

Chapter 2

Faculty Governance

USC Upstate is committed to the principle and practice of shared governance in that it supports and promotes cooperative action and shared responsibility among the components of the academic institution.

The Board of Trustees is the governing body of the University and the powers of the President and the faculty are delegated by the Board.

In all matters pertaining to the standards of admission, registration, requirements for the granting of degrees earned in courses, the curricula, instruction, research, extracurricular activities, discipline of students, the educational policies and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members, the faculty has legislative powers subject to the review of the Chancellor, the President, and the Board of Trustees.

The faculty has the responsibility to consider the appointment of all principal officers and, through an appropriate committee, to communicate its views to the Chancellor. Faculty members are also invited to communicate, through an appropriate committee, views on the selection of the President of the University and the Chancellor for USC Upstate.

2.1 FACULTY MANUAL

The *USC Upstate Faculty Manual* sets forth the policies and procedures of the University regarding the faculty and its rights and responsibilities. Changes to the *Faculty Manual* must be reviewed and approved by the appropriate faculty governance body, described in more detail below (see Approval Requirements), as well as by the USC Upstate Chancellor, USC President, and Board of Trustees. The Appendices may be amended in appropriate cases by the University without faculty or trustee approval; changes must, however, be reported to the Senate at its next meeting.

Types of Changes (UNIV 1.00 Policy on Policies)

Two types of changes may be made to the *Faculty Manual*.

A non-substantive change is a revision related to grammatical or formatting revision, URL update, titles of individuals and organization structure, material appearing only in an appendix, and other changes of similar impact.

A substantive change is a revision constituting impactful change on implementation or compliance.

2.1b Proposal Process

Members of the faculty are invited to make recommendations for changing the *Faculty Manual*. Faculty members should submit those recommendations in writing to the Faculty Chair for consideration.

For any non-substantive changes of a grammatical or formatting nature, no vote is necessary, and the Faculty Chair announces the changes at the Senate. If materials to be inserted into the Appendix are notices of established policy, the Chair announces the insertion at the Senate. If materials to be inserted into the Appendix relate to the faculty review process, faculty approvals should be obtained prior to announcing the insertion of the materials into the Appendix.

For proposed changes of a substantive nature, the Faculty Chair presents the material for discussion to the Faculty Advisory Committee or Expanded Faculty Advisory, as well as other relevant Faculty Governance Standing Committees, the Senate, and the Provost and Chancellor to finalize the proposal.

The Chair prepares the proposed changes to present to the Faculty. The Chair announces the proposed changes to the Senate and makes them available to the entire faculty via email or website. The Chair announces a period of faculty review and organizes the methods for gathering feedback from faculty. The Senate may request a public forum for discussion of the proposed changes.

In coordination with Faculty Advisory, the Provost, and the Chancellor, the Chair considers faculty feedback, makes appropriate revisions, and produces a final draft of the proposed changes for the purposes of a faculty vote. The Faculty Chair presents items for a vote by the appropriate faculty body; in some cases, this will be the General Faculty, and in other cases, this will be the tenured and tenure-track faculty (see Approval Requirements).

2.1 c Approval Requirements

- 1) Changes that require a *two-thirds vote of the tenured and tenure-track faculty voting on the proposal*: This approval requirement applies to modifications to university promotion and tenure criteria in Chapter 5.
- 2) Changes that require a *majority vote of the tenured and tenure-track faculty voting on the proposal*: This approval requirement applies to modifications to all other aspects of the faculty review process, excluding promotion and tenure criteria and instructor review.
- 3) Changes that require a *majority vote of the General Faculty voting on the proposal*: This approval requirement applies to modifications to instructor review policies in Chapter 5 of the *Faculty Manual* and substantive changes to all other chapters.

Non-substantive changes for the faculty review process as defined by UNIV 1.00 do not require a vote but must be reported to Senate at its next meeting.

2.1d Voting Procedures

The Faculty Chair organizes the vote on proposed changes to the *Faculty Manual*. Votes cannot be taken on an abstract principle; rather, the proposed change must be submitted in the form of a revised section of the *Faculty Manual*.

Proposed changes to the *Faculty Manual* must be provided to the Faculty in writing at least one month prior to the vote. Prior to the vote, the Chair informs the faculty of the procedures and timing of the vote. Votes may be taken by voice, show of hands, or electronic means.

Votes conducted electronically should be held over a period of three business days to give faculty sufficient time to reflect and cast an electronic ballot, maximizing inclusiveness by making the vote accessible to faculty with various work and family schedules. The Chair reports the results of the vote to the faculty by email, posts them on the *Faculty Manual* webpage, and announces them at the next Senate or General Faculty meeting.

