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UNIVERSITY OF SOUTH CAROLINA BEAUFORT
FACULTY MANUAL

PREAMBLE

This Faculty Manual of the University of South Carolina Beaufort (hereafter referred to as USC Beaufort or USCB) sets forth the institution’s policies and procedures regarding the faculty, their rights and their responsibilities. The Manual articulates the contractual elements that define the employment relationship between faculty and the university, including the responsibilities, benefits, and privileges of faculty status. Evaluation, tenure and promotion, and grievance procedures are also contained herein. In addition to these items, the Manual confirms the authority of faculty to participate in the governance of the university specifically with regard to all academic matters. The Manual also defines the Faculty Senate.

The Board of Trustees of the University of South Carolina ultimately approves the Manual and amendments made to it. Amendments to the Manual are generally presented for the consideration and approval of the faculty and the administration before submission to the Board of Trustees. Proposals for amendments originate in the Faculty Senate and require a two-thirds vote of the entire voting membership. Once approved, proposals for amendment are submitted to the Chancellor, the President of USC, and the Board of Trustees, respectively, for final acceptance and adoption.

FACULTY POWERS

The Board of Trustees is the governing body of the university, and it delegates to the President and the faculty their powers. The faculties of the Aiken, Beaufort, Columbia and Upstate campuses, subject to the review of the appropriate Chancellors, the President, and the Board, have 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.

Proposals from any academic department that pertain to the faculty's legislative competency shall be forwarded to the Board by the President only after such proposals have been considered by the appropriate faculty committees and shall be accompanied by the legislative judgment of the Faculty Senate as appropriate.

As such occasions arise, faculty members have the opportunity to consider the appointment of all principal academic officers of USCB and, through an appropriate committee, communicate their views to the Chancellor. The faculty shall also
communicate, through an appropriate committee, their views concerning the selection of
the President of the University and the Chancellor of USCB.
SECTION I: FACULTY TITLES, APPOINTMENTS, AND RELATED POLICIES

UNCLASSIFIED FACULTY ACADEMIC TITLES

Academic titles apply specifically to unclassified academic positions. USC Beaufort recognizes the following academic titles among those that are commonly used in public institutions of higher education in the United States.

TENURE-TRACK POSITIONS

Assistant Professor
Assistant professor is a regular full-time, tenure-track appointment of a person who holds the earned doctorate or its equivalent and who possesses strong potential for development as a teacher and as a scholar. A faculty member cannot be promoted to the rank of assistant professor. He or she must compete for this position in a nationally advertised search.

Associate Professor
Associate professor is a regular full-time, tenure-track appointment of a person who holds the earned doctorate and who possesses strong potential for further development as a teacher and a scholar. To be eligible for this rank, a faculty member must have a record of highly effective teaching and a record of effective research or scholarly/creative activities and professional service. (For more information, see Section IV: Tenure & Promotion)

Professor
Professor is a regular full-time, tenure-track appointment of a person who normally holds the earned doctorate and has at least nine years of effective and relevant experience. To be eligible for this rank, a faculty member must have a record of outstanding performance in teaching and a highly effective or effective record of research or scholarly/creative activity and professional service. Professors should have achieved professional recognition in their fields.

NON-TENURE TRACK APPOINTMENTS

Instructor
Instructor (or instructor librarian) is a full-time appointment of a person who holds at least the master's degree and has a minimum of 18 hours of graduate coursework in the field in which he/she teaches. Appointment is on an annual basis and not in the tenure track. Service under such an appointment is not considered part of a probationary period for tenure considerations.
Senior Instructor
Senior Instructor (or senior instructor librarian) is a full-time appointment of a person who has held the rank of instructor (Instructor Librarian) or above at the University of South Carolina for a minimum of six consecutive years. Initial appointment to Senior Instructor (Senior Instructor Librarian) must be by promotion from the rank of Instructor (Instructor Librarian). The candidate initiates the process by requesting promotion through the job performance reviewer and submitting an application containing at least a cover letter and annual evaluations from the previous six years. Upon recommendation of the job performance reviewer, the EVCAA reviews the application and makes the determination for promotion. Appointment may be on a multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.

Visiting Professor
Visiting professor is a temporary appointment to teach full-time, usually for no more than one or two years, of one who holds academic rank or high professional status elsewhere and is presently on leave of absence from his/her home institution. The individual is assigned rank in accordance with previous training and experience. The term "Visiting" will precede the assigned rank. Appointment is on an annual basis and service under such an appointment is not considered part of a probationary period for tenure consideration. All visiting faculty positions and appointments are reviewed and voted upon by faculty in the discipline being considered. The department chair reviews the proposed visiting position and sends his/her recommendation along with the departmental faculty recommendation to the Executive Vice Chancellor for Academic Affairs. Except under extraordinary circumstances, full-time one-year visiting appointments may be renewed no more than twice for a total of three consecutive years. Visiting professors are considered honorary members of the Faculty Senate and may become voting members of this body by annual vote of the membership.

Research Professor
Research Professor is a full-time appointment held by an individual engaged primarily in research. The Research Professor must possess the earned doctorate and have acquired considerable experience in the research field. Research Professors are appointed on a temporary basis and service under such an appointment is not considered part of a probationary period for tenure consideration. This title can be expanded to Research Assistant Professor or Research Associate Professor as appropriate to the status of the individual. Individuals holding this appointment are considered honorary members of the Faculty Senate and may become voting members of this body by annual vote of the membership.

Adjunct or Clinical Faculty
Adjunct or Clinical Faculty is a full- or part-time appointment of a faculty member of substantial professional caliber to supervise and instruct students outside the classroom setting or to serve as an honorary member of the faculty of a department other than his/her own department. According to circumstances, these professors may be salaried or
serve without a stipend. Appointment is on an annual basis and service under such an appointment is not considered part of a probationary period for tenure consideration.

HONORARY POSITIONS

Artist/Writer/Scholar-in-Residence
Upon recommendation by the appropriate academic department, the Executive Vice-Chancellor for Academic Affairs may appoint distinguished artists, writers, poets, and scholars to the special faculty status of Artist/Writer/Scholar-in-Residence. Such appointments are term contracts that may be renewed at the initiative of the Executive Vice Chancellor for Academic Affairs in consultation with the department chair. This appointment does not accrue time towards tenure, promotion, or sabbatical leaves. Individuals holding this appointment are considered honorary members of the Faculty Senate and may become voting members of this body by annual vote of the membership.

Professor Emeritus
The title of “Professor Emeritus” is awarded to tenured, assistant or associate professors of the university faculty at the time of their retirement provided that: a) they have reached age fifty-five, and b) they have served the University of South Carolina a minimum of twelve (12) years.

Distinguished Professor
The title of “Distinguished Professor” is awarded to tenured, full professors of the university faculty during their final year of service at the University of South Carolina.

Distinguished Professor Emeritus
The title of "Distinguished Professor Emeritus" is awarded to tenured, full professors of the university faculty upon their retirement. The word “Emeritus” is added to their “Distinguished Professor” title at the end of their final year of service in the USC System.

FACULTY APPOINTMENTS

FULL-TIME TENURE-TRACK FACULTY APPOINTMENTS

The faculty of a department consists of its full-time Professors, full-time Associate Professors, full-time Assistant Professors, full-time and full-time equivalent Instructors, and Research Professors. In the absence of special arrangements, employment of the members of the faculty is for a period of nine months beginning August 16 and continuing to May 15.

Eligibility
Individuals appointed to a tenure track faculty position must have obtained a terminal academic degree appropriate to the field (normally a doctorate). When authorized by the Executive Vice Chancellor for Academic Affairs, exceptions may be appropriate in certain professional fields for candidates with the clear equivalent in professional
experience, or in unusual market situations. Requests for exceptions to this policy are forwarded from the search committee to the Executive Vice Chancellor for Academic Affairs for approval before an offer is made to the candidate.

**Selection and Appointment**

When it has been established by agreement of the Chancellor and the Executive Vice Chancellor that a vacancy exists, the Executive Vice Chancellor of Academic Affairs initiates the search process. The EVCAA assembles a search committee consisting of three faculty members nominated by their peers (from within the department in which the vacancy has occurred) and one faculty member from outside the department. The search committee, in conjunction with the appropriate department chair, writes a position description, subject to the approval of the Executive Vice Chancellor. All vacancies are advertised in accordance with the published affirmative action and equal opportunity guidelines of the university. Procedures to be followed in the search process are explained in the Faculty Search Committee Process Guide.

**Exceptions to the Handbook are noted as follows:**

After interviews have taken place and candidate selections made in consultation with the departmental faculty, the committee votes upon recommendations. The chair of the search committee forwards a ranked list of the top two (2) or three (3) candidates to the department chair. NOTE: Offers of tenure or rank at the associate or full professor level must go through the Tenure and Promotion Committee.

The letter of appointment is written by the Executive Vice Chancellor of Academic Affairs. Should the candidate reject the offer, all documents are retained for file by the appropriate department chair. In this case, the offer is made to the second and, if necessary, the third candidate on the committee's list.

**Letter of Appointment**

Once selected for hire, full-time faculty members receive a letter of appointment from the Executive Vice Chancellor for Academic Affairs containing the following information:

- Title of academic appointment
- Department in which appointment is being made
- Term and dates of employment (semester, beginning and termination dates, if appropriate)
- Contingencies, if any, associated with offer, e.g., withdrawal of offer if degree not obtained prior to a certain specified date, etc.
- Special circumstances, if any, appropriate to the offer, e.g., promises of equipment, moving expenses, etc.
- Salary and basis
- Statement that appointment is or is not in the tenure track
- Statement of offer of credit toward tenure and promotion, if any, to be awarded for prior service
- Statement that academic credentials must be verified
- Request for a written acceptance of the offer, by a specific date if desirable
Compensation

Compensation is determined by the requirements of the position, the rank, the experience of the candidate, and the average pay scale of peer institutions for individuals employed in the same or similar positions at institutions of higher education of like size and mission. In the event that employment turns out to be for one semester only, either fall or spring, the salary is one-half the nine-month salary.

Reappointment and Non-Reappointment

Within the probationary period, all faculty appointments are on an annual basis. The termination of an appointment prior to its scheduled expiration shall only be for cause. What constitutes cause and the procedures to be followed are those set forth in the provisions for termination of tenured faculty. If an appointment is not to be renewed, adequate notice will be given. (For more information, see Section VI: Separation.)

FULL-TIME NON-TENURE TRACK FACULTY APPOINTMENTS

Appointment and Termination

Appointments of non-tenure track faculty are made in writing and specify the beginning and ending dates of appointment. Appointments terminate on the date specified and no further notice of non-reappointment is required. If a non-tenure track faculty member is appointed without a specified ending date, notice of non-reappointment is given in writing to the faculty member at least twelve months prior to the termination date. Service under such an appointment is not considered part of a probationary period for tenure consideration.

ENDOWED CHAIR APPOINTMENTS

Establishing the Chair

Awards for endowed chairs are intended to attract, retain, and reward faculty members with records of outstanding and continuing achievement in scholarship, teaching, service, creative or artistic accomplishment.

When endowed chairs are created, the faculty in each discipline or department in which the endowed chair is being created participate in determining the terms, conditions, and search procedures for the endowed chair. The Faculty Senate approves all proposed endowed chairs.

Criteria for Appointment and Reappointment

- Faculty member’s compatibility with the needs of the academic program
- Quality and number of scholarly and/or creative works
- Enhancement of the university’s reputation through regional, national, and international recognition of the professional work
- Quality of university teaching
- Service to the university and to the profession which distinguishes the individual and university.
• Appropriate professional and personal conduct
• Rank, normally, of full professor at USCB or eligible for initial appointment at that rank.
• For reappointment, evidence of the faculty member’s continuing to meet the same high standards as required for the initial appointment. Appointment or reappointment to an endowed chair or named professorship should not be made merely as a reward for long service, however devoted
• Reappointment by the Chancellor upon the recommendation of the Executive Vice Chancellor of Academic Affairs.

Duration and Conditions of Appointment
Endowed chair appointments are made for three-year terms. Although the donor’s wishes and preferences will be honored in establishing the conditions of the chair, these preferences must be compatible with the academic integrity, the needs, and the goals of the discipline receiving the chair. All appointments are made in accordance with affirmative action and equal opportunity policies of the university.

