

# Handbook for Faculty Senators



Compiled from the Faculty Manual

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April, 2005

Revised August 15, 2007  
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## **INTRODUCTION**

The purpose of this booklet is to acquaint you with the Faculty Senate of the University of South Carolina, Columbia.

## **THE PURPOSE AND POWERS OF THE FACULTY SENATE**

The University Faculty has legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members. The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.

## **HISTORY**

Prior to 1970 the faculty met regularly as a whole in large auditoriums on campus. The meetings were chaired by the President of the University. The formation of a Faculty Senate to assume most functions previously carried out by the general faculty was widely favored, and in 1970 the Faculty adopted, almost unanimously, the plan for a Faculty Senate proposed by the Faculty Advisory Committee, chaired by John Herr. The General Faculty would thereafter meet as a whole only at the opening and at the end of the academic year, i.e., September and May. The opening meeting of the Senate took place in Currell College with the late Glenn Abernathy (Political Science) as its first chair. The initial item of business was to appoint a committee to propose by-laws. Originally, the president had a one year term. Chairs in the years following Abernathy were Olin Pugh (Business), the late Bill Wesson (Business), Elmer Schwartz (Engineering), and John Herr (Biology). For better transition, continuity, and status John Herr persuaded the Faculty to adopt a two year term for the chairs. This term was to be preceded by a year as chair-elect and followed by a year as past-chair. The first two year term was filled by Steve Ackerman (Foreign Languages). Robert Felix (Law) was chair-elect during Ackerman's second year, to succeed him in the next year, with Ackerman to serve as past-chair. There followed in this scheme a number of long-time colleagues with experience in faculty governance: the late Charles Coolidge (History), Robert Patterson (History), the late Rufus Fellers (Engineering), Charles Weasmer (Political Sciences), David Rembert (Biology), Gunther Holst (Foreign Languages), and Peter Becker (History). All had been present at the creation of the Faculty Senate and understood its antecedents in faculty governance. Subsequent chairs of the Faculty Senate form a later generation of faculty, informed by their older colleagues, and assuming leading roles within the current system of faculty governance. They are Marcia Welsh (Medicine), Henry Price (Journalism), Eldon Wedlock (Law), Caroline Strobel (Business), Rob Wilcox (Law), Jim Augustine (Medicine), and Gene Reeder (Pharmacy). The current Chair of the Faculty Senate is Robert Best (Medicine).

## **FACULTY SENATE STRUCTURE**

The Faculty Senate consists of ten percent of the voting members of the faculty, elected by each college, school, or regional campus. Senators are elected for a three-year term in the spring, with the term beginning with the fall semester. Every spring semester, colleges and schools elect senators to replace those whose terms have expired and to fill unexpired terms. Vacancies occurring after the spring election are filled promptly by a method determined by each college or school (such as by special election or appointment by the dean).

Each spring semester, the Faculty Senate office calculates the appropriate senate representation for each college and school. Every faculty member has the right to attend and address the senate, but only senators may vote. The minutes, as well as video recordings, of senate meetings are available to all members of the faculty on the Faculty Senate website <http://www.sc.edu/faculty/>

The general faculty's powers may be changed only by the general faculty. The Faculty Senate may execute these powers on behalf of the general faculty.

## **FACULTY SENATE OFFICERS**

The senate elects its chair and secretary from among voting members of the university faculty. The secretary may vote in the Faculty Senate only if also a senator. The chair may vote in the Faculty Senate only to break a tie. The chair shall serve a two-year term and shall be elected at the beginning of the second year of the preceding chair's term. The secretary shall serve a three-year term and shall be elected at the beginning of the third year of the preceding secretary's term.

The person designated to serve as chair of the Faculty Senate serves for a total of four years on the Senate Steering Committee: in the first year as chair-elect, the second and third years as chair, and the fourth year as past chair of the Faculty Senate. A chair-elect shall be elected at the beginning of the second year of the chair's two-year term—that is, at the beginning of the third year of service on the Steering Committee.