2.1 e Administrative Approval Process

If approved by the Faculty, the Chair forwards the amendments to the Office of the Provost. If approved by the Provost, the Provost forwards the proposed changes to the Office of the Chancellor. If approved by the Chancellor, the Office of the Chancellor coordinates the final review process and

prepares the proposal for presentation to the Board of Trustees. For more information on preparation guidelines, see [UNIV 1.00 Policy on Policies](#).

If the Chancellor does not approve an amendment passed by the Faculty Senate or the General Faculty, the amendment is returned to the Faculty Senate or the General Faculty by the Faculty Chair within 30 days, together with the reasons for disapproval. The Faculty Senate or the General Faculty may revise the amendment or return it without revisions to the Chancellor, who, within 30 days of receiving it forwards the proposal to the President and notifies the Faculty Chair of the action. Extensions of all deadlines for amendments may be granted by the Faculty Chair upon request of the Faculty or the administration.

Proposed revisions will be forwarded for comment to the USC Office of the General Counsel and the Division of Human Resources, as well as an information copy to the Executive Council. Final versions of the *Faculty Manual* revisions will be forwarded by the Chancellor's Office to the USC President and then to the Board of Trustees for approval. The Faculty Chair inserts approved revisions into the Faculty Manual, indicates the date of approval on the cover page, posts a pdf version of the manual in the Current Manual section of the Faculty Manual webpage, and announces Board approval by email and at the next Senate or General Faculty meeting.

2.2 THE GENERAL FACULTY

Purpose. The General Faculty is a core mechanism for faculty governance at USC Upstate. Gatherings and votes conducted by the General Faculty are designed to support the principle of shared governance by soliciting discussion, debate, and decision-making on matters of concern to the Faculty, including but not limited to updates to the *Faculty Manual* and the regular election of officers, senators, and new members of Faculty Governance Standing Committees. The General Faculty may also reconsider an action of the Senate (see Recalling an Action of the Senate).

2.2a Membership and Voting.

The University Faculty consists of the President, Chancellor, Provost, and other USC Upstate administrators with faculty status (Vice Chancellors and Deans of all academic units, Assistant/Associate Deans, Chairs, Assistant/Associate Chairs, Directors, Assistant Directors), and all full-time faculty members (tenured and tenure-track faculty, instructors, and senior instructors).

All persons recognized as members of the Faculty, excluding those in administrative roles at the ranks of Chancellor, Provost, and Deans, have the right to present motions and vote, except in matters of tenured and tenure-track faculty review, which limit voting to tenured and tenure-track faculty members (see Approval Requirements).

Voting members may attend and exercise their right to vote during absences from the University that are temporary in nature such as sabbaticals and leaves of absence. There is no proxy voting.

Voting may be conducted electronically, as long as measures have been taken to preserve the anonymity and confidentiality of individual votes (see Voting Procedures).

Membership in an academic unit determines a faculty member's rights for voting, committee assignments, and any other kind of participation in decisions made within the academic disciplines taught by the faculty member. Courses taught in a different academic unit do not confer upon a faculty member the right to participate in decisions made by that unit. Separate academic units are the Library (LIB), Mary Black College of Nursing (MBCON), and the academic departments and divisions of the College of Arts, Humanities, and Social Sciences (CAHSS), the College of Science and Technology

(CST), the College of Education, Human Performance, and Health (CoEHPH), and the George Dean Johnson, Jr. College of Business and Economics (JCBE).

Officers of the General Faculty retain voting rights. The Faculty Chair's voting rights are limited to cases where the Chair's vote would change the outcome.

2.2b Elected Officers of the General Faculty

Faculty Chair. The Faculty Chair is elected at the end of spring semester and serves a term of four years. The first year of the term entails service as Chair-elect, followed by two years as Faculty Chair, culminating in a final year as Past Chair. Previous experience in faculty governance is preferred.

The Faculty Chair provides faculty leadership on a variety of institutional matters; maintains regular communication with administrators regarding proposed university initiatives, personnel matters, faculty review matters, and other faculty concerns; convenes and presides over meetings of the General Faculty, Faculty Senate, and Faculty Advisory Committee; supervises the Faculty Governance Standing Committees; represents the Faculty on various university committees; and updates the *Faculty Manual* as necessary and in accordance with established procedures (see Proposal Process).

In addition, the Faculty Chair provides clear written communication about faculty governance matters by setting the faculty governance calendar; conducting elections for governance positions; managing rosters for the Faculty Senate and Faculty Governance Standing Committees; soliciting, reviewing, and providing feedback on plans of action developed by Faculty Governance Standing Committees; and updating the faculty governance website, in coordination with the Faculty Governance Webmaster.

