August 15, committee chairs shall submit annual reports containing a summary of the committee's activities and actions to the Faculty Senate office. These reports shall be in the minutes of the September senate meeting.

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 committees and recommend procedures for their implementation. The provost and vice provost for faculty development are ex officio members.

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FACULTY - BOARD OF TRUSTEES LIAISON COMMITTEE

This committee shall serve as liaison between the faculty and the Board of Trustees. Members shall be the chair and chair-elect of the Columbia Faculty Senate, the chairs of the Faculty Advisory and Faculty Welfare committees, one person appointed by the president upon nomination by the ~~Regional~~ Campuses Faculty Senate, and the chair of the faculty government at one of the four-year campuses. The representation of the four-year campuses shall rotate in alphabetical order, annually, among these campuses, Aiken, Beaufort, and Upstate. The chair of the Columbia Faculty Senate shall be chair of the committee and shall sit with the Board of Trustees as provided by the bylaws of the board.

The committee shall meet with the Academic Affairs Committee of the Board of Trustees, which deliberates on matters of mutual concern to the faculty and the Board of Trustees.

COMMITTEE ON CURRICULA AND COURSES

This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law, medicine and pharmacy. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. In addition to the

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<p>members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the regional campuses, and two student members.</p> <p>COMMITTEE ON LIBRARIES</p> <p>This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries.</p> <p>The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the regional campuses elected by the Regional Campuses Faculty Senate; three presidential appointees; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.</p>	<p>members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the <u>Palmetto College Campuses</u>, and two student members.</p> <p>COMMITTEE ON LIBRARIES</p> <p>This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries.</p> <p>The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the <u>Palmetto College Campuses</u> elected by <u>the Palmetto College Campuses</u> Faculty Senate; three presidential appointees; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.</p>
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**Chapter 1 – FACULTY ORGANIZATION
FACULTY COMMITTEES (page 11)**

Current	Proposed
	<p><u>The Faculty Senate Information Technology Committee provides a faculty voice in assessing and planning Information Technology (IT) services, resources, and infrastructure for administration, instruction, and research at the University of South Carolina. The committee shall consist of eight members of the voting faculty; one graduate student representative; one undergraduate student representative; and no more than five <u>six</u> ex-officio representatives, typically one each from the University Technology Services (UTS), Research Cyberinfrastructure (RCI), the University Libraries, the Office of the Vice President for Research (VPR), the</u></p>

Office of the Provost, and the Office of the University Registrar. The composition of the committee shall reflect the need for expertise in the complex field of IT and general interest of the University faculty.

Specific charges to the committee are:

1) To survey annually faculty, staff, and students regarding the efficacy of IT resources including general services, resources and infrastructure that support the missions of teaching, research, and service.

2) To assess the adequacy of available IT services, resources, and infrastructure relative to the requirements of the University community.

3) To assess the compatibility of available and planned IT services, resources, and infrastructure with the University's ambition as a locally, nationally, and internationally-regarded teaching and research institution.

4) To ensure that faculty have a meaningful role in future development of IT at the University of South Carolina by: maintaining and publishing a list of all standing committees related to IT, providing a faculty voice on search committees for senior administrators whose responsibilities include IT, and receiving an annual report on current and proposed budgets for central IT resources.

5) To propose for ratification by the Faculty Senate, a "Faculty Bill of Rights for IT" specifying the IT services, resources, and infrastructure that faculty, as well as students and staff, should expect from the University, and to annually review this document for necessary revisions.

6) To make recommendations to the Faculty Senate for changes in IT services, resources, and infrastructure based on the information, assessment, and analysis resulting from the committee's work in points 1-5 above.

**Chapter 1 – FACULTY ORGANIZATION
FACULTY SENATE (page 11)**

Current	Proposed
The Faculty Senate shall consist of ten percent of the voting members of the faculty, elected by each college, school, or regional campus.	The Faculty Senate shall consist of ten percent of the voting members of the faculty, elected by each college, school, or <u>Palmetto College</u> campus.

