

Chapter 2 Faculty Governance

USC Upstate is committed to the principle and practice of shared governance. 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. It delegates powers to the president, the chancellor, and the General Faculty.

2.0 THE POWERS OF THE FACULTY

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.

To accomplish the legislative powers of the faculty and participate effectively in shared governance, the *Faculty Manual* establishes multiple tiers of faculty governance operation. The General Faculty is the supreme body of faculty governance. It devolves the powers of its jurisdiction to the other deliberative bodies: Faculty Senate, Faculty Standing Committees, and *ad hoc* committees whose members are elected or appointed as the *Faculty Manual* directs.

The General Faculty devolves its power of oversight to the work of these committees to the faculty chair—subject to the review of, ratification of, reconsideration of, and overturning of any decision of these committees by the General Faculty body.

The faculty has the responsibility to consider the appointment of all principal officers of USC Upstate and the President of the USC System. The faculty communicates its views on such selections through committees or to the chancellor as appropriate.

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.

“Periodic, systematic review of the *Faculty Manual* in its entirety will be undertaken every 5 years in order to ensure accuracy and relevance, while maintaining the stability of the document. The Faculty Chair in concert with the Faculty Advisory Committee will appoint an ad

hoc *Faculty Manual* Revision committee to serve for a term of no more than two years. It shall be the responsibility of that committee to seek guidance from relevant stakeholders to inform the goals to be achieved through revisions, draft proposed changes, solicit widespread comment and feedback on proposed changes, iteratively respond to comments, and prepare the manual revision documents for vote and approvals,” (approved 2/9/2024)

2.1 b 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, the chancellor, and the chair consider faculty feedback, make appropriate revisions, and produce a final draft of the proposed changes for the purpose 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).

2.1c 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.

2.1 d 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 (3) 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 thirty (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 thirty (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 the superior deliberative body of faculty governance at USC Upstate. The General Faculty may reconsider any action of the Senate (see *Recalling an Action of the Senate*). Gatherings and votes conducted by the General Faculty manifest 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..

2.2.a 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, librarians, and clinical faculty).

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*).

Attendance, meaning real-time participation in an event whether physical or virtual, is required to present motions at meetings as appropriate to the format—in-person, hybrid, or remote. (amended 2/9/2024)

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).

General Faculty elections ratify the nomination of academic units (departments, colleges, and the Library) for offices designated to that unit through unit elections sent forward to the faculty chair.

Pre-meeting nominations and nominations from the floor are permissible only for the following campus-wide offices: faculty chair-elect, faculty secretary, at-large member of UPTR, members of the System Faculty Leadership Council, and Intercollegiate Athletic Advisory Committee. All other nominees must be elected at the local level (department, college, or library) with nominees' names submitted to the faculty chair for the slate. (See Appendix XIII Elections).

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). For faculty governance committees requiring college rather than unit representation, CAHSS, CST, CoEHPH, and JCBE constitute academic units.

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.

2.2 b Elected Officers of the General Faculty

Faculty Chair. The faculty chair is elected as faculty chair-elect at the end of spring semester every other year and serves a term of four years. Nominees—including self-nominees—can be made before the spring General Faculty meeting and also be taken from the floor.

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, and diverse, experience in faculty governance including in leadership roles and at least associate professor/librarian rank with tenure are recommended.

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; establishing the timing for conducting of both preliminary and general elections for governance positions; managing rosters for the Faculty Senate and Faculty Governance Standing Committees to maintain balance in turnover and to ensure that replacement members serve only the balance of a term and the appropriate academic unit selects replacement members when necessary; soliciting, reviewing, and providing feedback on plans of action developed by Faculty Governance Standing Committees.

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 faculty chair-elect should possess the recommended leadership qualities.

To encourage greater faculty involvement and perspectives, whenever possible, the faculty chair-elect should not be from the same academic unit as the current faculty chair.