On the system level, the Chair serves as liaison to the Board of Trustees as needed, sometimes involving attendance at meetings of the Board in Columbia; meets monthly with the other Faculty Chairs in the system; serves on the System Faculty Leadership Council; and joins the platform party at USC Upstate commencement ceremonies.

The position of Faculty Chair represents a significant time commitment; nominees should be at a point in their career that will permit them substantial focus on this leadership role. For details on reallocated time, see USC Upstate [ACAF 7.06](#). The Faculty Chair (including years as Chair-Elect and Past Chair) is not eligible to serve on Peer Review Committees or Faculty Governance Standing Committees, other than Faculty Advisory and Expanded Advisory, and should limit service primarily to the role of Faculty Chair.

Faculty Chair-Elect or Past Chair. The Faculty Chair-elect (or Past Chair) assists the Faculty Chair and may be designated by the Faculty Chair to represent the Faculty on committees and at commencement ceremonies in place of the Faculty Chair. The Faculty Chair-Elect (or Past Chair) presides over the General Faculty in the absence of the Faculty Chair. Faculty members serving as Chair-Elect shall focus on preparing for their term as Faculty Chair by deepening their familiarity with faculty governance procedures and the scope of the position.

The Past Chair serves in an advisory capacity to the Faculty Chair. If the Past Chair is unable to serve, the General Faculty will elect a new Past Chair *Pro Tempore* from among eligible faculty members with significant leadership experience on campus. Previous experience as Faculty Chair is preferred but not required.

Faculty Recording Secretary. The Faculty Recording Secretary is elected at the end of spring semester, serves a term of one year, and can be re-elected to serve additional consecutive terms. The Faculty Recording Secretary records meetings of the General Faculty in audio and written form,

finalizing the minutes in consultation with the Faculty Chair, to be distributed to the members of the Faculty. The Faculty Recording Secretary annually compiles and publishes a summary of faculty actions.

2.2c Appointed Officers of the General Faculty

Faculty Parliamentarian. The Faculty Parliamentarian advises the Chair in meetings of the General Faculty. The Faculty Parliamentarian must undergo professional training over the summer (supported by the faculty governance budget) in preparation for their term. The Faculty Parliamentarian is appointed by the Faculty Chair at the end of spring semester. The term is for one year and can be renewed for consecutive terms. The Faculty Parliamentarian retains voting rights in the General Faculty.

Faculty Governance Webmaster. The Faculty Governance Webmaster assists the Faculty Chair by updating webpages relating to faculty governance based on information provided by the Chair. The Faculty Governance Webmaster is appointed by the Chair. The term is for one year and can be renewed for consecutive terms. The Faculty Governance Webmaster retains voting rights in the General Faculty.

2.2 d Meetings

Conduct of Business. The faculty follows *Robert's Rules of Order (Revised)* unless otherwise stipulated. An agenda is prepared by the Faculty Chair and distributed at least 10 days before the meeting. Faculty members may contribute to the agenda by submitting items to the Faculty Chair by the deadline on the Faculty Governance Master Calendar.

Regular and Called Meetings. General Faculty meetings are held at the beginning and end of each academic year (typically August and May). Additionally, a special meeting of the faculty may be called by the President, Chancellor, or Faculty Chair. Alternatively, the faculty may call a special meeting by submitting a written request to the Faculty Chair on behalf of a minimum of 25% of the voting members of the Faculty. Upon receiving the request, the Faculty Chair must set a date for a meeting to be held within seven days.

In years with substantive proposals to revise the *Faculty Manual*, it is recommended that the General Faculty be convened for a special meeting in March to discuss proposed revisions and prepare for a vote. This recommendation permits an opportunity to revise and reconsider the proposal before the end of the academic year. Amendments can be made from the floor and do not necessarily require an additional 30 days before the vote. Any member of the faculty may request an anonymous vote. Votes can be conducted by show of hands, written or electronic ballot during the meeting, or electronic ballot over a period of three days within a week after the meeting ends (see Voting Procedures).

In the interest of maintaining a family-friendly structure in faculty governance, meetings of the General Faculty should typically conclude by 5:00PM. It is recommended that matters still under discussion at 5:00PM be tabled until the next meeting.

2.3 FACULTY SENATE

Purpose. The Faculty Senate is a representative body of faculty governance at USC Upstate. As such, the Faculty Senate conducts discussion and votes on matters of concern to the Faculty, with a primary focus on matters of curriculum. The Senate also determines academic policies and can make resolutions or serve in an advisory manner to administration regarding any aspect of the university.