Appointing a Faculty Member to Fill a Chair
When vacancies exist, or new endowed chairs are created, the Executive Vice Chancellor for Academic Affairs announces the vacancy and solicits nominations for the endowed chair from departmental faculty in which the chair vacancy occurs. Vacancy notices must provide a two-week time period for nominations to be solicited. Any member of the faculty may make nominations. Self-nominations are also accepted for review.

The file of each nominee for an endowed chair is reviewed by an Ad hoc committee, the size and composition of which is determined by the faculty of each department. Each committee normally consists of at least five tenured members from the appropriate discipline or related disciplines as necessary. The committee forwards its appointment recommendations in writing, along with the files of the recommended nominees, to the Executive Vice Chancellor for Academic Affairs. When there are multiple qualified nominees, the committee may, but is not required to, rank the nominees in order of the committee’s preference. The Chancellor awards endowed chairs, except when that authority has been reserved by the Board of Trustees.

ADMINISTRATIVE / TEACHING APPOINTMENTS

Full-time administrative / teaching appointments are those with a contract period of eleven or twelve months and a combination of teaching and administrative duties.

DEPARTMENT CHAIRS

Responsibilities
In general, the department chair, in accordance with the institutional mission, is responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development,
reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. Specific duties are assigned by the Executive Vice Chancellor. A department chair is evaluated by the Executive Vice Chancellor with input from department faculty and serves contingent upon satisfactory annual evaluation. In regard to salary supplement and teaching load, department chairs shall be compensated fairly and equitably.

Eligibility
The position of department chair is an academic appointment, and tenure-track, full-time faculty within a department are eligible to apply for the position. However, except in circumstances the Executive Vice Chancellor for Academic Affairs deems extraordinary, department chairs are expected to be tenured at the time the appointment takes effect.

Duration of Appointment and Evaluation
Department chairs are normally appointed on an eleven-month annual basis and serve for three year terms. The standard teaching load consists of a one-course reduction per semester. After completing an initial three-year term, a department chair may be reappointed for up to two (2) additional terms by the Executive Vice Chancellor for Academic Affairs in consultation with the faculty members of that department, with Faculty Senate voting rights, who are polled on whether they “recommend” or “do not recommend” reappointment. The poll is conducted by secret ballot with the faculty secretary collecting and counting the votes.

All individuals in administrative positions serve as administrators at the pleasure of the appointing authority. The appointment of a department chair may be terminated by the Executive Vice Chancellor for Academic Affairs with the approval of the Chancellor and the President.

Selection and Appointment
The selection of a department chair and the evaluation of performance in that office are matters requiring the joint consideration of the faculty and administration. Decisions on whether to limit department chair searches to internal or external candidates shall be made jointly by the Executive Vice Chancellor for Academic Affairs and those departmental faculty who are voting members of the Faculty Senate. If the Executive Vice Chancellor and the aforementioned faculty are unable to agree, the decision will be made by the Chancellor.

Internal Election
If an internal election is preferred, official notification of the opening is made by the Executive Vice Chancellor for Academic Affairs who provides instructions on how to apply or make a nomination. The notification lists specific qualifications that are limited to those necessary for the job. At least two persons are considered for every opening unless only one has the necessary qualifications.
All full-time tenure-track faculty members within the department may participate in the election of a department chair. The election is held by secret ballot with the faculty secretary collecting and counting the votes. The Executive Vice Chancellor for Academic Affairs makes the final appointment.

External Search

In the case of an external search, tenure-track faculty members of the department form a search committee consisting of three faculty members nominated by their peers from within the department and one faculty member from outside the department nominated by the faculty members from within the department. Any tenured faculty member in the department may also serve as an additional voting member. The Executive Vice Chancellor for Academic Affairs is notified of the committee membership and may recommend an additional member if he/she so chooses. The search committee makes recommendations to the Executive Vice Chancellor after following the standard procedures required for any tenure track faculty search.

The search committee ranks acceptable candidates and forwards their names along with all supporting materials to the Executive Vice Chancellor who then recommends an appointment and forwards all materials to the Chancellor along with his/her own recommendations. The Chancellor either approves an appointment from the ranked committee list or asks the search committee to submit additional names.

RELATED UNIVERSITY POLICIES

EOP 1.00 - Equal Opportunity and Affirmative Action  
http://www.sc.edu/policies/eop100.html

EOP 1.01 - Equal Opportunity Complaint Processing Procedures  
http://www.sc.edu/policies/eop101.html

EOP 1.02 - Sexual Harassment - http://www.sc.edu/policies/eop102.html

EOP 1.03 - Discriminatory Harassment http://www.sc.edu/policies/eop103.html

EOP 1.04 - Non-Discrimination Policy - http://www.sc.edu/policies/eop104.html

Family Friendly Policies

ACAF 1.31 rev. - Extension of Faculty Tenure-Track Probationary Period

ACAF 1.60 - Modified Duties Semester for Faculty

ACAF 1.61 – Faculty Dual Career Accommodation

Animal Care and Use Policies
AAUP POLICY STATEMENT

The University of South Carolina adheres in principle to the American Association of University Professors’ "Statement on Academic Freedom" and its policy to defend academic freedom against any encroachment. Where university policies differ from those standards, the regulations stated herein, or as subsequently modified by the university, will apply. A university as the center of learning depends upon the free search for truth and its free exposition. The university has adopted the following statement on academic freedom:

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return shall be based upon an understanding with the authorities of the institution.

Faculty members are entitled to freedom in the classroom in discussing their subjects. Faculty members are citizens, members of a learned profession, and officers of the institution. When faculty members speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, faculty members shall remember that the public may judge their profession and their institution by their utterances. Consequently, faculty members shall at all times strive to be accurate, exercise appropriate restraint, respect the right of others to express their opinions, and make every effort to indicate that they are not spokespersons for the institution.

Faculty members who believe their academic freedom has been infringed may request in writing that the Faculty Senate chair initiate an investigation. The request should describe clearly and concisely the events and circumstances upon which the charge is based. The Faculty Senate chair will refer the request to the Chancellor and to an appropriate Faculty Senate committee. (See Section V: Academic Grievances.)
SECTION II: FACULTY RESPONSIBILITIES AND OUTSIDE ACTIVITIES

FACULTY RESPONSIBILITIES

TEACHING AND ADVISEMENT

Teaching
The teaching responsibilities of the faculty are among the most important areas of university life. The performance of faculty members in this area is taken into consideration in determining salary increases, tenure, and promotion.

Members of the USCB faculty communicate knowledge of their academic fields in formal classroom and teaching-laboratory settings. They organize and manage courses of study, present capably the content of those courses, and assess fairly the progress of students. Further, as professional educators, they demonstrate a commitment to scholarship and academic service. Since the ultimate goal of teaching is to convey knowledge, faculty members strive continuously to improve the lines of communication with students, professional colleagues, and members of the community.

The USCB administration aids faculty members in reaching their goals of superior teaching by protecting the integrity, autonomy, and primacy of the classroom and laboratory, and by providing tangible support for teaching effectiveness and instructional innovation.

Regular Teaching Loads
The normal teaching load is four courses or twelve credit hours per semester. Faculty may request a reduced teaching load in exchange for research opportunities or special assignments. Department chairs are responsible for reassigning courses and ensuring that the curricular needs of the students are met.

Semesters
Regular semesters usually last sixteen weeks, with the three-credit hour classes meeting twice a week for 1-1/4 hours per session or three times a week for 50 minutes per session. In an eight week semester, classes meet twice a week for 2 ½ hours per session. Some sixteen week courses are offered once per week. These classes meet for 2 ½ hours each week. Instructors keep classes for the full class period allowing for a short break during the longer 2 ½ hour sessions. Two eight-week classes are held during each regular semester for the military program and the downtown Beaufort evening program and are designated in the Schedule as “Fall or Spring I or II” classes.
Other semester formats occur in Maymester and in summer. Month-long Maymester classes are used to accommodate special topics, travel studies, and some other program studies. Summer classes at USCB are five, eight, or ten weeks in length, to conform to the military program or the Summer semester.

**Overloads**

Although highly undesirable, it may be necessary to request full-time faculty members to accept teaching assignments that are in excess of their normal teaching load. Overloads are not permitted except in emergency situations. In such cases, the following actions should occur: the department chair must first ascertain that no part-time faculty members are available to teach the course and that it is not practical for the faculty member to teach an “underload” the following regular academic semester. Once a faculty member accepts the overload, compensation received shall be equivalent to summer pay per credit hour for full-time faculty.

A faculty member may refuse a request to teach an overload. Such a refusal shall not be considered in any merit or performance evaluation (e.g., promotion and tenure, merit raises, etc.)

**Summer Sessions**

Offers of summer school teaching and compensation are contingent upon enrollments. In the case of faculty hired after September 1, 1973, such offers are not guaranteed and are made at the discretion of the department chair and the Executive Vice Chancellor for Academic Affairs. Normal compensation per course is 2.5 percent per credit hour of the previous academic year’s salary.

**Load Reductions**

Faculty members who receive a reduction in teaching in order to conduct research/scholarship or perform other university duties are not normally permitted to earn additional compensation for teaching. Exceptions require the approval of the department chair and the Executive Vice Chancellor for Academic Affairs.

Faculty members accumulate credit toward the reduction of teaching loads when they offer independent study or individual research courses. The completion of ten (10) credit hours results in a load reduction of one (1) course credit hour, or thirty (30) credit hours for a three (3) hour course. A record of all such courses taught is kept by the faculty member and verified by the department chair. No reduction is granted for summer sessions. For any given semester, the administration may refuse to grant a faculty member’s request for a reduced load due to budgetary or scheduling problems. However, if the request is granted, it must be granted at some point within two years after it has been submitted.
TEACHING IN THE CLASSROOM

General Guidelines
At the beginning of each term, faculty members state clearly the instructional objectives of each course they teach. They seek to fulfill these objectives and give examinations consistent with them. Faculty members follow the course descriptions published in the USCB Bulletin.

Faculty members inform their students about how they determine final grades and any attendance requirements that differ from the university attendance policy. At the request of a student, a faculty member provides, before the free drop date, an evaluation of the student's progress.

Faculty members retain final examinations for one semester and review graded examinations and papers with their students, if the students desire. They grade and return examinations promptly. Faculty members may choose not to return final exams to the students.

Faculty members meet their classes regularly at scheduled times in previously assigned classroom locations. If unable to meet their classes, they notify the department chair and the Registrar.

Faculty members post a reasonable number of convenient office hours, as determined administratively, with the option of appointments.

Syllabus
A syllabus is meant to be an instructor's outline or plan of study for a course. Within one week of the first day of classes, full- and part-time faculty members submit to the department chair a copy of the syllabus or class outline for each class they are teaching that semester. Copies of current syllabi for all courses taught are kept on file in the department chair’s office. Copies of all past syllabi are archived in the Academic Affairs office.

A syllabus or course outline contains at least the following information:
- Course instructor information: course number, name, credit hours, semester and year; instructor name, office number, office hours, information on required laboratories, field trips, etc.
- A specification of the goals and requirements for each course and a brief explanation of how these goals will be measured.
- Required and recommended texts, protective clothing, equipment or supplies, special fees, etc. If hazardous materials are used, a statement should be entered into the syllabus.
• Organization of course: whether by dates, topics, units, chapters, pages, or some other means. Included in this outline are reading as well as homework assignments, papers, exams, presentations, reports, labs, etc.
• Attendance policy: allowable absences and penalties.
• Grading policy, including a listing of what activities will be graded and how much each counts, and a description of what scores are needed to produce certain grades.
• Statement on plagiarism (recommended): “Plagiarism, even a first offense, will earn you a failing grade in the course.” For more information on plagiarism, see the library’s webpage at http://library.uscb.edu/plagiarism.htm
• Statement on disability: "If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Academic Success Center. The Director of the Academic Success Center will determine appropriate accommodations based on medical documentation."
• Policy on Academic Integrity: the Student Handbook lists academic regulations relating to the honor system; reference to this informs students of repercussions of code violations.

Books for Classes (Textbooks)
The USCB Bookstore provides faculty course material adoption forms for each course being offered. Completed forms are returned to the Bookstore.