The secretary shall serve a four-year term on the Steering Committee: the first year as secretary-elect and the second, third, and fourth years as secretary of the Faculty and Faculty Senate. The secretary-elect shall be elected at the beginning of the third year of the secretary's three-year term—that is, at the beginning of the fourth year of service on the Steering Committee.

## **FACULTY SENATE STEERING COMMITTEE**

This committee shall serve as a nominating committee and as a planning body that studies issues confronting the university and recommends action to be taken by existing faculty committees, the faculty, and the administration. The committee is composed of the seven chairs of the following committees: Admissions, Athletics Advisory, Curricula and Courses, Faculty Advisory, Faculty Budget, Faculty Welfare, and Scholastic Standards and Petitions, and of two faculty members appointed by the chair of the Faculty Senate (traditionally a parliamentarian and the current chair of the University Committee on Tenure and Promotion). The provost shall serve *ex officio*.

Ad hoc committees shall be created as needed, and the Faculty Senate chair shall consult with the Senate Steering Committee before appointing their members.

## **COMMITTEE ON ADMISSIONS**

This committee shall consider policies on undergraduate entrance examinations, admissions, and readmissions and may recommend changes in policy to the Faculty Senate. To assure conformity with undergraduate admissions policies, the committee may review policies and changes proposed by faculties of the various academic units. The committee shall act on appeals of applicants for admission who fail to fulfill established standards of admission or readmission.

Of the ten members, five shall be elected by the faculty and five appointed by the president. Two faculty representatives shall be elected each year for a term of three years, except every third year, when only one member shall be elected. The director of admissions shall serve as secretary, ex officio.

## **COMMITTEE ON CURRICULA AND COURSES**

This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law and medicine. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the regional campuses, and two student members.

## **COMMITTEE ON SCHOLASTIC STANDARDS AND PETITIONS**

This committee shall consider matters concerning university academic requirements, standards, policies, and practices. It shall review changes proposed by colleges and shall make recommendations to the appropriate faculty or the Faculty Senate.

Decisions of a college committee concerning academic regulations may be appealed to the university committee by either the student involved or the dean of the college. Grounds for appeals shall be limited to a contention that a university academic regulation was misinterpreted or that the college committee hearing was fundamentally unfair. The appealing party shall describe in writing the basis for the appeal and shall provide available supporting information.

If the committee considers an appeal, it may confirm the decision of the college, return the case to the college for reconsideration, or under exceptional circumstances reverse the decision of the college committee in matters involving the interpretation of university regulations.

In addition to the six elected faculty members, there shall be two student members. The director of admissions and the registrar, or representatives of those offices, shall serve as ex officio members.

## **FACULTY ADVISORY COMMITTEE**

This committee shall advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. It shall initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university referred

to it by faculty members, faculty bodies, or administrative officers. It also shall review proposals of other standing committees and recommend procedures for their implementation. The provost is a member, ex officio.

### **FACULTY BUDGET COMMITTEE**

The committee shall consist of ten members: three elected members, the current and immediate past chairs of the Faculty Advisory Committee and the Welfare Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost shall serve ex officio. This committee serves as a liaison between the University Administration and the University Faculty (through the Faculty Senate) on matters pertaining to the University budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the University budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee shall have formal representation on, and input to University budget policy. The Chair of the Faculty Budget Committee and the Chair of the Faculty Senate shall serve as voting members on the University-level budget policy committee.

### **FACULTY GRIEVANCE COMMITTEE**

This committee shall consider individual grievances, including grievances regarding salary matters (see also "Terms of Employment"), brought before it by members of the faculty including full-time and part-time members, research professors, lecturers, and visiting professors. When, in its judgment, a grievance is determined to be well-founded, the committee shall attempt to resolve the matter through mediation or other appropriate action. See also "Academic Grievance Procedures." The committee shall consist of nine elected members for staggered three-year terms and one ex-officio member from the Faculty Salary Equity Oversight Committee appointed by the provost. All members of the committee shall be tenured full professors or tenured librarians, and, at the time they commence a term of service on the committee, a year shall have elapsed since their last service, if any, on the University Committee on Tenure and Promotions.