2.3a Membership and Voting

Membership. Membership in the Faculty Senate is confined to full-time faculty members (tenured tenure-track, senior instructors, and instructors), including faculty with some administrative duties (Assistant/Associate Chairs, Directors, Assistant/Associate Directors). Senate membership and officer roles exclude faculty in major administrative roles (Chancellor, Provost and Vice Provost, Vice Chancellors and Assistant/Associate Vice Chancellors, Deans, Assistant/Associate Deans, and Chairs). A minimum of one year in a full-time position at the university is recommended before serving as a faculty senator.

Representation of Units. Representation in Faculty Senate is allocated as follows: one representative for each seven full-time faculty members, or portion thereof. Representatives are filled by a majority vote at the General Faculty meeting in the spring, with nominations from the academic units. It is recommended that faculty members do not serve simultaneously on more than two college or departmental, or division committees while serving on Faculty Senate.

Terms and Vacancies. The term of office is three years, with the terms of one-third of the Faculty Senate expiring each year. Elected members who are not able to complete their terms shall be replaced by an eligible individual selected by the same academic unit. The replacement senator serves until the next General Faculty meeting, at which time the Faculty elects a senator to complete the remaining time of the unexpired term.

Voting. Voting during a Faculty Senate meeting is open to elected members only. The Faculty Chair-elect or Past Chair and the Recording Secretary are voting members of the Senate. The Faculty Parliamentarian is not a voting member of the Senate. The Faculty Chair votes only in cases in which the vote would change the outcome of the motion. There is no provision for proxy voting. Votes taken in the Faculty Senate may be by voice, show of hands, written ballot, or electronic means. Any senator may request a written or anonymous electronic ballot.

2.3 b Officers of the Faculty Senate

Officers of the General Faculty also serve as officers of the Faculty 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 (or Past Chair) presides over Faculty Senate in the absence of the Faculty Chair. The Faculty Recording Secretary records meetings of the Faculty Senate in audio and written form, finalizing the minutes in consultation with the Faculty Chair, to be distributed to the members of the Faculty. The Faculty Parliamentarian advises the Chair in meetings of the Faculty Senate and is not a voting member of the Senate. If the webmaster is a senator, that senator retains voting rights. Otherwise, the Faculty Governance Webmaster is not a voting member of the Senate.

Conduct of Meetings. The Senate follows *Robert's Rules of Order (Revised)* unless otherwise stipulated. 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.

An agenda is prepared by the Faculty Chair and distributed at least 10 days before the meeting. Faculty members may contribute to the agenda by submitting items to the Faculty Chair by the deadline on the faculty governance master calendar.

In the interest of maintaining a family-friendly structure in faculty governance, meetings of the Senate should typically conclude by 5:00PM. It is recommended that matters still under discussion at 5:00PM be tabled until the next meeting.

Reconsidering an Action of the Senate. To reconsider an action of the Senate, a petition may be submitted to the Faculty Chair signed by 25% of the voting members of the Faculty. The Chair must call a General Faculty meeting within seven days of receiving of this petition. As stipulated in the Senate Bylaws, a decision by the Faculty Senate may be overruled by a majority of eligible faculty present and voting at a regular or called General Faculty meeting, or by a majority of eligible faculty casting a ballot in an electronic vote subsequent to the General Faculty meeting.

2.4 FACULTY GOVERNANCE STANDING COMMITTEES

Creation. The Faculty establishes standing or special committees as it deems necessary. Faculty Governance Standing Committees should avoid duplication of effort.

Purpose. Faculty Governance Standing Committees conduct important work reflecting the principle of shared governance at USC Upstate. They report to the General Faculty and may be asked to provide reports to Faculty Advisory, Expanded Faculty Advisory, or Faculty Senate.

Modification or elimination. The faculty may modify or eliminate standing or special committees as it deems necessary. A motion for modification or elimination of a committee must be brought forward by a member of the Faculty during a regular or called Faculty Senate meeting. A majority vote in the Faculty Senate is required to modify or eliminate a standing committee (see Senate Bylaws).

2.4a Membership, Terms, and Vacancies

Membership. Membership on Faculty Governance Standing Committees is confined to full-time faculty members (tenured, tenure-track, senior instructors, and instructors), including those with some administrative duties (Directors, Assistant/Associate Directors, Assistant/Associate Chairs, Assistant/Associate Deans). Membership excludes the Chancellor, Provost, Vice Chancellors, Assistant/Associate Vice Chancellors, Deans, Chairs, and faculty officers, except in *ex officio* roles.