In compliance with the U.S. Copyright Act of 1976 (and additional findings), the USCB Bookstore does not sell course packets containing copyrighted information without prior consent for the distribution and sale of the copyrighted material. Copyright permission can take up to eight weeks. Please contact the Bookstore to request additional information.

Class Rolls and Schedules
Faculty members may download class rolls from VIP prior to the beginning of classes each semester. Faculty members with one or more students in their class whose names do not appear on the class roll must check with the Registrar to clarify the student’s status. Instructors may not write the student’s name on the roll unless authorized to do so by the Registrar. If the student’s name is listed but the student does not attend class and no grade of “W” is recorded, the student has not officially withdrawn and should be given an “F.” A grade roll discrepancy form should be completed indicating the student never attended. A student is responsible for his/her own withdrawal from a class.

Class schedules are prepared a semester in advance by department chairs working in cooperation with the office of the Executive Vice Chancellor for Academic Affairs and the Registrar. Requests for changes to the schedule should be made as soon as possible after it is distributed and before the schedule is published online.
Class Cancellations
Faculty who are ill or who have unavoidable conflicts and must miss a scheduled class should notify the appropriate department chair, the Registrar, and the Office of Academic Affairs, as soon as possible. They should make every effort to cover the class by arranging for an outside speaker, a colleague to fill in, an outside assignment, or an examination.

Reading Days
One reading day per semester is planned in which no classes are held, allowing students to prepare for final exams.

Independent Study
Written guidelines are prepared at the departmental level for all independent study courses offered at USCB. The guidelines must be completed and fully approved in order for the student to register for the course. They must include a clear description of the project, the amount and type of work to be completed, the credit hours to be earned, and the time for completion of the project. The student applicant must prepare a formal written application approved by the supervising professor, the student’s academic advisor, and the department chair. Applications and guidelines are filed with the departmental office and with the Registrar. (For further information, see previous Load Reductions subsection in this Section under Teaching Loads.)

Examinations
At the end of each semester, faculty members giving final examinations, in accordance with the published schedule, do not deviate from this schedule without prior approval from the Executive Vice Chancellor for Academic Affairs. This provision does not apply to self-paced or laboratory courses. Final laboratory examinations may be given during the last scheduled laboratory meeting or according to the final examination schedule. Faculty members who teach more than one section of the same course may allow students to transfer from one examination section to another.

Final examinations for sixteen-week courses are held over a seven-day period at the close of each semester and, for eight-week courses, during the last class. In courses that meet two or three times a week during the fall and spring semesters, no quiz, test, or examination may be given during the last two class sessions prior to the regular examination period. In courses that meet once a week, no quiz, test, or examination may be given during the last class session prior to the regular examination period. In courses that meet more than three times a week, no quiz, test, or examination may be given during the last three class sessions prior to the regular examination period.

Re-examinations for the purpose of removing an "F" or raising a grade are not permitted.

Grading Policies and Procedures
A, B, C, D represent passing grades in order from highest to lowest. B+, C+, D+ may also be recorded for undergraduate students. F represents failing performance.
allocates no minus "-" grades, but only the cardinal grades of A, B, C, D, & F and plus "+" grades between these. It is appropriate to assign plus "+" grades numerically halfway between the cardinal grades.

S and U, respectively, satisfactory (passing) and unsatisfactory (failing) performance are given in courses carried under Pass/Fail or non-credit options. The use of the Pass/Fail grading option requires that each student wishing to use this option complete a Pass/Fail form which can be obtained in the admissions office. No course carried under the Pass/Fail option affects a student's grade-point ratio or the evaluation of suspension conditions.

"WF" is assigned for withdrawal from a course after the first six weeks of a sixteen-week course or after the first three weeks of an eight-week course and is treated as an "F" in the evaluation of suspension conditions and grade point ratio computation. (Withdrawal from a sixteen-week course during the first six weeks of a semester, excluding the late registration period, is recorded on a student's permanent record but will not enter into computation of hours attempted, grade-point ratio, or any other totals. In summer sessions and other shortened semesters, the withdrawal period will be one-third the total number of class days instead of six weeks.

"W" is assigned for withdrawal from a course during the first six weeks of a sixteen-week course or during the first three weeks of an eight-week course. In exceptional cases, the grade is used after the first six weeks of a semester primarily in cases of Withdrawal from the university or from a course for medical reasons. A grade of "W" will not enter into the evaluation of suspension conditions or in grade-point ratio computation.

"I" indicates satisfactory attendance and performance, but failure to complete some portion of the assigned work in a course. The professor fills out an incomplete form stating specifically what must be done to complete the course. Faculty members do not assign a grade of "I" in order for the student to retake a course. By arrangement with the instructor, the student has up to twelve months in which to complete the work. Once the requirements have been met, the professor completes a form indicating the grade. A grade of "I" is not computed in calculating students’ Grade Point Ratios. If after twelve months the professor has not reported a grade change, the "I" will be permanently changed to the grade of "F."

"AUD" indicates a course carried on an audit basis.

"NR" (no record) is assigned by the Registrar's Office only, in the event an instructor fails to submit a student's grade by the proper time. It is a temporary mark on the transcript and must be replaced by a grade.

Faculty members adhere to the stated deadlines for submitting grade reports as directed by the Registrar. Grades for graduating students may be required earlier than other grades, but in no case should faculty members be required to submit grades before noon.
of the day after the final examination. All students listed on the grade sheet are given a
grade.

If excused from regularly scheduled exams, they will be assigned a grade of "I" and may
complete the course through a deferred examination. If not excused, the instructor may
assign a grade of “NR.” After one semester, an “NR” becomes a grade of “F”.

**Change of Grades**

Grade changes are reported directly to the office of the Registrar on the appropriate
grade-change form signed by the instructor, the department chair and the Executive Vice
Chancellor for Academic Affairs. A request for a grade change must be submitted by the
instructor to the Admissions and Petitions Committee no later than one calendar year
from the date on which the grade was reported. Beyond this period, grade changes are
considered only in exceptional circumstances and must be approved by the department
chair before submission to the committee. Any other grade change request resulting from
enrollment discrepancies, medical withdrawals, or perceived administrative errors
(changes to W, WF, AUDIT, CREDIT, S/U, or to I) must be submitted on the appropriate
forms with signatures and documentation to the department chair for review through the
petition procedure. This does not apply to the routine makeup and extension of an “I”
(incomplete) and posting of a permanent grade to replace the recorded “NR” mark. An
“I” becomes a grade of “F” after one year; a “NR” becomes a grade of “F” after one
semester. Special make-up work or examinations to change grades already recorded are
not permitted.

**Student Evaluations of Teaching Performance**

All faculty members are required to ensure that student evaluation forms are administered
during class time in all classes except those in which the faculty-student ratio is one-to-
one. In team-taught courses the evaluation shall be administered for each faculty
member. Faculty members are required to leave the room while students are completing
their written evaluations. After the semester has ended, they receive a compilation of the
evaluations. Copies are also filed in the office of the Executive Vice Chancellor for
Academic Affairs which has responsibility for administering the evaluations and ensuring
the reliability of records.

**Academic Dishonesty**

Along with all members of the USCB academic community, faculty members have the
responsibility to promote, maintain, and enforce academic honesty. For more
information on academic dishonesty, consult the USCB Student Handbook.

**Student Deportment**

It is the instructor’s right and responsibility to eject from the class any student who
disrupts or disturbs the proceeding of the class. In extreme cases the faculty member can
request assistance from campus security or the office of the Vice Chancellor for Student
Development. If the student who has been ejected causes similar disturbances in
subsequent meetings of the class, he/she may be denied admittance to the class for the
remainder of the semester and assigned a grade of “F”.

USCB Faculty Manual
When disruptive or disturbing conduct occurs in class, the faculty member may request that the student meet with the Vice Chancellor for Student Development. The Vice Chancellor for Student Development shall refer any recommendations for administrative action to the Chancellor of USCB, who is the official responsible for final approval and implementation of such action. Possible dispositions may include: referral for further evaluation, remediation, voluntary and/or involuntary withdrawal, or other administrative action warranted by the individual situation. As soon as possible, within FERPA guidelines, the faculty member who initiated the inquiry shall be fully informed in writing of all actions (if any) recommended or taken by the administration as a result of the interview.

Academic Advisement

Faculty members are actively involved in student advisement. They assume primary responsibility for advising students in their declared major fields, assisting them in both choosing and planning their undergraduate degree programs.

OTHER TEACHING-RELATED RESPONSIBILITIES

RESEARCH OR SCHOLARLY / CREATIVE ACTIVITIES

In addition to communicating the knowledge of their academic areas of expertise in the classroom, faculty members also contribute to their areas of specialty through publishable research, invention, discovery, or other creative and scholarly activity. USCB supports research and other scholarly endeavors by members of its faculty. Scholarship is regarded as an indispensable adjunct to high quality education for undergraduate students. Scholarly activities conducted at the university are devoted primarily to supporting the faculty member’s competence and professional ability while expanding the horizons of knowledge.

PROFESSIONAL SERVICE

As members of the university community, faculty members are expected to participate actively in their chosen disciplines. This may take the form of involvement in professional service to the university, the teaching discipline or the profession, or the greater community when it is related to the faculty member’s field of expertise or professional experience. Faculty members meet these responsibilities as they choose. They may not be compelled or committed by their supervisors to provide professional services to external groups against their will. For examples of activities in this area of faculty obligation, see Section IV: Promotion and Tenure.
OUTSIDE ACTIVITIES

GENERAL POLICY

Faculty members may conduct remunerated, professional work of an expert nature outside the university when the work contributes to their professional development and when it does not interfere with their research, teaching, and university service obligations. No such outside work shall be undertaken without prior approval of the department chair concerned and the Office of the Executive Vice Chancellor for Academic Affairs.

Outside professional activities to be reported do not normally include participating in colloquia, writing textbooks, and creating and/or performing in the arts. Other compensated services, private practices, and for-profit activities are covered by this policy unless they take place during parts of the year when the faculty members are not under contract.

No members of the faculty should receive compensation for tutoring students in any course for which they are currently empowered to grant credit, or over which they have any authority. This is not to be interpreted as prohibiting tutoring for remuneration in courses over which they have no authority.

PRO BONO WORK

USCB encourages professional pro bono work, for reasonable time periods and without substantial allocation of USCB resources, as a normal and desirable activity for faculty. When professional pro bono work exceeds an average of four hours a week during a semester, it exceeds the limits established by this policy. Faculty members should report professional pro bono activities in their annual evaluation files.

DUAL EMPLOYMENT

Employment and compensation by any state agency in excess of an employee's regular salary for temporary, part-time contractual, consultative service, or honoraria is considered dual employment and must be approved in advance by the department chair, the Executive Vice Chancellor for Academic Affairs, and the State Budget and Control Board. The USC Division of Human Resources will determine and issue all procedures, forms, reports, etc., as are necessary for the day-to-day administration and processing of dual employment agreements involving employees of the university.

APPEARANCES OF IMPROPRIETY

Areas in which either the mission of the university or the professional and ethical conduct of its faculty might be compromised are divided into two broad categories. The first
regards conventional conflicts of interest situations in which individuals may have the opportunity to influence the university's activities in ways that could lead to inappropriate personal gain or give improper advantage to their associates. The second regards conflicts of commitment situations in which an individual's external professional activities, often valuable in themselves, interfere with the individual's paramount obligations to students, colleagues, and the university.

Conflicts of Interest
A member of the university faculty may be permitted to do professional work of an expert character outside the university and to receive pay therefore when the work in question contributes to the professional development of the faculty member and when it does not interfere with teaching, scholarship, and university service obligations. In cases of potential conflicts of interest or dual employment with other public agencies, a report should be filed with the Office of the Executive Vice Chancellor for Academic Affairs and with the Chancellor. The university reserves the right to declare a conflict of interest at any time.

Conflicts of Commitment
Faculty, researchers, and scholars should be given various degrees of freedom in scheduling their activities with the understanding that their external professional activities will enhance the quality of their direct contributions to USCB and its mission. Outside professional activities are allowed and encouraged so long as they do not conflict with the expected performance of duties and obligations to USCB. Faculty applying for or participating in governmental and private sector proposals or contracts must adhere to and comply with additional reporting requirements stipulated by the given agency or by the USC Office of Sponsored Awards Management (SAM). (See also Section VIII: Research and Scholarship).