### **FACULTY WELFARE COMMITTEE**

This committee shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees.

### **UNIVERSITY ATHLETICS ADVISORY COMMITTEE**

The committee shall review and monitor admissions decisions and the academic performance of all student-athletes by regularly receiving appropriate and relevant information regarding the academic eligibility and progress of student-athletes, including graduation rates. The committee also receives reports on, reviews and advises, as appropriate, the Faculty Senate, the NCAA Faculty Athletic Representative (FAR), the president, the director of athletics, and the Board of

Trustees on the following: annual inter-collegiate athletic program schedules and major changes to them; the annual budget of the Athletics Department; admissions decisions for athletes receiving grants-in-aid; NCAA certification reports, including Title 9 reports; major requests for waiver of any institutional athletic policies; major changes in Athletics Department personnel (specifically the director of athletics, director of the academic support unit, and head coaches for each sport); the needs, interests, and concerns of student athletes; all other issues regarding inter-collegiate activities as referred to it by University officials. The committee shall make at least an annual, written report of its activities to the Faculty Senate, the president, and the director of athletics.

Membership of the committee shall be six elected faculty members; three student members, (one undergraduate student-athlete who serves as either president or president-elect of the Student Athletics Advisory Committee; one undergraduate student appointed by the president of the student body; and one graduate student appointed by the student government with the consent of the Association of Graduate Students); one member of the Intercollegiate Activities Committee of the Board of Trustees appointed by the chair of that committee; and four presidential appointees (one at-large representative from the faculty; the NCAA faculty athletics representative (FAR); one representative from the Division of Student Affairs; and the director of athletics).

The chair shall be a member of the faculty. The chair and the NCAA faculty athletics representative (FAR) shall sit with the Intercollegiate Activities Committee at its meetings, ex officio.

#### **INTELLECTUAL PROPERTY COMMITTEE**

This committee shall consider cases involving intellectual property, including patent and copyright matters, and shall be the intellectual property advisory body within the university. In addition to the six elected faculty members, there shall be three members appointed by the president. The director of the Intellectual Property Office, or a representative of that office, shall serve ex officio.

#### **UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS**

This committee shall publish guidelines for departmental tenure and promotion criteria and procedures, approve departmental tenure and promotion criteria and procedures, review all tenure and promotion cases, and make tenure and promotion recommendations to the president. It shall be composed of twenty-four tenured full professors, fifteen elected by the faculty and nine appointed by the president. No more than three elected members may be from any single college or school except the College of Arts and Sciences, which may have up to nine elected members. Of the nine appointed members, no more than two may be chosen from any single college or school.

The elected members shall be nominated by a committee composed of the members of the Faculty Senate Steering Committee, and the eight persons completing their terms on the Tenure and Promotions Committee. The nominating committee shall nominate a slate of ten, from which the voting members of the faculty shall elect five persons. Each voting faculty member may vote for up to five nominees. No person shall serve more than three years consecutively, and no department chair, assistant or associate dean, or dean shall be a member of the committee.

## **FACULTY - BOARD OF TRUSTEES LIAISON COMMITTEE**

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

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

## **FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES**

The board, in June 1976, adopted a resolution clarifying references in its bylaws to temporary and non-voting representation at open meetings of the board from the university faculty and student government. The president of the student government at Columbia and the chair of the Faculty Senate shall be invited to sit personally in all meetings of the full board, except executive sessions thereof, with full right to participate in the board's discussions but without the right to vote on any matter. It is a non-transferable privilege.

# **BYLAWS OF THE FACULTY SENATE**

## **PURPOSE AND POWERS**

The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.