Representatives are filled by a majority vote at the General Faculty meeting in the spring, with nominations from the relevant academic units, or are appointed by the Chancellor where designated in the committee descriptions.

No academic unit can have more than one representative on a Faculty Governance Standing Committee. Committee members may not succeed themselves on the Committee unless there are no other eligible faculty members in the area they represent.

It is recommended that faculty members do not serve simultaneously on more than two Faculty Governance Standing Committees and that faculty members serve on no more than one standing or ad hoc University committee and two college or departmental committees.

Terms. Terms of appointed and elected committee members in most Faculty Governance Standing Committees are for three years. New committee members assume duties after the spring commencement.

Vacancies. Elected members who are not able to complete their terms shall be replaced by an eligible faculty member from the area they represent or appointed by the Chancellor where appropriate. The replacement member serves until the next General Faculty meeting, at which time the Faculty elects a committee member to complete the remaining time of the unexpired term. Faculty members elected to fill unexpired terms on committees are eligible for re-election to serve a full term.

Ex Officio Members. *Ex officio* members are not considered members of a committee when computing maximum committee assignments. The role of *ex officio* members is to serve in an advisory capacity. *Ex officio* members should make available to the committee their knowledge, but they are not empowered to vote. An *ex officio* member cannot chair a committee.

The Chancellor and Provost are *ex officio* members of all Faculty Governance Standing Committees.

2.4b Committee Business

Meetings. Each Faculty Governance Standing Committee is required to meet a minimum of four times a year to consider matters respective to the responsibilities of the committee (see Committee Descriptions) or matters charged to the committee by the General Faculty, Faculty Senate, or Faculty Chair. Each Faculty Governance Standing Committee meeting will be guided by an agenda to be made available to committee members at the start of each meeting. A meeting agenda should include, at minimum, the following items: meeting name, date, and items of business to be addressed.

Reporting. Each Faculty Governance Standing Committee is an agency of the faculty and makes two written reports each year. The Fall Report, to be delivered to the Faculty Chair by September 30, contains an official schedule of meetings and plan of action for the academic year. The Spring Report, to be presented verbally at the end-of-year General Faculty meeting, contains a summary of its activities and actions during the year, noting any outstanding items of business that will carry over to the next academic year. The Spring Reports become a part of the General Faculty meeting minutes. Spring Reports must be submitted in writing to the Faculty Chair by May 10. The Faculty Chair coordinates the publishing and archiving of these records.

The Faculty Chair reviews committee rosters, reports, and activities to support the work of the Faculty Governance Standing Committees and to ensure compliance.

Voting. Voting on matters considered by the committee is open to elected members of the committee only. All student members of Faculty Governance Standing Committees are voting members. Committee chairs vote only in the case of a tie, with the exception of the Chairs of Promotion and Tenure and the University Post-Tenure Review Committee.

Voting on matters considered by Faculty Governance Standing Committees may be conducted electronically, as long as appropriate measures are taken for the anonymity and security of the vote. In all cases, deliberation and voting on personnel matters (i.e., Peer Review Committees, the Promotion and Tenure Committee, and the University Post-Tenure Review Committee) must be done in committee meetings (whether in person or virtual) or in ePortfolio software and cannot be conducted by email.

2.4c Committee Leadership

Committee Chairs. Committee chairs are elected by Faculty Governance Standing Committees by April 30. In addition to electing a committee chair each spring, the Promotion and Tenure Committee may vote on a chair-elect to learn procedures and provide support to the chair when requested.

Committee chairs usually do not succeed themselves. In circumstances where chairs succeed themselves, they may not serve more than three consecutive years. The Faculty Chair may appoint a replacement for a committee chair who resigns until the committee can elect a chair. Faculty members may chair only one Faculty Governance Standing Committee at a time.

Each Faculty Governance Standing Committee Chair develops a schedule of meetings and a plan of action for the academic year and submits them to the Faculty Chair by September 30 (Fall Report).

Committee chairs also file meeting documentation with the Faculty Chair by May 10 (Spring Report; see Meetings). Certain committee chairs with exceptional responsibilities are eligible for additional compensation (see [ACAF 7.06](#)).

Faculty Governance Standing Committee Chairs serve on the Expanded Faculty Advisory Committee, which meets three times a year, and may provide reports periodically to this body or to Faculty Senate throughout the academic year to promote communication among faculty governance bodies.