Reporting and Reviewing Procedures
The following areas must be reported for potential conflicts of interest or commitment review:
- contracts with any private sector entity (individual or business)
- ownership of or equity holding in a business, management or board position in a business
- participation in a contract or proposal through an entity other than USC Beaufort
- participation in a service or teaching contract with another college or university
- academic remuneration noted as fees and honoraria

The appropriate department chair and the Executive Vice Chancellor for Academic Affairs will review the faculty files annually as part of the normal review process and respond accordingly. Any appearance of conflicts of interest or commitment must be reviewed fully by the department chair and the Executive Vice Chancellor. Should a case arise of a perceived “appearance of impropriety,” the department chair advises the faculty member to cease engaging in the activity or to modify the proposed or continuing
activity. A written record is kept of all steps taken leading to resolution of the issue. The department chair advises the office of the Executive Vice Chancellor for Academic Affairs of the nature of the issue, the steps taken within the department to deal with it, and suggestions for any procedural changes in this policy that may assist in preventing a recurrence. For more information on outside professional activities and conflict of interest, see Section VIII: Research and Scholarship.

**POLITICAL ACTIVITY**

As responsible and interested citizens in their communities, faculty and staff members of the university should fulfill their civic responsibilities and should engage in the normal political processes of our society. With the written consent of the department chair, the Executive Vice Chancellor for Academic Affairs, the Chancellor, and the President, and with the approval of the Board of Trustees, any faculty member or staff member may seek election to hold public office provided such action does not interfere with normal duties. The candidacy must be approved prior to announcement for public office. First, however, there must be confirmation that there is no conflict of interest between the activity and the responsibility of the individual to the university and the State of South Carolina. If it is determined that such candidacy and/or election is in basic conflict with the faculty or staff member’s normal duties, the President may ask the employee to obtain a leave of absence without pay or to resign before announcing for the office.
SECTION III: FACULTY REVIEWS

GENERAL STATEMENT ON REVIEWS

In addition to performance reviews conducted for the awarding of promotion and/or tenure (see Section IV: Promotion & Tenure), USCB, in accordance with the South Carolina Commission on Higher Education’s Best Practices for a Performance Review System for Faculty, has adopted the following faculty reviews:

- annual job performance reviews for all faculty
- regularly scheduled peer reviews at least every three years for tenure-track (probationary) faculty
- regularly scheduled post tenure peer reviews at least every six years for tenured faculty.

For job performance reviews, the Executive Vice Chancellor for Academic Affairs evaluates the department chairs and the library director. Department chairs evaluate all faculty members in their departments. The library director evaluates librarians. All new adjunct faculty are evaluated at the end of their first semester and annually thereafter. The Executive Vice Chancellor for Academic Affairs is responsible for the oversight of job performance reviews to ensure that an equitable evaluation process has occurred.

For tenure-track (probationary) faculty, the Pre-tenure Review Subcommittee of the Promotion and Tenure Committee provides peer review of their untenured faculty colleagues, and for Post Tenure Review, members of the Post Tenure Review Committee evaluate their tenured faculty colleagues.

ANNUAL JOB PERFORMANCE REVIEWS OF FACULTY

FACULTY EVALUATION

Objectives
The university supports evaluations and reviews as a means to recognize and reward faculty for superior achievement, and to assure that each faculty member’s contributions to the university through teaching, research, scholarship and/or creative activities, and professional service remain at a satisfactory level of performance.

Criteria
Of the three basic areas of faculty responsibility, teaching effectiveness receives the major emphasis. All faculty members are expected to reach and maintain a high level of teaching effectiveness. Individual differences and strengths in meeting other criteria are to be recognized and encouraged.
Teaching
The instructional responsibilities of faculty members form the core of a satisfactory performance review. Faculty members are expected to prepare for their courses and teach them effectively. As a rule, this includes preparing course syllabuses, keeping course materials current, grading responsibly, returning student work in a timely fashion, maintaining office hours, and counseling or advising students as appropriate or needed. (For examples of activities and documents used in evaluating teaching effectiveness, see Section IV: Promotion & Tenure.)

Research or Scholarly/Creative Activities
Faculty members are expected to stay current in their area(s) of disciplinary expertise and to pursue research or scholarly/creative activities in accordance with their professional interests.

In an institution whose primary mission is teaching, research or scholarly/creative activities are valued as enhancements of curriculum and instruction. In any endeavor, the quality of the work is more important than the quantity. The university is committed to valuing and sustaining many kinds of research or scholarly/creative activities. Independent research is as vital to professional growth as is funded research, and remuneration for research or scholarly/creative activities shall not lessen nor increase the worth of such contributions in evaluating a candidate’s performance.

Scholarly activity involving long-term projects is evaluated on an annual basis with respect to effort and progress rather than just the end result. External evaluation of a faculty member’s scholarly/creative achievements and other professional activities may be used as relevant data for consideration of merit. (For examples of research or scholarly/creative activities, see Section IV: Promotion & Tenure.)

Professional Service
Faculty members are expected to contribute to the campus/system/larger community in some way, especially in ways that make use of their professional expertise.

Three kinds of service may be considered:
- Faculty members' contributions to the effective functioning of their academic department and/or the university as a whole
- Faculty members' service to the teaching profession or to the profession of their discipline
- Faculty members' service to the community at large, when it is related to the faculty members' field of expertise. The burden is on the faculty member to explain how such community service promotes the mission of USCB. Remuneration for university and community service shall not lessen nor
increase the worth of such contributions in evaluating a candidate’s performance.

Service activities may be documented by letters and/or by major documents produced in the course of this service. (For examples of professional service activities, see Section IV: Promotion & Tenure.)

Definitions of Evaluation Terms

Pursuant to the guidelines of the South Carolina Commission on Higher Education’s Best Practices for a Performance Review System for Faculty and for the purposes of this policy, the faculty of USCB recommends to the Administration that these definitions be used in the performance review process:

Outstanding

Faculty members considered outstanding are those whose performance significantly exceeds the normal requirements of their position. The quality of their performance is such as to make it worthy of special note. Their level of performance indicates extra thought, time, effort, and imagination. They make continuing important contributions to the university and its mission.

Highly Effective

Faculty members considered highly effective are those whose performance exceeds the normal requirements of their position. The quality of their performance makes continuing significant contributions to the university and its mission.

Effective

Faculty members considered effective are those whose performance meets the requirements of their position. Their accomplishments support the mission of the university.

Less Than Effective

Less than effective is applied to those faculty members whose performance fails to meet the requirements of their position. Continued performance at this level would clearly impede the mission of the university.

Files

Faculty members are responsible for creating and maintaining current files and/or portfolios, for use in the review process. Files contain, in addition to the curriculum vitae (c.v.), listings of teaching effectiveness, research or scholarly/creative activities, and professional service as noted above. They should also contain a personal narrative statement that may include a self-evaluation of teaching philosophy, goals, objectives, responsibilities, and accomplishments. Portfolios are expanded files that provide a reference collection of documents supporting the claims made in the body of the file.
Evaluation Timeline
During the fall semester each year, the office of the Executive Vice Chancellor for Academic Affairs provides all faculty members copies of annual performance review criteria, procedures, forms, and definitions. Annual review evaluation forms are the same for all faculty members and should include the agreed upon definitions of evaluation terms.

Evaluations occur during the second semester each year. By mid-March, faculty members forward their files to their job performance reviewer.

By April 30, all evaluations, including optional interviews upon faculty request, must be completed. These evaluations consist of marks assigned for outstanding, highly effective, effective, and less than effective performance, as well as comments the job performance reviewer may make at the base of the evaluation form.

At the end of the review process, the job performance reviewer and the faculty member sign the completed evaluation form to show that a review has occurred. Signing does not imply agreement, and the faculty member is at liberty to challenge or reject the claims made on the form. All faculty members shall receive copies of their annual administrative evaluations.

Faculty Member's Response
Faculty members who dispute any part of the annual administrative evaluation may submit a rejoinder to the evaluation made by their job performance reviewer. This rejoinder, if submitted, must be attached to the annual written evaluation and a copy kept in the evaluator's confidential file. Faculty members disputing any part of their annual administrative evaluation may also choose to forward a documented appeal, including the evaluation and rejoinder, directly to the Executive Vice Chancellor for Academic Affairs for review. If so, the EVCAA will add his/her own comments and interpretation of the faculty member’s performance citing supporting evidence if his/her evaluation differs from that of the job performance reviewer. Only after following this procedure may faculty members refer the matter to the Faculty Grievance Committee. For more information, see Section V: Academic Grievances.

Overall Ratings
NOTE: “Overall ratings” refers to a compilation of the ratings received for each of the three evaluation categories (teaching, research and/or scholarly/creative activities, and professional service) into a single overall rating for each faculty member.

**Outstanding**
To earn an overall evaluation of outstanding, a faculty member must rate outstanding in teaching and outstanding in one of the other two areas OR outstanding in teaching and highly effective in both of the other two areas. Any faculty member who receives an overall evaluation of outstanding in an administrative performance review shall be recommended to receive a
permanent merit increase to base pay, in addition to any annual raise, as determined by the Chancellor and depending upon availability of funding.

**Highly Effective**

To earn an overall evaluation of highly effective, a faculty member must rate highly effective in teaching and highly effective in one of the other two areas OR outstanding in teaching and effective in both of the other two areas. Any faculty member who receives an overall evaluation of highly effective in an administrative performance review may receive a permanent merit increase (see below) to base pay, in addition to any annual raise, as determined by the Chancellor and depending upon availability of funding.

**Effective**

To earn an overall evaluation of effective, a faculty member must rate effective in teaching and effective in at least one of the other two areas. An effective evaluation will be noted in the faculty member’s personnel file.

**Less Than Effective**

To receive an overall evaluation of less than effective, a faculty member must rate less than effective in teaching OR effective in teaching and less than effective in both the other two areas.

**Publication of Annual Faculty Review Rankings**

Frequency distributions of final merit evaluation levels (Outstanding, Highly Effective, Effective, Less Than Effective) are distributed to the faculty at the August Faculty Senate meeting.

**Faculty Increases**

**Merit Increases**

In order to qualify for merit increases, a faculty member must receive an overall rating of outstanding or highly effective on his/her annual administrative performance review.

Merit evaluations are based upon performance during the current academic year only. In the event that funds are not available in a given year for merit raises, a complete evaluation for that year should still be conducted and documented, and retroactive awards of merit should be considered in a subsequent year.

Faculty members dissatisfied with decisions affecting their salaries may forward a documented appeal directly to the Executive Vice Chancellor for Academic Affairs. Only after following this procedure may faculty members refer the matter to the Faculty Grievance Committee. For more information, see Section V: Academic Grievances.
Promotion Increases
Salary increments also accompany promotions to the various academic ranks. These amounts are assigned in the Chancellor's letter on raises each year.

Administration Supplements
Department chairs and other faculty members assuming administrative duties receive salary supplements and/or release time in proportion to their administrative responsibility. The supplement is subtracted if the administrator returns to full-time teaching. Also, no raise percentages are applied to the administrative supplement during the raise process, i.e., raises are only applied to the base amount of the salary.

PEER REVIEW FOR TENURE-TRACK (PROBATIONARY) FACULTY

OBJECTIVES

Peer review is integral to the process of overseeing a highly-qualified faculty and is required for all full-time tenure-track (probationary) faculty, regardless of rank. Tenure-track (probationary) faculty are reviewed by members of the Pre-tenure Review Committee, a subcommittee drawn from the Promotion and Tenure Committee, on the three basic areas of faculty responsibility: teaching, research or scholarly/creative activities, and professional service.

The Pre-tenure Review Committee does not rate faculty performance; this is the purpose of the annual administrative job performance reviews. Instead, the Pre-tenure Review Committee provides the faculty member with a written narrative review that highlights strengths and suggests areas for improvement regarding criteria for the award of tenure.