## **MEMBERS**

Section I. The Faculty Senate is composed of the voting members of the University Faculty chosen by each college or school or other academic units for membership in the Senate. For the purpose of these bylaws, the term "voting members" is defined to mean full-time faculty members holding the rank of Assistant Professor or above and professional librarians.

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

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

Section 3. No later than the opening of the fall term each year, the dean of each college or school and the academic administrator of each University Campus should recalculate the number of members of the Senate to which that college, school, or University Campus is entitled and revise the number of vacancies to be filled accordingly, provided that a reduction in appointments in the Senate of a college, school, or University Campus shall not result in the removal of any senators from such college, school, or University Campus until the expiration of their terms. Elections to fill these vacancies (either new or unexpired terms) shall then be held in time to submit a full roster of senators to the Secretary of the Faculty no later than the first Wednesday in September. The term of office of newly elected senators shall begin with the Senate meeting in September. Vacancies which may occur during the year may be filled by special election, and such Senators shall serve the unexpired term of the seat to which elected. Expansion of faculty during the year shall not increase the number of seats to which a college, school, or University Campus is entitled for that year.

Section 4. Only members of the Faculty Senate, as defined in Section 1 of this Article, may present motions and vote. The chairs of Faculty and Special Advisory Committees are empowered to move the adoption of committee reports, however, and any member of the University Faculty may attend Senate meetings and speak on matters brought before the Senate.

## **OFFICERS**

Section 1. The officers of the Senate shall be a Chair, Chair-elect, a Secretary, a Secretary-elect, and such other officers as the Senate may from time to time establish. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the Senate. The Chair and the Secretary shall serve for periods of two years and three years respectively. The person designated to serve as Chair will serve for a total of four years on the Senate Steering Committee.

Four-year tenure on the Steering Committee of persons selected to chair the Faculty Senate: first year (1), chair-elect; second and third years (2, 3), chair; fourth year (4), past chair. Four year tenure on the Steering Committee of the Senate Secretary: first year (1), secretary-elect; second, third, and fourth years (2, 3, 4), secretary. The first year shall be as Chair-elect, the second and third years as Chair, and the fourth year as Past Chair. The Secretary shall serve a four-year term on the Steering Committee, the first year as Secretary-elect and the second, third, and fourth years as Secretary.

Section 2. The Chair-elect shall be elected at the beginning of the second year of the Chair's two-year term, that is, at the beginning of the latter's third year of service on the Steering Committee. Nominations for Chair-elect shall be made at the first regular fall meeting with election at the next regular meeting. Any voting member of the faculty may offer a nomination for Chair-elect from the floor; however, only members of the Senate may vote in the election of the Chair-elect. The Chair-elect may be, but need not be, a member of the Senate; provided, however, that only voting members of the University faculty shall be eligible and no one whose primary functions are administrative in nature shall be eligible for election to Chair-elect. The Chair-elect shall

assume the office of Chair at the first meeting of the fall (i.e. at the beginning of the second year of service on the Steering Committee) and shall preside at that meeting. The Secretary-elect shall be elected at the beginning of the third year of the Secretary's three-year term, that is, at the beginning of the fall term and the secretary's fourth year of service on the Steering Committee. In this election, the same procedure and rules of eligibility specified for selection of the Chair-elect shall apply.

Section 3. If the Chair becomes unable to serve in the first year in that capacity, the Past Chair shall preside at the next regular meeting and shall receive nominations for a new Chair. The new Chair shall be elected in the following regular meeting and shall serve as Chair the remainder of that term and then serve on the Steering Committee as Past Chair. If the Chair becomes unable to serve in the second year in that capacity, the Chair-elect shall assume the office and serve the remainder of that term plus the term to which regularly elected. A new Chair-elect shall then be elected at the time specified in Section 2 of this article.

Section 4. Should the Secretary become unable to serve in the first or second years of the three-year term, a successor shall be nominated and elected at the next regular meeting. Should the Secretary become unable to serve in the third year of the term, the Secretary-elect shall assume the office and serve the remainder of that term plus the term to which regularly elected. A new Secretary-elect shall be elected at the time specified in Section 2 of this article.