2.4d Committee Descriptions

Academic Affairs Committee. The Academic Affairs Committee is composed of one faculty member from each academic unit of the University. The Academic Affairs Committee considers and recommends to the Faculty Senate action on all requests for the addition, modification, or deletion of undergraduate and graduate curricular programs and courses.

The Committee considers matters concerning undergraduate and graduate academic requirements and standards, and reviews current policies and practices to make recommendations to the Faculty Senate. The Committee also considers faculty petitions for grade changes and of students seeking relief from University scholastic regulations, following the recommendations of the appropriate academic unit administrator.

Academic units requesting programmatic changes must submit all relevant course material information to the Academic Affairs Committee by the deadlines provided on the Faculty Governance Master Calendar. Each academic unit develops procedures for reviewing and approving or rejecting proposals for undergraduate or graduate program development, modification, or deletion, as well as individual undergraduate or graduate course approval, deletion, or modification.

Assessment Committee. The Assessment Committee consists of one elected representative from each JCBE, CoEHPH, MBCON, three elected representatives from the College of Arts, Humanities, and Social Sciences, and two elected representatives from the College of Science and Technology. The library does not have a seat on this committee.

Principal responsibility for successful program assessment, as for curriculum and instruction, rests with the faculty within the discipline. Upon request of the academic unit, the committee provides technical support in the measurement of unit-determined goal outcomes, the measurement of improvement, and the interpretation of assessment results. The Assessment Committee is responsible for developing campus-wide awareness and understanding of outcomes assessment, developing a systematic process for collecting and maintaining academic unit assessment plans, and providing guidance to departments and programs on the assessment requirements of external agencies.

Faculty Advisory Committee. The Faculty Advisory Committee consists of the Faculty Chair, the Faculty Chair-elect or Past-Faculty Chair, the Recording Secretary, and one Faculty Senate member elected from each academic unit. The senators serve on Advisory for terms of one year; terms are renewable. The Faculty Advisory Committee is convened by the Faculty Chair for regularly scheduled meetings, three times per fall and spring semester.

Faculty Advisory serves as a small group sounding board for the Chancellor and Provost, as well as a think tank to support the work of the Faculty Chair in maintaining and updating the *Faculty Manual*.

The committee operates as a conduit for communicating faculty interests, questions, and concerns upward from the academic units to the Faculty Chair, Provost, and Chancellor. The committee also communicates strategic initiatives from the Faculty Chair, Provost, and Chancellor to the units for discussion and recommendations.

The Committee may request and receive reports from standing and *ad hoc* committees at any time and make recommendations for actions to the Chancellor, Provost, and the Faculty, as required. The Committee presents to the faculty a slate of nominees for regularly elected positions on standing committees and the Faculty Athletic Representative.

On alternating meeting dates, Faculty Advisory will convene in an expanded form—to be called the Expanded Faculty Advisory Committee—for a total of three meetings per year (two in the fall, one in the spring). The Expanded Faculty Advisory Committee consists of the Chairs of all Faculty Governance Standing Committees and the Chairs of relevant *ad hoc* committees or councils (e.g., Instructor Concerns Committee, Academic Chairs and Directors Council), in addition to the officers and senators on the regular Faculty Advisory Committee. The purpose of the larger group is to increase communication, build community, and pool knowledge among the faculty governance leadership team.

Faculty Excellence Committee. The Faculty Excellence Committee consists of one faculty member elected from each academic unit of the University.

The Committee recommends the disbursement of the Teaching and Productive Scholarship fund that is allocated by the Provost 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 Provost, 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 Provost. The Committee receives, reviews, and forwards final sabbatical reports to the Provost.

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

Faculty Welfare Committee. The Faculty Welfare Committee consists of one faculty member elected from each academic unit. The Committee is a means for faculty members to express their thoughts relating to matters of faculty welfare. The Committee communicates faculty concerns to the appropriate administrative officers or to the Faculty Senate.

In general, areas of Committee concern apply to the Faculty as a whole rather than to individual faculty members. Committee concerns include but are not restricted to salaries, benefits, and rank; policies regarding teaching load and assignments; policies regarding University programs and activities affecting faculty welfare; policies regarding conduct and professional ethics; professional relations among faculty, and between the Faculty and administration; faculty involvement in campus decision-making and governance; general faculty morale; and equal opportunity and affirmative action.

Before the end of the fall semester, the Committee distributes to the Faculty a summary of annual review rankings of faculty for the previous year by each academic unit; a summary of all faculty salaries by salary interval, including a breakdown of salaries by gender and race, as permitted by law; and numerical results of faculty evaluations of administrators, and each academic or administrative support office and department.

Complaints about matters relating to possible violations of review policies and procedures can be reported to the chair of the Faculty Welfare Committee.