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 previous chairs. Should there be no previous chairs then eligible faculty members with significant leadership experience on campus, preferably in faculty governance can be considered.

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. Nominees—including self-nominees—can be made before the spring General Faculty meeting and also be taken from the floor.

2.2 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.c Appointed Officer of the General Faculty

Faculty Parliamentarian. The faculty parliamentarian advises the chair regarding parliamentary procedure for meetings and on matters of applying parliamentary procedure to *Faculty Manual* interpretation.. 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.

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 ten (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.

A majority of the members of the Senate shall constitute a quorum.

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 (7) days.

In years with substantive proposals to revise the *Faculty Manual*, it is recommended that the General Faculty be convened for a special meeting no later than 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 thirty (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 (3) 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.

2.3 a 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 ten (10) 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 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 must step aside on an interim basis or who are not able to complete their terms shall be replaced by an eligible individual selected by their academic unit. Interim replacements serve until the elected member returns but in no case more than one

academic year.

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 secret ballot.

Votes on matters put before the body by academic administrators shall be by secret ballot to the extent allowed by the South Carolina Freedom of Information Act.

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.

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 ten (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 (7) 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. (For advisory committees whose members are elected through faculty governance see Appendix XII.)

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).

2.4 a Membership, Nominations and Elections, Terms, and Vacancies

Membership. Membership on Faculty Governance Standing Committees is confined to full-time faculty members (tenured, tenure-track, senior instructors, instructors, and clinical faculty), 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.

For the Academic Affairs, Faculty Excellence, Faculty Welfare, and General Education committees, colleges in which there is a department which lacks sufficient members to staff all governance seats, the faculty may opt to have one representative for the college and leave the other seat vacant.

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

No academic department 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. Efforts should be made, such as having faculty exchange service assignments, rather than serve on any committee beyond two terms.

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. For the purposes of committee service, the Faculty Senate should be considered the equivalent of a standing committee.

Nominations and Elections:

Members of Standing Committees are nominated by the academic unit they represent, whether that unit is a department, college, or the Library. Nominees are expected to meet any stated eligibility requirements at the time of nomination.

Nominees for committees requiring academic unit representation should be made by the department and forwarded to the faculty chair.

Nominees for committees requiring college representation should be selected by a college-wide election with names of the successful nominee(s) forwarded to the faculty chair. Elections for all standing committees by MBCON and the Library are considered unit or college representation as required by the committee description.

Nominees for positions that are not restricted to a particular unit are considered at-large. Nominations—including self-nominations for these positions—are forwarded directly to the faculty chair. Additional nominations can be made from the floor.

Members of the Faculty Advisory Committee, and other members of the Faculty Senate

when necessary, will assist the faculty chair in managing elections.

In colleges with departments, they provide assistance to their chair as needed to identify and select nominees for committees requiring unit representation. Faculty Advisory Committee members of the college share responsibility for collective management of elections for standing committees that require college representation.

Members who are running for standing committee posts that require college representation must recuse themselves from election management duties.

In instances where there remain fewer than three election managers, the unit may seek assistance from the faculty chair.

Elections must be conducted by secret ballot. The election managers confirm the count before reporting the successful nominees to the faculty chair.

Terms. Terms of appointed and elected committee members in most Faculty Governance Standing Committees are for three years. New committee members assume duties on May 16.

Representatives should not succeed themselves on any committee unless no one meets the *eligibility* requirements to serve.

Vacancies. There are two types of vacancies: interim and permanent.

Interim vacancies occur when a faculty member steps aside from a committee assignment for no more than an academic year. A replacement representative shall be an eligible faculty member from the area they serve as indicated on the faculty governance committee roster. The faculty member who stepped aside will not be eligible for re-election.

Permanent vacancies: Permanent vacancies occur when a member leaves the University or accepts responsibilities in the university that are incompatible with committee service.