## **MEETINGS**

Section 1. Regular meetings of the Senate shall be held monthly during the academic year and once during the Summer Session unless otherwise ordered by the Senate.

Section 2. Special meetings of the Senate can be called by the Chair and such a meeting shall be called upon written request of ten (10) members of the Senate. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given, and the meeting must be held within ten (10) days from the receipt of the written request.

Section 3. A majority of the members of the Senate shall constitute a quorum, provided however that for the summer meeting a quorum shall consist of the members present.

## **ELECTIONS**

Section 1. In the case of any positions to be filled by election by the Faculty Senate, nominations for such positions shall be made from the floor, except as provided in Article VI of these bylaws. Voting shall be by secret ballot, and a majority is required for election.

Section 2. If one position is to be filled, a candidate receiving a majority on the first ballot shall be declared elected. If no candidate receives a majority, the candidates receiving the highest and the next highest number of votes shall be the nominees for a second vote.

Section 3. In multiple-seat elections, as in the case of selection of a committee, for example, the following rules shall operate:

1. Each person voting shall be expected to vote for as many persons as there are positions to be filled, but no ballot shall be invalidated solely because of failure to vote for as many candidates as there are positions to be filled.
2. If the number of candidates receiving majorities is equal to the number of positions to be filled, those receiving majorities shall be declared elected.
3. If the number of candidates receiving a majority is fewer than the number of positions to be filled, any candidate receiving a majority shall be declared elected. For succeeding votes, the number of candidates shall not exceed twice the number of remaining positions. Whenever it becomes necessary under this rule to strike the names of candidates from the list of nominees, the person receiving the fewest number of votes shall be dropped first, and this order shall be followed until the necessary number is dropped.
4. If more candidates receive majorities than there are positions to be filled, the necessary number of candidates having the largest majorities shall be declared elected.
5. When varying terms are to be served by persons elected to multiple-seat positions, the length of term to be served by each shall be determined by lot among those elected.
6. A majority shall consist of one plus the quotient of the total number of the votes cast for all candidates divided by twice the number of vacancies on a given committee.

## **COMMITTEES**

Section 1. The regular standing committees established by the University Faculty shall constitute standing committees for the Faculty Senate and shall report to the Senate and discharge such duties as the Senate may assign to them. The Senate may establish such additional standing committees as it may deem necessary.

Section 2. Regular election of members to faculty committees shall take place in March of each year. At the March meeting of the Senate, the Faculty Senate Steering Committee shall present a slate of nominees to replace committee members whose terms are expiring. Nominations may also be made from the floor by any member of the University Faculty, and nominations shall remain open at that meeting until adjournment. Within seven (7) days thereafter, the Committee shall send a ballot containing all nominations for contested committee positions to each voting faculty member, with instructions to return the marked ballot within ten (10) days. The election provisions in Article V of these bylaws shall govern the determination of the persons elected and also the procedure if a runoff is necessary. The result of the election shall be certified to the Secretary of the Senate by the Chair of the Steering Committee.

As early as practicable after the certification of committee elections, the newly created and continuing members of each committee will meet to select the chair for the following year.

Election of members to new committees or to fill vacancies occurring in existing committees may take place as the need arises during the year and will follow the procedure outlined above, except that such special elections need not be held in May.

Section 3. Committee members elected in March will assume office with the beginning of the summer session. The term of outgoing members will end with the close of the summer session. There will thus be a larger than normal number of committee members available for service during the summer.

Section 4. Special committees may be established as the Senate from time to time deems necessary, with the numbers to be selected as directed by the Senate.

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the special rules of order the Senate adopts.

### **AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

### **PUBLICATION OF BYLAWS AND RULES**

The Bylaws and Standing Rules of the Faculty Senate shall be published in The Faculty Manual and in such other form as may be convenient for distribution and such publication shall be revised from time to time as deemed necessary.