Faculty members filing a grievance do so with the Chair of the Faculty Welfare Committee according to the guidelines for Faculty Grievance Procedures (see Chapter 6, *Faculty Grievance Process*). The Chair of the Faculty Welfare Committee ensures that faculty members willing to serve in the grievance pool undergo the required Title IX coordinator training before the election of the grievance pool in August.

General Education Committee. The General Education Committee is composed of one representative from each unit. The Committee provides recommendations to the Academic Affairs Committee.

The Committee is charged with the oversight of the design of the General Education Curriculum, ensuring it reflects current best practices. This oversight includes regularly reviewing assessment data and making recommendations based on these data when program changes are needed to better address competencies.

The Committee conducts cohesive and collaborative discussions and decisions related to the General Education Curriculum. The Committee establishes the definitions, criteria, and competencies for each University General Education area; reviews syllabi, and approves all courses used to satisfy University General Education requirements; facilitates periodic review of all courses fulfilling General Education requirements, as stated in the USC Upstate *Academic Catalog*; and makes recommendations to Faculty Senate for modification or termination of courses in the General Education Curriculum.

The Committee consults with the Office of Institutional Effectiveness and Compliance, the Office of Student Affairs, the Academic Affairs Committee, and the Assessment Committee to make informed decisions and recommendations. The Committee coordinates faculty development programming for implementing General Education student learning outcomes (SLOs). The Committee facilitates and encourages campus dialogue and communication regarding the General Education Curriculum and its underlying philosophy.

Graduate Committee. The Graduate Committee consists of one faculty member elected from each academic unit with a graduate program, plus two additional faculty members without graduate programs. The library does not have a seat on this committee.

The Committee is responsible for reviewing all proposed graduate programs and program revisions and recommending acceptance or rejection prior to submission to the Academic Affairs Committee. The Committee also recommends revisions to the *Faculty Manual* regarding policies related to graduate programs and faculty.

The Committee assists in the development of a University-wide strategic plan for graduate studies; recommends standards for graduate admission; reviews appeals regarding admission decisions, degree requirements, or course credit; and recommends policies regarding graduate assistantships.

Promotion and Tenure Committee. The Promotion and Tenure Committee consists of nine elected faculty members. Three members are from CAHSS, two from CST, and one from each JCBE, CoEHPH, MBCON and the Library. Terms are for three years.

Only tenured associate professors, associate librarians, professors, or librarians who have taught at USC Upstate for one year or more are eligible to serve on the Promotion and Tenure Committee. Elected positions are filled by vote of the General Faculty. No academic unit can have more

than one representative on the Committee. Committee members may not succeed themselves on this Committee unless there are no other eligible members from that unit.

Elections of members of the Committee are held at the General Faculty meeting in the spring, with nominations from the floor. Elected Committee members who are not able to complete their terms shall be replaced by the academic unit. The replacement member serves until the originally elected faculty member returns to the Committee, or, in cases where the original member does not return, until the next General Faculty meeting, at which time the faculty elects a senator to complete the remaining time of the unexpired term. Following service as a replacement Committee member, the faculty member is eligible for election to a full term (see Vacancies).

The Promotion and Tenure Committee recommends to the Faculty criteria for promotion and tenure and sets procedures and guidelines for the implementation of promotion and tenure policies, subject to approval by the faculty. Within each academic unit, tenured and tenure-track faculty members formulate specific unit criteria for promotion and tenure; these unit criteria are approved by the Promotion and Tenure Committee and Provost before being added to the Promotion and Tenure website. The Promotion and Tenure Committee, in accordance with approved University criteria and procedures and with specific unit criteria, makes recommendations to the Provost and the Chancellor regarding the granting of promotion and tenure on all promotion and tenure applications. The Committee also hears appeals of post-tenure reviews and makes recommendations to the Provost.

Student Services Committee. Student Services Committee. The Student Services Committee consists of eight members, seven of which are elected positions: one faculty member from each of the professional colleges, two elected representatives from CAHSS, one from CST, and one from the Library. One student representative is appointed annually by the Vice Chancellor of Student Affairs from nominations submitted by the Student Government Association.

The Committee is responsible for recommendations to the Faculty Senate regarding admission and continuation policies within University guidelines and the Academic Honor Code and Campus Discipline Code. Any policy of any academic support unit that affects its patrons may be reviewed at the discretion of the Committee. The Committee reviews and determines appeals for students who are not making satisfactory academic progress, in accord with federal statute.