**Chapter 1 – FACULTY ORGANIZATION
SENATE STEERING COMMITTEE (page 12)**

Current	Proposed
<p>This committee shall serve as a nominating committee and as a planning body that studies issues confronting the university and recommends action to be taken by existing faculty committees, the faculty, and the administration. The committee is composed of the seven chairs of the following 13 committees: Admissions, Athletics Advisory, Curricula and Courses, Faculty Advisory, Faculty Budget, Faculty Welfare, and Scholastic Standards and Petitions, and of two faculty members appointed by the chair of the Faculty Senate. The provost shall serve ex officio.</p> <p>Ad hoc committees shall be created as needed, and the Faculty Senate chair shall consult with the Senate Steering Committee before appointing their members.</p>	<p>This committee shall serve as a nominating committee and as a planning body that studies issues confronting the university and recommends action to be taken by existing faculty committees, the faculty, and administration. The committee is composed of the <u>nine</u> chairs of the following committees: Admissions, Athletics Advisory, Curricula and Courses, Faculty Advisory, Faculty Budget, Faculty Welfare, Scholastic Standards and Petitions, <u>Information Technology, University Committee on Promotion and Tenure, and one</u> faculty member appointed by the Chair of the Faculty Senate. The <u>Provost and Parliamentarian</u> shall serve <u>as</u> ex officio <u>members</u>.</p> <p>Ad hoc committees shall be created as needed, and the Faculty Senate chair shall consult with the Senate Steering Committee before appointing their members.</p>

**Chapter 2 – REGULATIONS AND POLICIES
TERMS OF EMPLOYMENT (page 45)**

Current	Proposed
Unless otherwise noted in the letter of appointment, employment of the members of the faculty shall be for a period of nine months. The salary for one semester shall be	Unless otherwise noted in the letter of appointment, employment of the members of the faculty shall be for a period of nine months. The salary for one semester shall be

<p>one-half that of the nine-month period.</p> <p>Faculty members may teach in a summer session for 15 percent of the salary received during the previous academic year, state funds permitting. Faculty members must advise the department chair or dean before December 1 of their summer school intentions and at that time may be assigned to teach in a summer session, as conditions warrant; but on the recommendation of the dean and the provost and with the approval of the president, faculty members may be assigned special duties for this period. Summer school teaching in the case of faculty hired after September 1, 1973, for employment beginning September 1974 or later, may depend on the availability of funds or the size of enrollment.</p> <p>For the fall and spring semesters, all faculty members shall be available from the fourth calendar day before the first day of classes through commencement.</p>	<p>one-half that of the nine-month period.</p> <p>Faculty members may teach in a summer session for 15 percent of the salary received during the previous academic year, state funds permitting. Faculty members must advise the department chair or dean before December 1 of their summer school intentions and at that time may be assigned to teach in a summer session, as conditions warrant; but on the recommendation of the dean and the provost and with the approval of the president, faculty members may be assigned special duties for this period. Summer school teaching in the case of faculty hired after September 1, 1973, for employment beginning September 1974 or later, may depend on the availability of funds or the size of enrollment.</p> <p><u>All</u> faculty members shall be available from the fourth calendar day before the first day of classes through May 15th.</p>
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**Appendix IV – BYLAWS OF THE FACULTY SENATE
THE UNIVERSITY OF SOUTH CAROLINA-COLUMBIA (page 87)
ARTICLE II – MEMBERS**

Current	Proposed
<p>Section 2. The number of Senate members allocated to each college, school, or Regional Campus is ten (10) percent of the total voting members of the University faculty in such college, school, or Regional Campus. Each college, school, or Regional Campus shall establish and publish rules and procedures governing the election of its members to the Senate and the filling of vacancies. Those colleges or Regional Campuses which are departmentalized shall allocate the Senators amongst the departments so as not to exceed the ten (10) percent limit for the total college or Regional Campus (Table 1). At the</p>	<p>Section 2. The number of Senate members allocated to each college, school, or Palmetto College Campus is ten (10) percent of the total voting members of the University faculty in such college, school, or Palmetto College Campus. Each college, school, or Palmetto College Campus shall establish and publish rules and procedures governing the election of its members to the Senate and the filling of vacancies. Those colleges or Palmetto College Campuses which are departmentalized shall allocate the Senators amongst the departments so as not to exceed the ten (10) percent limit for the total</p>

first election of members to the Senate, each college, school, or ~~Regional~~ Campus shall designate terms of one, two, or three years for its members so that approximately one-third of its members will be allotted each of the terms. Thereafter, members elected to the Senate shall have terms of three years, unless chosen to fill unexpired terms. No Senator shall be eligible for an additional term in the Senate until one year following the expiration of the term of service.

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