Elected members who are not able to complete their terms shall be replaced by an eligible faculty member from the area they represent (department of college) as indicated on the faculty governance committee roster or appointed by the chancellor where appropriate in the case of chancellor appointees. The replacement should be accomplished through the appropriate unit by election. 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 or their designees are *ex officio* members of all Faculty Governance Standing Committees. The Registrar is an *ex-officio* member of the Academic Affairs and Graduate committees. Additional administration representatives are appointed annually, after consultation and agreement between the chancellor, provost, and faculty chair.

2.4 b 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.

Those with business pending at the meeting as well as other guests are welcome. All guests are expected to show decorum, be respectful of the operation of the committee including the direction of the committee chair. Per Robert's Rules of Order, the committee chair can take appropriate action to maintain order during the meeting.

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, security, and preservation (if required) 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. Both individual votes and justifications in personnel matters must be preserved.

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.

Committee Chairs are responsible for the orderly conduct of meetings. 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 elected 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 curricular programs and courses.

The committee considers matters concerning undergraduate academic requirements and standards, and reviews current policies and practices to make recommendations to the Faculty Senate.

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 program development, modification, or deletion, as well as individual undergraduate course approval, deletion, or modification. Each unit is responsible for ensuring that any proposal submitted to the Academic Affairs Committee comports with both Upstate and USC System policy for content and style.

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

A college-wide election will select nominee(s) for the General Faculty election slate or to fill a vacancy.

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 faculty chair-elect or the past faculty chair serves as the advisory representative for their unit. In instances where the faculty recording secretary and the faculty chair-elect or past faculty chair are from the same unit, the faculty chair-elect or past faculty chair remains the unit representative.

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.

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, votes on the viability of each proposal, and then forwards all proposals along with the vote recommendations to the provost. The Committee receives, reviews, and retains completed sabbatical reports, forwards copies to the University Archives for permanent retention, and makes them available for review by the Provost upon request.

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. The chair of the Faculty Welfare Committee must be a tenured faculty member and does not serve on peer review committees, the Promotion and Tenure committee or UPTR committee.

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 as described below; and numerical results of faculty evaluations of administrators, and each academic or administrative support office and department. Sharing these reports is not for the purpose of causing division among faculty. The purpose is to provide transparency as a basis for compensation advocacy.

Faculty salary report: The faculty salary report shall report the name, rank, years of service at USC Upstate, years at rank and base salary 9-month for classroom faculty and 12-month for Librarian faculty \$50,000 or more in order from highest compensation to the lowest stopping at \$50,000. For members of the faculty earning less than \$50,000, salary shall be reported in bands of \$4,000.

\$46,001 - \$49,999

\$42,001 - \$46,000

\$38,001 - \$42,000

\$34,001 - \$38,000.

An additional column indicating total compensation should indicate annual salary as would appear on the state accountability portal.

The report should include the following notation. The nine-month base salary permits consideration of salary equity. It also should be understood that salaries vary by discipline. Salaries increase for a variety of reasons including rank promotions, favorable post-tenure reviews, equity raises to address compression or inversion. Total compensation may exceed base salary for additional duties.

Additionally, comparisons by gender, race, years at rank, and years of service at USC Upstate cross-tabulated with rank will be reported.

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

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*).

Faculty members filing a formal incivility claim do so with the Chair of the Faculty Welfare Committee according to the guidelines for the Upstate Civility Policy (see Appendix X, Upstate Civility Policy).

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 and the library, plus two additional faculty members without graduate programs. The Library does not have a seat on this committee. The Committee considers and recommends to the Faculty Senate action on all requests for the addition, modification, or deletion of graduate curricular programs and courses. The Committee also recommends revisions to the Faculty Manual regarding policies related to graduate programs and faculty.

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

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 each from JCBE, CoEHPH, MBCON and the Library. Terms are for three years.

A college- (or library-) wide election will select nominee(s) for the General Faculty election slate or to fill a vacancy. Committee members who temporarily step aside from this committee (no more than an academic year) can be replaced by an interim elected by the college or Library.

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.

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 the college of the Library.