## **STANDING RULES OF THE FACULTY SENATE**

### **GENERAL**

The Faculty Senate shall operate under the standing rules of the University Faculty, except as those rules are modified herein or by the Bylaws of the Faculty Senate.

### **MEETINGS**

The Faculty Senate shall meet on the first Wednesday of each month from October to April except January. The Chair of the Faculty Senate will select dates for meetings which will be held in the early fall, late spring, mid-summer and January. Each date will be published no later than two weeks prior to the meeting. All members of the University Faculty shall receive notification of meetings, copies of the minutes, and the published agenda for any pending meeting.

## **ORDER OF BUSINESS**

The order of business in the Faculty Senate shall be as follows:

1. corrections to and approval of minutes;
2. reports of officers, to include reports of the President and any Vice-Presidents of the University who have matters to report to the Faculty Senate;
3. reports of faculty committees, in the following order:

- Athletics
- Curricula and Courses
- Grievance
- Faculty Senate Steering
- Faculty Welfare
- Faculty Advisory
- Student Faculty Relations
- Scholastic Standards and Petitions
- Honorary Degrees
- Faculty and Board Liaison
- Board of Governors, Faculty House
- Admissions

4. reports of special committees;
5. report of the Secretary;
6. special orders (including elections);
7. unfinished business;
8. new business;
9. announcements.

## **AGENDA**

Section 1. An agenda shall be prepared and circulated to each member of the University faculty before each regular meeting of the Faculty Senate, along with the minutes of the previous meeting, at least three (3) working days prior to such meetings. In order to accomplish this purpose, chairs of standing or special committees, and individual members of the Senate who have business to bring before the Senate shall so notify the Secretary of the Senate by no later than the twentieth (20) of the month preceding the meeting at which such business is to be presented. Failure to notify the Secretary in time to include an item of business on the printed agenda shall not bar consideration of such item, but priority shall be given to the business on the published agenda.

Section 2. Members of the University Faculty who are not members of the Senate but who wish the Senate to consider a matter which would otherwise not appear on the published agenda shall notify the Secretary, who shall list the matter as a request for consideration.

Section 3. The Senate shall not give final consideration to any substantive legislative matters not included on the published agenda of the meeting at which introduced, unless by a two-thirds vote the Senate shall agree to consider such matters.

## **ELECTIONS**

Elections shall be conducted in the manner provided in the Bylaws of the Faculty Senate.

## **VOTING**

Except in the case of elections, voting shall be by voice vote or, upon request of the Chair, a show of hands. If the outcome of the vote is in doubt, the Chair may call for a show of hands or a division and order a count. Upon request of any member and a twenty-five (25) percent vote in support of such request, the Chair shall order a count. Upon request of any member and a majority vote in support of such request, the Chair shall order a roll-call vote, which shall be recorded in the minutes.

## **EXECUTIVE SESSIONS**

The Senate may, in extraordinary circumstances, by majority vote go into Executive session for the conduct of any business. While in Executive Session only members of the Senate, other voting members of the University Faculty, and special invitees may be present.

## **VISITORS**

Section 1. The Senate may, by majority vote, permit any person to attend and address the Senate during part or all of any Senate meeting.

Section 2. The Chair of the Board of Trustees of the University of South Carolina, or a designated representative, is invited to attend all open meetings of the Faculty Senate, with the privilege of the floor.

Section 3. The President of the Student Body, the Vice-President of the Student Body, and the student members of the Student-Faculty Relations Committee may attend all open meetings of the Faculty Senate and, when requested by the Senate, may make reports thereto.

Section 4. The Director of University Publications and Printing, or the Director of Media Relations, and accredited members of the press may attend all open meetings of the Faculty Senate.

## **RELEASES TO THE PRESS**

The Chair and Secretary of the Faculty Senate may, after each meeting of the Senate, inform any members of the press, upon request, of any matters transpiring in such meeting, unless otherwise ordered by the Senate.