



South Carolina's Flagship University

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The institution publishes policies on the responsibility and authority of faculty in academic and governance matters.

Judgment of Compliance: Compliant

Response (Columbia Campus):

Academic and Governance Policies

The University of South Carolina publishes on-line policies regarding faculty governance and academic matters in four main publications: 1) The USC *Columbia Faculty Manual*, 2) The University of South Carolina *Policies and Procedures*, 3) *Guide to Criteria on Tenure and Promotions* (formerly called "The Golden Rod Manual"), and 4) the USC *Regional Campuses Faculty Manual*. Each of these publications is available on the University Web Site, and each document is periodically reviewed by the faculty and the administration.

USC Columbia Faculty Manual

The University of South Carolina Columbia *Faculty Manual* embodies the essential elements of the employment relationship between the graduate and undergraduate faculty, individually and collectively, and the university. It establishes the terms of employment, the manner of appointment, the procedures and standards for tenure and promotion, the duties of faculty members, and the procedures and standards for termination of employment. The *Columbia Faculty Manual* provides information on research policies, benefits, and privileges. In addition, it delineates faculty organization and confirms the authority of the faculty to participate in the governance of the university, particularly in regard to academic matters. Finally, in a series of appendices are policies relating to the administrative organization of the University, other organizations of the University, facilities and services, *bylaws*, and *standing rules* of the *Faculty Senate*. Amendments to the *Columbia Faculty Manual* are presented for consideration and approval of the faculty and administration before submission for approval to the **Board of Trustees**. Updating the *Columbia Faculty Manual* is the responsibility of the faculty and requires a general faculty vote for changes to be made. Faculty members are urged to regularly examine the *agenda and minutes* of the General Faculty Meetings to be informed about changes to the *Faculty Manual*. After the General Faculty has voted, the *Faculty Manual* revisions are then presented to the **President** who, if he agrees with the recommended changes, forwards them to the Board of Trustees. If the President is not in agreement with the recommended revisions to the *Faculty Manual*, the President engages in discussions with the faculty to obtain a resolution. The Board of Trustees must approve all revisions to the *Faculty Manual*.

Policies and Procedures

Policies and procedures relating to faculty governance and academic affairs are listed on the Policies and Procedures [website](#) dealing with **Academic Affairs**, **Equal Opportunity Programs**, **Business**, **Human Resources**, and **other administrative units**. These policies elucidate issues that are otherwise not covered by the *Columbia Faculty Manual*. Updating the sections of the University of South Carolina *Policies and Procedures Manual* is the responsibility of the administrative division head and each unit has a **policy contact**. The University of South Carolina **policy approval process** begins within the respective unit. The revised policy is reviewed by the Executive Council. Draft new policies, draft revisions to existing policies, and policies recommended for repeal are posted to the University's [website](#) for comment by the university faculty and staff before being forwarded to the President for final approval.

Faculty and staff fall under the jurisdiction of *The University of South Carolina Policies and Procedures Manual*. This document contains specific information about the operations of the institution and should be consulted by faculty for specific procedures found in the *Columbia Faculty Manual*. General rules governing the operation of the Board of Trustees can be found in the University of South Carolina *Bylaws*, amended April 20, 2007.

Guide to Criteria on Tenure and Promotions

The *Columbia Faculty Manual* is the final authority on **tenure and promotion policies and procedures**. It provides the general criteria and minimal descriptions of procedure. To function effectively, the tenure and promotion process must involve numerous operational policy and procedure decisions that are not spelled out in the *Columbia Faculty Manual*. Therefore, the *Columbia Faculty Manual* requires that the **University Committee on Tenure and Promotion (UCTP)** publish "**guidelines** for departmental tenure and promotion criteria and procedures" [USC *Columbia Faculty Manual (FM)*, Section I] and for the documentation of a candidate's "record of teaching, research, and service" (*FM*, Section II). The UCTP created and regularly updates the *Guide to Criteria on Tenure and Promotions* to describe and interpret criteria and procedures at the unit level and the operation of the Committee itself. This guide draws from three authorities: (1) the tenure and promotion regulations in the USC *Columbia Faculty Manual*; (2) directives from the Administration of the University, and (3) established internal rules of the Committee. The internal rules of the Committee arise from the Committee's responsibility to interpret the general policies of the *Columbia Faculty Manual*. In the event of any inconsistency between this guide and the



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Columbia *Faculty Manual* and/or already approved departmental criteria, the Columbia *Faculty Manual* is to be considered the final authority.

Response (Regional Campuses):

Academic and Governance Policies

The University of South Carolina publishes on-line policies regarding faculty governance and academic matters in four main publications: 1) The USC *Columbia Faculty Manual*, 2) The University of South Carolina *Policies and Procedures*, 3) *Guide to Criteria on Tenure and Promotions* (<http://www.sc.edu/provost/forms/goldenrod.pdf>), and 4) the USC *Regional Campuses Faculty Manual*. Each of these publications is available on the University website, and each document is periodically reviewed by the faculty and the administration.