PROCEDURES
During the second semester of their second academic year at USCB, all full-time tenure track (probationary) Assistant Professors must be informed by their job performance reviewer that in the following year, a written comprehensive peer review of their progress toward promotion and tenure will occur. For untenured Associate Professors, the aforementioned notice occurs in the second semester of the first academic year at USCB. The peer review is conducted by the Pre-tenure Review Committee. This committee then makes a recommendation to the appropriate job performance reviewer as to whether or not the untenured faculty member is making adequate progress toward tenure in all three tenure criteria, or if corrective action is necessary. Faculty members undergoing tenure-track (probationary) peer review must follow the usual promotion and tenure file format, process, and calendar for submission of their portfolios. However, they need not solicit outside reviewers' statements or letters of support. No individual ballots are collected during the Pre-tenure Review Committee’s review, and the portfolio, supporting materials, and committee documents are not forwarded beyond the job performance reviewer.
reviewer level. Reviews must be completed by November 23 (March 23 for a second semester appointment).

In the course of the reviews, Pre-tenure Review Committee members may observe classroom teaching or in other ways observe the faculty member’s activities and make their peer review in writing. Reviews may take various forms, but all should highlight strengths and/or provide suggestions for improvement in any of the three review areas (teaching, research or scholarly/creative activities, and professional service).

As part of the review process, the chair of the Pre-tenure Review Committee drafts a review letter concerning the faculty member's progress toward meeting the three basic criteria (teaching, scholarly/creative activities, and professional service) for tenure. The letter from the chair of the Review Committee and the candidate’s portfolio are delivered to the appropriate job performance reviewer.

When the job performance reviewer receives the faculty member’s review by the Pre-tenure Review Committee, a conference with the chair of the Pre-tenure Review Committee and the faculty member is scheduled to discuss the results of the peer review. The faculty member must receive a copy of the Pre-tenure Review Committee’s written review at least three (3) days prior to the meeting. The tenure progress portfolio must be returned to the faculty member after the conference but a copy of the Committee review letter must be retained in the faculty member's personnel file in the job performance reviewer’s office.

POST TENURE PEER REVIEW

NATURE AND IMPORTANCE OF TENURE

Tenure is awarded to a faculty member who has demonstrated over time, and to the satisfaction of peers and administrators, a sufficiently high level of performance in teaching, scholarship/creative activities, and professional service to warrant a permanent position on a university faculty. Tenure protects academic freedom, which includes the right of faculty to pursue original research or study ideas that are new, unpopular or misunderstood. Such freedom of thought is of inestimable benefit to society. The awarding of tenure has been a practice integral to the proper functioning of the university. It has provided an essential safeguard for society by ensuring that a faculty member’s primary loyalty can be to the discovery, advancement, and dissemination of knowledge, and not to ideological or social agendas or commercial enterprises.

The typical path to tenure begins with a lengthy, demanding, and expensive education with no guarantee of employment at the end. The typical recipient of a doctoral degree, which is required by universities for most teaching positions, has spent between nine and twelve years in university study. Many have spent additional years working in their chosen fields or in post doctoral study, so the typical new hire is often well beyond the entry age of those in other professions. A six year probation period usually follows before tenure is awarded.
Academic careers require a commitment to the “life of the mind,” and are protected by academic freedom and the security of tenure. Any significant erosion in the institution of tenure causes long-term deterioration of the professorate and ultimately the university, resulting in worthy faculty members being forced out and discouraging many bright young people from entering the academic world.

POST TENURE REVIEW

Post tenure review refers to the periodic review of tenured faculty. It provides feedback on the faculty member’s continuing commitment to the university as demonstrated by the kinds of productive activities specific to each faculty member’s discipline. It is through this productivity that the excellence of USC Beaufort is affirmed and sustained. Through this process faculty members should receive a greater measure of the reward they deserve.

In its commitment to maintaining faculty excellence, USCB has developed a Post Tenure Policy recognizing and rewarding faculty for achievements in the areas of teaching, scholarship or creative activities, and professional service commensurate with the standard of the rank earned. USCB is committed to the tenure of its faculty members and views post tenure review as a means of supporting the continuing professional development of faculty.

The overall goal of the post tenure review process is to conserve and enhance one of USCB’s greatest strengths, its dedicated and talented faculty. In every stage of the review, the principles of academic freedom and due process are protected. This includes the freedom to pursue self-directed lines of inquiry, including those that may be novel, unpopular, unfashionable, or of extended duration.

Benefits

A periodic review of tenured faculty offers three major benefits. First, it provides the opportunity to reward faculty for the sustained professional performance typical of tenured professors. Second, it provides a periodic occasion to examine broader patterns of career development than those visible in the annual report and to assess directions for the future. Finally, the process also provides an opportunity for those few faculty members whose contributions have fallen below acceptable levels to find ways to re-engage their interests, talents, and energies.

Relation to Annual Evaluations

Faculty members at USCB undergo a regular and systematic annual evaluation in order to assure that they are prepared to remain highly productive for the balance of their careers. Because the annual job performance review is an administrative review, the process provides feedback only from that perspective. The post tenure review process strengthens faculty assessment by providing the opportunity for peer feedback on faculty performance at regular six-year intervals. The post tenure review, like the annual
administrative review and the pre-tenure peer review, covers the three traditional areas of faculty responsibility: teaching, research or scholarly/creative activities, and professional service. The review is sufficiently flexible to accommodate faculty from differing disciplines and with varying responsibilities, professional interests, and career profiles. The review acknowledges that faculty members may contribute to the institution’s mission in different ways at different points in their careers.

File Preparation
Although the post tenure review process should be and is rigorous and thorough, it must not be allowed to inadvertently undermine faculty productivity by its demands. To that end, the process builds upon the annual reports that faculty members prepare for submission to their unit administrators. After being notified by the Executive Vice Chancellor’s Office that they are scheduled for post tenure review, faculty members prepare a file that includes only the following items:

- annual activity reports for the previous six years or since the faculty member’s last career evaluation (without supporting documentation)
- copies of annual supervisory evaluations since the last career evaluation (the faculty member may provide a written rebuttal with supporting evidence)
- current vita (c.v.), not to exceed ten pages (twelve point font, one inch margins)
- summary statement of no more than two pages (also twelve point font, one inch margins) that highlights major accomplishments and helps the committee establish a clear and coherent six-year career profile. This document should also include projected future activities and career directions.

Eligible Faculty
All full-time teaching faculty members, faculty with part-time administrative duties but without faculty supervisory responsibilities, and tenure-track librarians, are subject to the post tenure review process. Those faculty members who move into full-time administrative positions or have faculty supervisory roles are not subject to post tenure review until they move back into a teaching or less than full-time administrative position or non-supervisory role over other faculty, and have accumulated a total of six (6) years of service since their last positive promotion or tenure review by the Promotion and Tenure Committee, or since their last post tenure review. These may be non-consecutive years.

The process is also waived for any faculty member who notifies the appropriate department chair or the Executive Vice Chancellor for Academic Affairs in writing of future retirement within three (3) years of the next scheduled review. No tenured faculty member may undergo post tenure review more than once within the six (6) year time frame. The list of faculty members scheduled to be reviewed within a department is kept in each department chair’s office where it is available to the faculty.

Post Tenure Review Subcommittee
Members of the Post Tenure Review Subcommittee are drawn from the Promotion and Tenure Committee and hold the same rank or higher as the faculty member being
reviewed. The Subcommittee consists of three (3) members, whose names have been drawn by lot from the pool of eligible members. At least one is from the same department or proximate discipline as the faculty member undergoing review. The faculty member under review has an opportunity to excuse one (1) member without explanation and ask for another drawing to find a replacement.

Definitions of Standards

**Maintaining Professional Performance at Rank**

During the post tenure review period, the faculty member has continued at the level of performance outlined by the criteria used for promotion to his/her present rank. Criteria must allow for individual uniqueness and creativity in performance and must recognize differences within and between disciplines. Faculty members are not expected to be equally strong in all three areas of teaching, research or scholarly/creative activities, and professional service.

**Not Maintaining Professional Performance at Rank**

During the post tenure review period, the faculty member has substantial and chronic deficiencies in maintaining the level of performance outlined by the criteria used for promotion to his/her present rank.

Application Process Timeline

- **April:** the Executive Vice Chancellor for Academic Affairs notifies those faculty members who are scheduled to become candidates for post tenure review during the following academic year.
- **May:** the Post Tenure Review Committee prepares and distributes to all faculty the post tenure review calendar of deadlines for each step in the process, and makes forms available as needed. Candidates for post tenure review complete the required post tenure review forms and begin to prepare supporting files.
- **Fall Semester:** Candidates must submit their files to the Post Tenure Review Committee by the Committee’s published deadline. Those not meeting this deadline will be subject to administrative action.
- **Spring Semester:** Post Tenure Review Committee members meet to review and discuss each file. Committee members mark confidential ballots indicating whether or not they believe the faculty member has maintained professional performance at his/her rank. Written rationales must accompany all votes. The Post Tenure Review Committee forwards its findings, including the candidate’s file and a written committee rationale, to the Executive Vice Chancellor for Academic Affairs. The committee communicates its written rationale to the candidate, but not the numerical votes which are treated as confidential. In the event of an unsatisfactory finding by the committee, the candidate may forward a response in writing to the Executive Vice Chancellor listing the reasons why the Post Tenure Review Committee’s finding should not be supported. The Executive Vice Chancellor for Academic Affairs receives and reviews the file and adds a written recommendation. The file is then sent to the Chancellor for action.
within thirty (30) calendar days. The Chancellor makes a decision and notifies the candidate.

In the event the Chancellor decides that the candidate has not maintained professional performance at rank, the candidate may appeal the decision to the USCB Grievance Committee. Such appeals follow the published grievance procedures and timetables (see Section V: Academic Grievances). Should the Grievance Committee support the candidate’s case, the file is forwarded to the Chancellor for a second review and the Chancellor notifies the candidate of the final decision. In the event the Chancellor decides that the candidate has not maintained professional performance at rank, the candidate will be required to carry out a professional development plan (see below).

[NOTE: Documentation may be requested from the candidate at any time during this procedure for further clarification.]

Ultimate decisions regarding post tenure review are made by the Chancellor of USCB.

**Reward for Maintaining Professional Performance at Rank**

When candidates receive a positive decision from the Chancellor, they become eligible to receive an increase in the base salary. In the case of associate professors and full professors, the reward should be equal to two-thirds of the amount that would currently be awarded for promotion to their present rank. In the case of tenured assistant professors, the reward should be equal to half the current value of promotion to associate professor. Any increase in compensation depends upon availability of funding as determined by the Chancellor.

**Professional Development Plan**

**Overview**

A faculty member whose post tenure review reveals that he/she has not maintained professional performance at rank due to substantial and chronic deficiencies must participate in a professional development plan designed to fit his/her circumstances. The professional development plan describes how specific deficiencies in the faculty member’s performance will be remedied. The plan is collaboratively developed by the faculty member, the faculty member’s department chair, and a tenured colleague of the faculty member’s choice, and is approved by the Post Tenure Review Committee. The plan should reflect the aspirations of the faculty member, the department, and the university. All faculty members and administrators involved in the plan must be committed to its successful completion and must provide reasonable support. The faculty development plan will: (1) define specific goals; (2) outline activities to achieve the goals; (3) provide a schedule for accomplishing the activities; and (4) define the criteria by which the progress will be measured. The plan must be completed in no more than three years.
Process
When the faculty member is notified that a professional development plan is required and any appeal process has been exhausted, he/she has thirty (30) calendar days to develop, with his/her department chair and another tenured faculty member, a development plan. The department chair takes responsibility for overseeing the plan development process and sends the finished development plan within those thirty (30) calendar days to the Post Tenure Review Committee for its approval. Upon written request from the faculty member and/or the department chair, an extension not to exceed an additional thirty (30) days may be granted by the committee for extenuating circumstances. In the event that the faculty member and the department chair (with the help of the tenured faculty member) cannot agree on a development plan, the faculty member may send a separate development plan to the committee. Within thirty (30) additional calendar days (excluding summer months) the committee must approve a plan. In the event that two plans are submitted, the committee may choose between them, or it may devise a third plan from the other two as a compromise.

During the development period, the faculty member and the department chair meet periodically to review progress toward the goals stated in the development plan. When the faculty member and the department chair agree that the goals have been met, or at the end of the three-year period, the department chair sends a report to the Post Tenure Review Committee. This report includes sufficient information regarding the faculty member’s activities and accomplishments so that the Post Tenure Review Committee may determine whether or not the goals of the plan have been met.