Elections of members of the committee are held at the General Faculty meeting in the spring. Elected committee members who are not able to complete their terms shall be replaced by the college or Library.

The replacement member serves until the originally elected faculty member returns to the Committee. In cases where the original member does not return, the replacement serves until the next General Faculty meeting, at which time the faculty elects a member 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).

Faculty members may not serve on the Promotion and Tenure Committee if they are currently serving on a peer review committee, UPTR Committee, serving as faculty chair, faculty chair-elect, or past faculty chair, or chairing the Faculty Welfare committee; if they are undergoing post-tenure review; or if they conduct annual administrative reviews. Members of the Promotion and Tenure Committee may not have faculty supervisory responsibilities.

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, only 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 intranet site. The Promotion and Tenure Committee, in accordance with approved university standards 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. The Student Services Committee consists of one faculty member from each of the professional colleges, CST, and CAHSS. 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 Chair of the Student Services Committee, in collaboration with the Assistant Vice Chancellor for Student Success, and one other Student Success staff member selected by the Assistant Vice-Chancellor, reviews and determines appeals for students who are not making satisfactory academic progress. Appeals are reviewed on a rolling basis throughout the year with an expected response time of 48 business hours. In considering appeals, normal entrance and continuation requirements for individual students may be suspended, as permitted by university guidelines.

The full Student Services Committee will meet periodically to review policy and appeal decisions, and assess student progress. At least every three years, the Committee considers admission and continuation policies within University guidelines and, where advisable, recommends to the Faculty Senate, the Provost, and the Chancellor modifications to these policies.

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. Members are elected at the General Faculty Meeting from advanced nominations made to the faculty chair and/or from nominations from the floor. 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) who have taught at USC Upstate for one year or more. The at-large member may not be from the MBCON or the Library and must be from a different department than the elected members. Members serve a two- year term.

Only when colleges or the Library have insufficient eligible tenured members can representatives self-succeed. Efforts should be made, such as having tenured faculty change service assignments, rather than extended service on the committee indefinitely.

College and Library representatives will be elected through a unit election process. The at-large member will be elected at the General Faculty Meeting from campus-wide nominees in advance to the faculty chair from departments without a member already serving on the committee and/or from the floor.

The UPTR Committee, in accordance with approved University standards and procedures, consideration of annual administrative reviews, and application of specific post-tenure unit criteria to the evidence provided, reviews and evaluates the quality of tenured faculty performance. The committee makes recommendations regarding the acceptability of the quality of the teaching, scholarship, and service of tenured faculty to the provost.

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; serve as faculty chair, faculty chair-elect, or past faculty chair, or if they conduct annual administrative reviews. Members of the UPTR Committee may not have faculty review 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 attends 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 communicates to the Faculty Senate conference affiliations, the addition or deletion of sports, and other major changes in athletic policy. The FAR reviews the academic performance of all student-athletes each semester (including summer sessions), reviews the NCAA Progress Towards Degree Report information collected by the Registrar, and consults on any student deficiencies.

In addition, the FAR:

- Provides support 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 participates in the enforcement of all institutional academic and student activities rules and regulations as they apply to student-athletes.
- Supports university officials in investigations of instances of student-athlete misconduct, both on and off the playing fields. The FAR attends Student Government courts, hearings, etc., with student-athletes.
- Advises and supports USC Upstate's compliance efforts with NCAA academic 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, when appropriate. 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.
- Supports efforts toward student-athlete physical and mental wellbeing. The FAR meets with the Student-Athlete Advisory Committee (SAAC) officers once a semester during the academic year. The FAR attends practices and/or games of all sports' teams as his/her schedule permits.
- Chairs the Intercollegiate Athletic Committee, an advisory committee that reviews the academic performance of all student-athletes by receiving appropriate and relevant information regarding the academic eligibility and progress of student-athletes, including graduation rates, and monitors the needs, interests, concerns and overall well-being of student-athletes.