Regional Campuses Faculty Manual

The *Regional Campuses Faculty Manual* was created by and is regularly updated by faculty members teaching on the Regional Campuses, and contains information concerning University regulations and procedures of interest to them. The *Regional Campuses Faculty Manual* describes the University's administrative organization; the composition and functions of the faculty organization; regulations and policies which establish the terms of employment, the manner of appointment, the procedures and standards for tenure and promotion, the duties of faculty members, and the procedures and standards for termination of employment. It provides information on research policies, benefits, and privileges, and confirms the authority of the faculty to participate in the governance of the University, particularly in regard to academic matters. Faculty members are urged to regularly examine the *agenda and minutes* of the *Regional Campuses Faculty Senate* meetings.

At present the Senate consists of faculty members from four Regional Campuses (USC Lancaster, USC Salkehatchie, USC Sumter, and USC Union) and from Extended University (previously Continuing Education Credit Programs). Action by this body may make recommendations to modify the contents of the *Regional Campuses Faculty Manual*, which is edited by faculty in collaboration with the Vice Provost for System Affairs and Executive Dean for Extended University, subject to approval by the University President and the Board of Trustees.

Representatives to the USC-Columbia Faculty Senate Committees:

The Regional Campuses Faculty Senate sends representatives to several committees which deal with University-wide matters but which are constituted under the aegis of the USC-Columbia Faculty Senate. The Regional Campuses Faculty Senate elects representatives to these *committees* and receives reports from them at each Senate meeting. These committees include:

1. Committee on Libraries
2. Committee on Curricula and Courses
3. Committee on Faculty Welfare
4. Faculty-Board of Trustees Liaison Committee
5. Conflict of Interest Committee
6. Committee on Instructional Development

Policies and Procedures

Policies and procedures relating to faculty governance and academic affairs are listed on the Policies and Procedures *website* dealing with *Academic Affairs, Equal Opportunity Programs, Business, Human Resources, and other administrative units*. These policies elucidate issues that are otherwise not covered by the *Regional Campuses Faculty Manual*. Modification of University policies is at the discretion of the University Administration with input from the faculty as appropriate. Updating the sections of the University of South Carolina *Policies and Procedures Manual* is the responsibility of the administrative division head and each unit has a *policy contact*. The University of South Carolina *policy approval process* begins within the respective unit. The revised policy is reviewed by the Executive Council. Draft new policies, draft revisions to existing policies, and policies recommended for repeal are posted to the University's *website* for comment by faculty and staff before being forwarded to the President for final approval.

Faculty and staff fall under the jurisdiction of *The University of South Carolina Policies and Procedures Manual*. This document contains specific information about the operations of the institution and should be consulted by faculty for specific procedures found in the *Regional Campuses Faculty Manual*. General rules governing the operation of the *Board of Trustees* can be found in the University of South Carolina *Bylaws*, amended April 20, 2007.

Supporting Documentation:

Description	Source
Organizational Chart	http://hr.sc.edu/USC_Summary_Org_Chart.pdf
Faculty Manual/Handbooks	
Faculty Manual – Columbia	http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf
Regional Campuses Manual	http://saeu.sc.edu/RCFaculty/docs/RCmanual2009.pdf
Salkehatchie Faculty Handbook	http://uscsalkehatchie.sc.edu/SACS/

	FacultyHandbook.pdf
Union Faculty Handbook	http://uscunion.sc.edu/handbook/handbook.htm
Faculty Senate	
Faculty Senate - Columbia	http://www.sc.edu/faculty/index.shtml
Regional Campuses Faculty Senate	http://saeu.sc.edu/RCFS/senators.html
Regional Campuses Committees	http://saeu.sc.edu/RCFS/committees.html
Faculty Senate Bylaws – Columbia	http://ipr.sc.edu/pdf/FacultyManualColumbia.pdf#ByLaws
Lancaster	http://usclancaster.sc.edu/faculty/faculty_org_bylaws.pdf
Sumter	http://www.uscsumter.edu/pmanual/acad111.html
Faculty Senate Standing Rules	http://ipr.sc.edu/pdf/FacultyManualColumbia.pdf#StandingRules
Faculty Agenda/Minutes – Columbia	http://www.sc.edu/faculty/meetings.shtml
Regional Campuses	http://saeu.sc.edu/RCFS/minutes.html
Policies and Procedures	
Policies and Procedures Manual	http://www.sc.edu/policies/index.shtml
By Division	http://www.sc.edu/policies/policiesbydivision.php
Policy Contacts	http://www.sc.edu/policies/policyliaisons.shtml
Policy Approval Process	http://www.sc.edu/provost/forms/PolicyApprovalFlowchart.pdf
Policy Drafts	http://www.sc.edu/policies/policiesdraft.php
President/Board of Trustees	
Office of the President	http://president.sc.edu/
Board of Trustees	http://trustees.sc.edu/
Bylaws	http://trustees.sc.edu/Board_ByLaws.pdf
Tenure/Promotions	
Guide to Criteria on Tenure/Promotions	http://www.sc.edu/provost/forms/goldenrod.pdf
Guidelines and Procedures	http://www.sc.edu/tenure/documents.shtml
Guide from Faculty Manual	http://ipr.sc.edu/pdf/FacultyManualColumbia.pdf#Tenure
Committee on Tenure and Promotion	http://www.sc.edu/tenure/members.shtml

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