The report must be signed by both the faculty member and the department chair, and it may include a statement from the faculty member providing additional information or perspectives. The committee communicates its decision to the faculty member, the department chair, and the Executive Vice Chancellor for Academic Affairs.

The Executive Vice Chancellor for Academic Affairs reviews the committee decision, adds a written recommendation, and forwards the recommendation along with the committee decision to the Chancellor. The ultimate decision regarding whether the faculty member has successfully met the goals of the plan is made by the Executive Vice Chancellor for Academic Affairs of USCB within thirty (30) calendar days of receipt of these documents. Failure of the faculty member to meet the goals of the plan within the three year time period makes him/her ineligible for any reward specified in this section, and the EVCAA may determine that further actions are necessary.
SECTION IV: PROMOTION AND TENURE

INTRODUCTION AND PROCEDURES

POLICY STATEMENT

The University of South Carolina Beaufort adheres in principle to the standards of the American Association of University Professors regarding the rights, privileges, and benefits accorded faculty members. Where university policies differ from those standards, the regulations stated herein, or as subsequently modified by the university, will apply.

To promote the welfare of the university, its policy is to provide, after a successful probationary period, tenure for its full-time tenure-track faculty members. Service of tenured faculty will be terminated only for adequate cause, or because of financial exigency or reduction in program or instructional unit (see Section VI: Faculty Separation).

At the time of their appointment, faculty members are informed of the tenure regulations applicable to their positions. Changes in tenure regulations are not applied retroactively if disadvantageous to the faculty member.

Promotion and tenure are separate actions, but may be granted at the same time.

PROMOTION AND TENURE PROCESS

- In September of each academic year, the Promotion and Tenure Committee prepares and distributes to all faculty the promotion and tenure calendar, including the deadlines for each review step, and makes forms available as needed.
- The candidate for promotion and/or tenure completes the required promotion and tenure forms and prepares a supporting file.
- The candidate initiates the promotion and tenure process by submitting his/her promotion and tenure file to the department chair, or director of the library, for a written evaluation. Candidates holding the position of department chair or director of the library submit their files directly to the Promotion and Tenure Committee.
- The department chair or director of the library returns the file with his/her evaluation to the candidate.
- The candidate may not delete the administrator’s evaluation but may add a written response to it.
- The candidate submits his/her file to the Promotion and Tenure Committee Chair by the published deadline. Additional information may be accepted and placed under a separate tab of the file as long as the added information is already referred
to in the file. A signed indication of receipt of updated material (including external reviews, notice of acceptance for publication) will be indicated in the file. Only information already referenced in the file may be added.

- The Promotion and Tenure Committee members review and discuss each file. Each committee member then marks a confidential ballot and writes a justification for his/her vote. Votes are taken in the presence of the committee, and two members count the votes.
- The Promotion and Tenure Committee forwards its recommendations with written rationale, numerical vote, and the files to the Executive Vice Chancellor.
- The Promotion and Tenure Committee communicates its actions and the written rationale to each candidate, but not the numerical vote which is treated as confidential.
- In the event of a negative recommendation, the candidate may forward in writing to the Executive Vice Chancellor the reason(s) he/she believes the Promotion and tenure Committee’s recommendation should not be supported. The written rejoinder is added to the file. This is the last time in the review process that a rejoinder may be submitted.
- The Executive Vice Chancellor reviews each file and adds a written recommendation. The Vice Chancellor’s written recommendation is forwarded to the candidate, his/her department chair or the Library Director, and the chair of the Promotion and Tenure Committee. All files are then sent to the Chancellor.
- The Chancellor reviews each file and adds a written recommendation. The Chancellor’s written recommendation is forwarded to the candidate, his/her department chair or the Library Director, the chair of the Promotion and Tenure Committee, and the Executive Vice Chancellor.
- All files, including all recommendations and responses of all candidates seeking promotion or tenure to associate or full professor, are sent to the President. The President reviews the files and sends positive recommendations to the Board of Trustees for action. The President notifies, in writing, the Chancellor and the candidates who have not been recommended. The Secretary of the Board of Trustees notifies the candidates of the Board’s decision.
- In the event of a negative recommendation by the President, the candidate may appeal the recommendation to the USCB Grievance Committee. Such appeals follow the published grievance procedures (see Section V: Academic Grievances). In the event the USCB Grievance Committee supports the candidate’s case, the file is forwarded to the President for a second review. The President’s decision is final.
- The ultimate decision regarding all faculty requests for promotion and/or tenure at USCB, excluding those candidates for promotion to senior instructor, is made by the President of the University of South Carolina and the Board of Trustees. The ultimate decision regarding promotion to senior instructor is made by the Chancellor of USCB.
EXPERIENCE REQUIREMENTS FOR ACADEMIC PROMOTION

For the purpose of determining years applied toward academic promotion for fall appointments, the first year begins with that fall term. For the purpose of determining years applied toward academic promotion for spring or summer appointments, the first year begins with the subsequent fall term.

SENIOR INSTRUCTOR

Six or more continuous years of successful performance at the non-tenure track rank of instructor at USCB are expected for candidates seeking promotion to senior instructor.

ASSISTANT PROFESSOR

Faculty must be appointed to this tenure-track rank; they cannot be promoted by the Promotion and Tenure Committee to this rank. New faculty who lack only the dissertation may be appointed to the rank of instructor and administratively reappointed when the appropriate terminal degree is completed.

ASSOCIATE PROFESSOR

Normally, five or more years of successful teaching experience at USCB, at another college or university, or other relevant experience, are required for promotion to the rank of associate professor.

PROFESSOR

Usually nine or more years of successful teaching experience at USCB, at another college or university, or other relevant experience, are required for promotion to the rank of professor.

To be promoted, a faculty member must show evidence of performance consistent with the rank for which he/she is applying.

STANDARDS FOR PROMOTION BY RANK

SENIOR INSTRUCTOR

Educational Credentials
All Senior Instructors must have been employed full-time as an instructor for at least six consecutive years, and must have earned at least the Master’s Degree plus 18 graduate hours in the field or show documentation of equivalent professional experience, certification, licensure, etc., which is the minimum requirement for all instructors.
Standards of Performance

Senior instructors must teach effectively, advise students, keep regular office hours, grow and develop professionally, and be actively involved at USCB and in the community. Candidates for promotion to Senior Instructor must submit to the Promotion & Tenure Committee a portfolio or file of their teaching philosophies, classroom techniques, and professional service to the university and the community. This portfolio or file must include student evaluations and sample syllabi. The Promotion & Tenure Committee reviews the submission and, as appropriate, recommends promotion to Senior Instructor to the Executive Vice Chancellor for Academic Affairs.

ASSISTANT PROFESSOR

Faculty must be appointed to this rank; they cannot be promoted to this rank through the promotion and tenure process.

PROMOTION TO ASSOCIATE PROFESSOR

Educational Credentials: earned doctorate or appropriate terminal degree. This policy allows for exceptions with appropriate written approval by the Executive Vice Chancellor at the time the appointment is made.

Candidates for promotion to associate professor are expected to offer evidence of highly effective teaching. They must also offer evidence of effective research or scholarly/creative/applied professional activities OR service. (See Definitions of Terms later in this Section.)

Professional librarians who are candidates for promotion to associate professor are expected to offer evidence of highly effective librarianship. They must also offer evidence of effective research or scholarly/creative/applied professional activities OR service. (See Definitions of Terms later in this Section.)

PROMOTION TO PROFESSOR

Educational Credentials: earned doctorate or appropriate terminal degree. This policy allows for exceptions with appropriate written approval by the Executive Vice Chancellor at the time the appointment is made.

Candidates for promotion to professor are expected to offer evidence of outstanding teaching. They must also offer evidence of highly effective or effective research or scholarly/creative/applied professional activities and highly effective or effective professional service. (See Definitions of Terms later in this Section.)

Professional librarians who are candidates for promotion to professor are expected to offer evidence of outstanding librarianship. They must also offer evidence of highly effective or effective research or scholarly/creative/applied professional activities and
highly effective or effective professional service. (See Definitions of Terms later in this Section.)

TENURE

ELIGIBILITY FOR TENURE

Only full-time tenure-track faculty members are eligible for tenure. Appointments of faculty to non-tenure track positions are on an annual basis, and service under such appointments is not considered part of a probationary period for tenure consideration. Candidates who demonstrate that they have served at USCB in a capacity equivalent to that expected of full-time tenure track or tenured faculty may, at the discretion of the Promotion and Tenure Committee, be eligible for consideration of this prior service. Eligibility for consideration of service performed in a non-tenure track position in no way changes the candidate’s maximum probationary period. The candidate’s maximum probationary period is determined by the time spent in all eligible tenure-track positions.

Under no circumstances will untenured faculty receive tenure automatically without following the established procedures for tenure decisions. Tenure must result from a positive action of the university, according to its prescribed procedures,” is under review by legal staff.

TENURE PROCESS

For fall appointments, the probationary period for tenure begins with that fall term. For spring or summer appointments, the probationary period for tenure begins with the subsequent fall term.

A tenure decision is made as to the status of any tenure-eligible faculty member according to the schedule given below. The award of tenure is possible at any time during the probationary period and without prejudice toward time served in rank at USCB.

Exceptional performance, or eligibility that includes prior service, must be demonstrated in order for tenure to be awarded early.

If, during the first year of a probationary appointment, it is deemed in the best interest of the university to terminate the appointment at the end of the first year, notice of such termination is given in writing by March 1 (July 1 for a second semester appointment). If, during the second year of a probationary appointment, it is deemed in the best interest of the university to terminate the appointment at the end of the second year, notice of such termination is given in writing by December 15 (April 15 for a second semester appointment). Thereafter, notice in writing of the termination of any probationary appointment (untenured faculty in tenure track) to which the provisions of this section apply is given at least twelve (12) months prior to the date of termination.
An interim progress review is conducted for each tenure-track faculty member according to the process outlined in Section III: Faculty Reviews.

If tenure is not granted by the end of the probationary period, the faculty member is given a letter of non-reappointment.

Applying for Tenure when at Assistant Professor Rank
The maximum probationary period for all full-time faculty members hired at the rank of assistant professor is service for seven (7) years at USCB. A tenure decision must be made for any assistant professor who is eligible for tenure no later than the end of the sixth year at that rank at USCB. Time during which the faculty member is on approved leave, either with or without pay, is not counted as part of the probationary period. The sixth year is the critical year for assistant professors.

Applying for Tenure when at Associate Professor Rank
The maximum probationary period for all full-time faculty members hired at the rank of associate professor is service for six (6) years at USCB. A tenure decision must be made for any associate professor who is eligible for tenure no later than the end of the fifth year at that rank at USCB. Time during which the faculty member is on approved leave, either with or without pay, is not counted as part of the probationary period. The fifth year is the critical year for associate professors.

Applying for Tenure when at Professor Rank
The maximum probationary period for all full-time faculty members with the rank of professor is service for five (5) years at USCB. A tenure decision must be made for any professor who is eligible for tenure no later than the end of the fourth year at that rank at USCB. Time during which the faculty member is on approved leave, either with or without pay, is not counted as part of the probationary period. The fourth year is the critical year for professors.

EXTENSION OF FACULTY TENURE-TRACK PROBATIONARY PERIOD

For documented reasons of a serious health condition (of a faculty member and/or the faculty member’s spouse, child, or parent), and for requirements of childbirth, adoption or placement of a foster child, a faculty member holding a probationary term of appointment may request in writing that the maximum probationary period be extended for no less than a year, nor more than two years, with no resulting change in employment obligations, in order to provide the faculty member additional time to demonstrate fully professional qualifications for reappointment or tenure. Officially granted leaves of absence automatically extend the probationary period beyond its established calendar limits, however the maximum extension period granted may not exceed a total of two years.

A request from a faculty member to extend the probationary period for tenure for reasons of a serious health condition, childbirth, adoption or placement of a foster child, must be
initiated before the beginning of the decision year and requires the approval of the department chair and the Executive Vice Chancellor for Academic Affairs. The above request may be initiated simultaneously with a request for Family Medical Leave (see university policy HR 1.07). An extension for reasons of childbirth, adoption or placement of a foster child must be completed within twelve months of the birth or placement of the child. In cases where a faculty member has been in probationary status for more than seven years due to extension of the probationary period for reasons of a serious health condition, childbirth, adoption or placement of a foster child, she/he shall be evaluated as if he/she had been in probationary status for the normal probationary period, not longer.