At least every three years, the Committee considers admission and continuation policies within University guidelines and, where advisable, recommends to the Faculty Senate and the Chancellor modifications to these policies. The Committee may suspend normal entrance and continuation requirements for individual students, as permitted by University guidelines. The Committee may establish special procedures for reviewing student applicants during summer terms. The student member of the Committee does not participate in deliberations of student appeals.

System Faculty Leadership Council. The University of South Carolina System Faculty Leadership Council provides a representative voice in system affairs and facilitates collaboration among the faculty organizations comprised in the University of South Carolina system. With respect to functions the Board of Trustees delegates to University administration, the Council has a consultative function: it represents the will of the system's faculties to such bodies as may be established to administer system affairs and serves as a means by which system administrators may communicate with faculty.

The Council coordinates faculty governance in those areas where the Board of Trustees delegates legislative powers to the faculties of individual campuses, including but not limited to standards of admission, granting of earned degrees, and curriculum. In no instance will the Council usurp authority previously delegated to campus faculties by the Board of Trustees.

USC Upstate will elect three representatives to the University of South Carolina System Faculty Leadership Council, and any other representatives as required by the bylaws of the Council. The Faculty Chair (or designee) will also serve on the Council. No more than one representative will be elected from any College or Library to serve simultaneously. Leadership experience in faculty governance, especially Faculty Senate, Faculty Welfare, or the Academic Affairs Committee, is strongly encouraged for nominees. Elected representatives will serve staggered three-year terms. The member serving the third year of their term will chair any independent meetings of the USC Upstate representatives

University Post-Tenure Review Committee. The UPTR Committee will be comprised of seven tenured faculty members at the rank of professor/librarian or associate professor/librarian (one from each college, one from the Library, and one faculty member-at-large) to be elected each fall for a two-year term. Dates for the completion of this term will be staggered to create continuity on the committee across multiple years.

Prior experience serving on a Peer Review Committee or the Promotion and Tenure Committee is preferred but not required. Faculty members may not serve on the UPTR Committee if they are currently serving on the Promotion and Tenure Committee; if they are undergoing post-tenure review; or if they conduct annual administrative reviews. Members of the UPTR Committee may not have faculty supervisory responsibilities.

FACULTY ATHLETIC REPRESENTATIVE

The Faculty Advisory Committee, in consultation with the Athletics Director, submits nominations for the position of Faculty Athletic Representative (FAR) from among the members of the faculty who are interested in athletics (coaches excluded). The FAR is elected by the Faculty. The length of term is for three years; terms are renewable.

The FAR is responsible for abiding by NCAA and Conference compliance rules. The FAR's performance is reviewed annually by the Chancellor, with governance and compliance forming one component of that review. The FAR assists the Associate Athletic Director for Compliance with collecting and reviewing Academic Performance Program data.

The FAR should attend any campus meetings, including Faculty Senate, during which athletics issues are being discussed. The FAR serves as the senior faculty advisor on athletics to the Chancellor.

The FAR recommends to the Faculty Senate conference affiliations, the addition or deletion of sports, and other major changes in athletic policy. The FAR reviews the records of all student-athletes each semester (including summer sessions), reviews the Satisfactory Progress Report information collected by the Registrar, and acts on any student deficiencies.

In addition, the FAR:

- Provides oversight for academic advising of student athletes; advising the University Admissions Committee regarding prospective student-athletes whose academic credentials are below the institutional and/or NCAA admissions standards. The FAR participates in the exit interview of student-athletes, including gathering information related to academic experiences while participating in athletics.
- Provides information to coaches and student-athletes at the beginning of each academic year related to NCAA and USC Upstate academic regulations; describes the importance of academics to the student-athletes and the consequences of violations of academic regulations. The FAR ensures the enforcement of all institutional academic and student activities rules and regulations as they apply to student-athletes.

- Investigates instances of student-athlete misconduct, both on and off the playing fields and ensures that student-athletes are treated fairly in these investigations. The FAR attends Student Government courts, hearings, etc., with student-athletes.
- Oversees USC Upstate's compliance with NCAA rules and regulations. The FAR is required to sign forms that are sent to the conference and retained in the Athletic Office. The FAR reviews the results of periodic audits of athletics department funds and provides a report to the Faculty Senate if any significant discrepancies are encountered.
- Administers the NCAA Coaches Certification test, as required by the Conference Commissioner. The FAR provides information and insight to the Chancellor relating to institutional voting decisions at the NCAA conventions. The FAR serves on all committees relating to hiring of athletics department administrators at the level of head coach or above. The Athletic Director and the FAR serve as the campus delegates to the athletic association and conferences, in the absence of the Chancellor.