A faculty member within the probationary period who has not been reappointed for the following year is not eligible to extend the probationary period under this policy. See also Section VI: Faculty Separation.

**INITIATION OF THE TENURE APPLICATION PROCESS**

It is the obligation of each faculty member to initiate the process for applying for tenure. If a faculty member has not already received tenure prior to the critical year of the probationary period, the administration is obligated to inform him/her at the beginning of the critical academic year that the critical year is at hand, and the faculty member is obligated to submit his/her promotion and tenure file to the Promotion and Tenure Committee. The administration also informs the Promotion and Tenure Committee before its deliberations of all faculty members who have reached their critical year. Once the faculty member initiates the process of applying for tenure in the critical year and the Promotion and Tenure Committee has forwarded its recommendation to the administration, the administration is obligated to act on the application and make a final decision, as prescribed in the promotion and tenure procedures.

**STANDARDS FOR TENURE BY RANK**

To be tenured, a faculty member must show evidence of performance consistent with the rank he/she holds. Instructors are not eligible for tenure. Tenure cannot be conferred at the rank of Assistant Professor.

Standards for Applying Tenure when at the Rank of Assistant Professor

Educational Credentials: earned doctorate or appropriate terminal degree. This policy does allow for exceptions with appropriate written approval by the Executive Vice Chancellor at the time the appointment is made.

Candidates must offer evidence of effective teaching. They must also demonstrate effective research or scholarly/creative/applied professional activities and professional service. (See Definitions of Terms below.)

Professional librarians at the assistant professor rank must offer evidence of effective librarianship and demonstrate effective research or scholarly/creative/applied professional activities and professional service. (See Definitions of Terms below.)
Standards for Applying for Tenure when at the Rank of Associate Professor

Educational Credentials: earned doctorate or appropriate terminal degree. This policy does allow for exceptions with appropriate written approval by the Executive Vice Chancellor at the time the appointment is made.

Candidates must offer evidence of highly effective teaching. Associate professors must also demonstrate effective research or scholarly/creative/applied professional activities and professional service. (See Definitions of Terms below.)

Professional librarians at the associate professor rank must offer evidence of highly effective librarianship and demonstrate effective research or scholarly/creative/applied professional activities and professional service. (See Definitions of Terms below.)

Standards for Applying for Tenure when at the Rank of Professor

Educational Credentials: earned doctorate or appropriate terminal degree. This policy does allow for exceptions with appropriate written approval by the Executive Vice Chancellor at the time the appointment is made.

Candidates must offer evidence of outstanding teaching. Candidates must also offer evidence of sustained contributions and distinctiveness: either highly effective research or scholarly/creative/applied professional activities combined with effective professional service OR effective research or scholarly/creative/applied professional activities combined with highly effective professional service. (See Definitions of Terms below.)

Professional librarians at the professor rank must offer evidence of outstanding teaching. Candidates must also offer evidence of sustained contributions and distinctiveness: either highly effective research or scholarly/creative/applied professional activities combined with effective professional service OR effective research or scholarly/creative/applied professional activities combined with highly effective professional service. (See Definitions of Terms below.)

DEFINITION OF TERMS

Outstanding

Faculty members considered outstanding are those whose performance significantly exceeds the normal requirements of their position. The quality of their performance is such as to make it worthy of special note. Their level of performance indicates extra thought, time, effort, and imagination. They make continuing important contributions to the university and its mission.

Highly Effective

Faculty members considered highly effective are those whose performance exceeds the normal requirements of their position. The quality of their performance makes continuing significant contributions to the university and its mission.
Effective
Faculty members considered effective are those whose performance meets the requirements of their position. Their accomplishments support the mission of the university.

Less Than Effective
Less than effective is applied to those faculty members whose performance fails to meet the requirements of their position. Continued performance at this level would clearly impede the mission of the university.

CRITERIA USED IN PROMOTION AND/OR TENURE DELIBERATIONS

General Guidelines for Evaluating Faculty Performance
Faculty performance will be evaluated in three areas: teaching, scholarly/creative/applied professional activities, and professional service.

- Teaching is the primary responsibility of USC Beaufort faculty. Those seeking promotion and/or tenure must show evidence of effective teaching.
- To be promoted, a faculty member must show evidence of performance consistent with the rank for which he/she is applying. To be tenured, a faculty member must show evidence of performance consistent with the rank he/she holds.
- Criteria for promotion and/or tenure must allow for individual uniqueness and creativity in performance and must value differences within and between disciplines. (Faculty members should not be expected to perform alike or to be equally strong in all three areas.)
- Evidence submitted by a candidate regarding a recommendation for promotion and/or tenure will be judged according to the pattern of performance which it reveals. Past performance as well as recent accomplishments are taken into account in order to obtain an overall perspective of a person’s career accomplishments and potential for continuing professional development.
- In considering evidence for promotion and/or tenure, the committee considers only those activities which are supportive of the institutional purpose. For any activity not obviously related to the institutional purpose, it is incumbent upon the candidate to explain the relevance.
- Consideration for promotion and/or tenure is not influenced by the candidate’s age, sex, sexual orientation, race, color, national origin, religion, disability, political affiliation, or veteran status.
- Activities in which a faculty member engages outside of the university do not restrict the opportunity for promotion and/or tenure as long as they are within his/her legal right and are consistent with the traditions of academic freedom.
EVALUATION CRITERIA

TEACHING EFFECTIVENESS

Standard
Teaching is the primary responsibility of faculty at USCB. Teaching involves communicating knowledge to students and fostering in them the intellectual curiosity necessary to continue the quest for knowledge. Because individual attributes may vary, the extent to which individuals exhibit an attribute may differ. The effective teacher exhibits a sustained concern for teaching that is reflected in teaching materials, classroom performance, academic advising, critical evaluation of students, and adequate preparation of students for later undergraduate and/or graduate work. Course materials should be well-conceived, well-organized, and well-written. Professors should remain current in their fields and expose students to current scholarship or research in the field, where appropriate. Student evaluations should be consistently good. A teacher should be prepared to provide sound advice to students and to newer colleagues on academic matters.

Evidence (while in rank at USCB) should include, wherever appropriate:

- Objective evaluation of classroom methods and other innovative approaches to teaching; evidence of redesigned courses, curriculum, and/or teaching materials
- Honors and awards for good teaching
- Advisement and counseling of students
- Peer evaluation; letters from colleagues and/or others who have observed the faculty member in the classroom, taught with the faculty member, observed the faculty member's teaching, evaluated course materials and assignments, and/or invited the faculty member to make presentations in their classes
- Letters from students
- Sample syllabi, exams
- Samples of students' work
- Development of a new course
- Supervision of practicums
- Additional educational attainments, certifications, degrees
- Alumni survey data, pre- and post-tests, evidence of students' success in subsequent courses, post graduation employment statistics
- USCB standardized student evaluations and other student evaluations. The candidate shall provide a summary of the results of the evaluations from the last four years in the body of his/her file; copies of at least four years of actual evaluations will be available in the candidate's portfolio of supporting documents. (Note: The results of student evaluations should be only one source of evidence of teaching effectiveness.)
- Evidence of student supervision (laboratory, field experiences, research or honors projects, independent studies, internships, cooperative education, and portfolios
- Incorporation of technology appropriate to the course and discipline
- Peer review of testing instruments
• Professional publications and/or presentations related to teaching
• Other activities that document commitment to the teaching mission of the campus, such as: participation in activities designed to increase knowledge of one’s field; research and/or scholarly activities related to course content or to teaching technique; advisement and counseling of students; attendance at workshops, seminars, symposia, conferences and meetings related to one’s teaching; written reports/papers or workshops presented on teaching methods and/or teaching philosophy; and any other relevant activities.

RESEARCH OR SCHOLARLY/Creative/APPLIED PROFessional ACTIVITIES

Standard
Research and/or scholarly/creative activities are essential to a professor’s ability to carry out the university’s educational mission. Research and/or scholarly/creative activities involve the various activities that increase the faculty member’s knowledge and which exemplify scholarly or artistic expertise. These activities include, but are not limited to, original contributions to the discipline, creative activities in practice and performance in the fine arts, research in pedagogy, and appropriate studies within and outside one’s specialties. The professional educator may undertake research for scholarly or creative production, to maintain currency in the content of courses taught, or to improve pedagogical techniques. The professional educator sustains professional contact with colleagues and engages in continuing professional activities to upgrade and augment existing skills or develop new ones. In any endeavor, the quality of the work is more important than the quantity. Remuneration for research or scholarly/creative activities shall not lessen nor increase the worth of such contributions in evaluating a candidate’s performance.

Evidence (while in rank at USCB) should include, wherever appropriate:
• Published refereed research papers, studies, articles, poems, essays, stories, plays, critiques, reviews, books, monographs, chapters, etc., and/or their reprints
• Copies of reviews of recent publications
• Evidence of scholarly presentations at professional or scholarly meetings or conferences; copies (or abstracts) of papers presented
• Reviews of and/or evidence of the dissemination of successful applied professional activities, including those that are web-based
• Musical composition, paintings, sculptures, organized exhibits
• Performance in the arts
• Grants and/or fellowships received and/or applied for
• Honors, awards, recognitions or prizes won
• Letters from colleagues from within or outside the campus who have knowledge of the candidate’s scholarly/creative work or applied professional activities
• Descriptions of scholarly or creative work completed or in progress
• Copies of research proposals or progress reports
• Any other relevant activities
PROFESSIONAL SERVICE

Standard

Professional service to the university, the discipline, and/or community falls within the responsibilities of a faculty member and is essential to the fulfillment of the university’s responsibilities to the academic community and to the attainment of institutional goals. Each faculty member is expected to cooperate in supporting the mission and the goals of the department and the university. Three kinds of service may be considered: 1) contributions to the effective functioning of the academic department, campus, and/or the university as a whole; 2) service to the teaching profession or to the profession of the discipline; and 3) service to the community at large, when it is related to the faculty members' field of expertise or professional experience. The burden is on the faculty member to explain how such community service promotes the mission of USCB. Remuneration for university and community service shall not lessen nor increase the worth of such contributions in evaluating a candidate’s performance.

Service activities may be documented primarily by letters from colleagues, the candidate’s personal description of his/her level of activity, and by major documents produced in course of this service.

Evidence (while in rank at USCB) should include, wherever appropriate:

- Descriptions of service on college, departmental, or university committees
- Descriptions of leadership in the university community at the system, state or national level
- Service to student organizations
- Assigned departmental duties (for example, curriculum development and departmental planning)
- Service to appropriate professional organizations
- Service on review panels in granting agencies or journal editorial boards; participation on accreditation teams
- Presentations to civic groups or local schools
- Organization of symposia, conferences, workshops
- Other evidence of active support for the economic development, social welfare, or environmental enhancement and preservation of the region or the state
- Service on boards, agencies, and commissions (local, state, and national)
- Professional assistance to other faculty members
- Service as a department chair, coordinator, or other part-time administrator
- Any other relevant activities

PROMOTION AND TENURE GUIDELINES FOR LIBRARIANS

Librarians have the status of faculty. All policies, procedures and criteria as described in “Introduction and Procedures,” “Tenure,” “Academic Promotion,” and “Criteria Used in Promotion and/or Tenure Deliberations” apply to librarians. In addition to any teaching
responsibilities they may have, librarians are evaluated on their librarianship, scholarly/creative endeavors, and involvement in university and/or community service.

Librarianship is the primary responsibility of USC Beaufort librarians. Documentation of librarianship may include the following: a description of the area of expertise; a description of assigned duties in the library and an evaluation of the performance of these duties; a description of additional duties or innovations assumed or put into effect since first being employed; an evaluation of effectiveness and growth as a librarian; a description of responsibilities for supervision of other employees in the library and an evaluation of performance in this area; and other information which the librarian wishes the committee to consider (a brief self-critique or assessment may be included). Librarianship may also include the teaching of courses.

PROMOTION AND TENURE FOR ADMINISTRATORS

The positions of Chancellor, Executive Vice Chancellor for Academic Affairs, and department chair are normally held by faculty who have tenure. Other full-time administrative positions are not held by tenured or tenure-track faculty. Full-time librarians are designated as faculty, and, therefore, their status is not affected by this policy.

If a full-time administrator already has rank and/or tenure from USCB, that rank and/or tenure is not affected by the administrative role. The period of time spent in a full-time administrative position by a tenure-track person (except for department chairs) is not counted as part of the probationary period, and the person cannot apply for tenure until such time as he/she assumes or resumes a faculty position and meets normal deadlines for tenure consideration. If the administrator applies for promotion, he/she must meet the criteria established for full-time faculty.

If an administrator other than the Chancellor or Executive Vice Chancellor for Academic Affairs does not have rank and/or tenure from USCB, it will not be automatically granted. Only in unusual circumstances and with the formal approval of the majority of the faculty of the home department will faculty rank be granted for individuals hired for a full-time non-academic administrative position. If an individual without faculty rank leaves that administrative position for any reason, he/she is not automatically entitled to faculty status. If an appropriate faculty position is available, he/she must compete for it with others through a formal search as described in Section I: Faculty Titles, Appointments, and Related Policies.

PROMOTION AND TENURE FORMS AND FILES

FORMS

Promotion and tenure forms are made available to the candidate by the office of the Executive Vice Chancellor for Academic Affairs. Promotion and tenure forms are designed by the Promotion and Tenure Committee.
THE FILE AND SUPPORTING DOCUMENTATION

General Description
The Promotion and Tenure Committee's deliberations are based upon the candidate's completed file and portfolio of supporting documentation. Faculty members are responsible for creating and maintaining these files and portfolios for use in the promotion and tenure process. The Committee does not solicit additional information or letters. Files must follow a prescribed format (see Format below), and should include the curriculum vitae (c.v.), letter of appointment, listings of teaching effectiveness, research or scholarly/creative activities, and professional service. They should also contain a personal narrative statement including a self-evaluation of teaching philosophy, goals, objectives, responsibilities, and accomplishments. Portfolios of support are expanded files that provide a reference collection of documents supporting the claims made in the body of the file.

Preparation
The manner in which a file is prepared is important. The effect of an application for promotion and/or tenure is diminished by incomplete coverage of the areas of teaching; research or scholarly/creative activities; and professional service. It may also be impaired by the inclusion of extraneous material. On the other hand, the effectiveness of a file is enhanced if it is professional in its makeup, as well as complete, with support for all items needing it and all claims made in the file itself.

The file and its supporting documentary evidence should be submitted in appropriate binders and/or 3 ring notebooks with tabbed divider sheets labeling the major topics. The file is meant to be duplicated. However, there is only one accompanying portfolio of supporting documents which is cross-referenced to the file. Candidates should keep in mind that they are preparing an argument for tenure and/or promotion. The burden of demonstrating they have met the criteria described herein is on them. Candidates should also keep their reviewers in mind and explain/interpret their accomplishments so that reviewers outside their disciplines and outside USCB can understand them. The candidates' files will be reviewed by the following:
- Department chair (where appropriate)
- USCB Promotion and Tenure Committee
- Executive Vice Chancellor for Academic Affairs
- Chancellor
- Provost
- President of the USC System
- Board of Trustees

Format
Each promotion and tenure file should contain three parts: 1) a one-page summary cover sheet; 2) a narrative and descriptive file with a body of no more than thirty (30) pages; and 3) a portfolio of supporting documents of whatever number deemed necessary by the candidate to make his/her case.
Cover Sheet
Serving as the only document that members of the Board of Trustees may see, this single page should highlight all significant professional activities of the candidate. It should contain brief summaries of educational background, professional employment, scholarly activity, representative publications, grants and awards, and service. A combination of brief narrative and listings is appropriate.

Body of File
The body of the file should not exceed thirty (30) typed pages for the items listed below: the candidate's personal statement, and the candidate's listed compilation of effective teaching; research or scholarly/creative activities; and professional service.

As a stand-alone description of how the candidate fully satisfies all criteria for promotion and/or tenure, this file should reference supporting documentation supplied in the portfolio of supporting documents. As a rule, the candidate should not list the same activities or accomplishments in more than one category. However, if a single document supports the candidate's achievements in more than one area, this fact should be noted and/or cross-referenced in the appropriate areas.

File arrangement may not vary. Candidates must include, in the following order, all of the items listed below. (The cover sheet is not counted as a page in the body of the file.)

- P&T File Form, with action requested by the candidate
- Table of Contents
- Candidate's letter of appointment with salary information blacked out
- For candidates for tenure, a letter from the office of the Executive Vice Chancellor for Academic Affairs that clearly indicates the critical year for the candidate's consideration for tenure
- Curriculum vitae, including information on teaching, research or scholarly/creative activities, and professional service
- Candidate's personal statement
- At least three letters of recommendation from USCB campus faculty, solicited by the candidate and included when the file is submitted
- The candidate must include three external reviews from peer institutions according to the following principles: The requirements for external reviewers for senior campuses are:
  - Three external reviewers from peer institutions
    - External reviewer should be a higher academic rank than the candidate for promotion.
    - Letter to reviewer states that review is confidential to the extent allowed by South Carolina law.
    - One to two page résumé of each external reviewer must be included in the tenure and promotion file.
  - Selection of external reviewers
    - External reviewers cannot be employed by or affiliated with the University of South Carolina.
• External reviewers must be objective. No prior or present personal or professional substantive relationship may exist between the candidate and the external reviewer.
• Faculty and department chair agree on a list of four to five external reviewers.
• Chair selects two external reviewers from agreed upon list.
• Executive Vice Chancellor for Academic Affairs selects one reviewer from peer institutions not on the agreed upon list.

### Confidentiality

• Names of external reviewers are confidential.
• Reviews by external reviewer are confidential to the extent allowed by South Carolina law.
• Department Chair, Executive Vice Chancellor for Academic Affairs or other designated University official makes all contacts with external reviewers. Candidate shall not contact external reviewers.
• External reviewers’ comments may be summarized and given to the candidate after notification of tenure and/or promotion decision. The anonymity of the external reviewers must be upheld and shall not be compromised.

### Procedures

• See separate document in Academic Affairs

### Implementation

• All faculty who begin work or are hired after (the BOT ratification date) applying for tenure and/or promotion are bound by this policy. Similarly, all faculty applying for promotion after (BOT ratification date) are bound by this policy.

• Copies of prior annual administrative evaluations for the past four years in current grade (for promotion, it is recommended that a faculty member new to USCB should accumulate at least three years of service with this institution before seeking promotion). In cases of early application for tenure or promotion, the candidate must submit annual evaluations for all years in tenure-track at USCB.
• Summaries of results and written comments from student evaluations for the past four years of teaching (complete copies of all student evaluations and comments should be placed in the portfolio of supporting documents).
Curriculum Vitae (c.v.)
The c.v. should contain the following:
- Candidate's name and current title(s)
- Educational background
- Chronology of professional and other experience
- Professional awards, including fellowships and grants received
- Listings of original research. Normally these should include any of the following and be so designated:
  - Publications in books, monographs and refereed journals, including policy papers or similar studies
  - Unrefereed publications, conference papers, presentations including exhibits, film or media programs, contract research papers, popular magazine or newspaper articles
  - Review essays
  - Publications intended for classroom use
  - Editorial publications including anthologies, journals and other serials comprised mainly of the work of other scholars
  - Scholarly translations from other languages
  - Synopses of research in progress (with precise information as to current status)
- Participation as a scholar in public or professional programs
- Memberships in learned societies
- Listings of professional consulting work
- Listings of committee and administrative service in professional organizations, department or college, or the university system
- Listings of professional service to the community

Guidelines for Supporting Evidence
The candidate has the right to determine what supporting evidence to include in his/her file. The most useful supporting evidence is that which illuminates, qualifies, and indicates the significance of the candidate’s accomplishments. It is useful if the applicant explains the relevance of items included and how the items reflect the candidate’s effectiveness.

Evidence supporting a faculty member’s qualifications for promotion may be submitted by the candidate from many sources, including the faculty member, colleagues at USCB, students and former students. Evidence supplied by appropriate persons outside the university who have had contact with his/her work is especially encouraged.

Candidates who wish the Promotion and Tenure Committee to consider any professional activities prior to employment at USCB must document those activities in the same manner as they have documented their activities at USCB.
In considering evidence for promotion and/or tenure, the Committee considers only activities which are supportive of the institutional purpose. For any activity not obviously related to the institutional purpose, it is incumbent upon the candidate to explain the relevance.

Procedural Guidelines for the Promotion and Tenure Committee

- In September, the Promotion and Tenure Committee publishes a calendar for promotion and tenure and distributes the appropriate promotion and tenure forms.
- Following the deadline for submission of the file to the Promotion and Tenure Committee, each member of the Committee reads each candidate’s file.
- The Promotion and Tenure Committee meets to discuss each candidate’s file.
- Following discussion, each member of the Committee votes by written ballot on each action requested by the candidate. Each member also writes an unsigned justification for the vote on the ballot. A simple majority is required for a decisive vote. All members are expected to be present for voting. In extenuating circumstances, eight members shall constitute a quorum.
- The Promotion and Tenure Committee produces a written rationale for each recommendation. The recommendation and rationale is sent to each candidate and his/her department chair or the Library Director. The candidate and the department chair or Library Director are not given the numerical vote. The recommendation and rationale are also sent, along with the complete file and the record of vote, to the Executive Vice Chancellor for Academic Affairs.
- The votes and individual justifications produced by the Promotion and Tenure Committee are placed in a sealed envelope which becomes part of the candidate’s file and is sent forward with the file.
- The Executive Vice Chancellor returns to the candidates the portfolios accompanying their files upon completion of the process.
- When the candidates’ files are returned to USCB upon completion of the process, the Executive Vice Chancellor stores them in a secured area for a period of five years. After this time, the Executive Vice Chancellor has the files destroyed.
- Requests for information or clarification of committee actions is directed to the committee chairperson for a determination of compliance with applicable state and federal regulations and University of South Carolina policy.
- The deliberations of the Promotion and Tenure Committee are confidential with respect to all materials submitted by candidates and all discussion of individual cases by the committee.
- The procedures, criteria, and standards used in the promotion and tenure process are identified in writing and re-evaluated periodically.
STATEMENT OF ETHICAL RESPONSIBILITY

All promotion and tenure proceedings are confidential. Except where noted, once the files for promotion and/or tenure have been submitted, candidates for either promotion or tenure, all other faculty, and all administrators are not permitted at any time to discuss any aspect of the promotion and tenure proceedings with other candidates, faculty, or administrators involved in the review process before, during, or following the process of promotion and tenure deliberations.

Members of the Promotion and Tenure Committee adhere to the following ethical guidelines:

- The proceedings of the committee and all subcommittees thereof are confidential with respect to all materials, all discussions, and all votes or outcomes of the committee or subcommittee relative to applications by candidates for promotion and/or tenure or as part of review processes except as outlined in this Manual.
- There shall be no discussion of files among individual committee members except during formal committee meetings.
- The committee shall discuss only written material contained in the files of the candidates under consideration.
- Confidential information about candidates, candidate’s files, committee deliberations, or committee actions will not be conveyed using email or the Internet.
- Committee members shall abstain from participation in cases in which their personal prejudices or personal self-interest may unduly affect their judgment.
- No committee member may participate in the deliberations or vote on the candidacy of a spouse or other relative.
- Members of the Promotion and Tenure Committee must meet formally to deliberate candidate’s files, write summary recommendations, and ballot. Committee members’ votes shall reflect their best judgment of a candidate’s qualifications as presented in the file in meeting the stated criteria.
- Complaints about possible violations of this code should be made to the chair of the Faculty Welfare Committee who is responsible for reporting such violations to the chair or chair-elect of the Promotion and Tenure Committee.

CHANGES TO THE POLICY

No change may be made in the regulations regarding tenure and tenure-related promotion procedures except by two-thirds vote of the tenure-track (probationary) and tenured members of the Faculty Senate or by direction of the Board of Trustees. (See Appendix II: By-laws and Standing Rules of the USC Beaufort Faculty Senate)
SECTION V: ACADEMIC GRIEVANCES

FACULTY GRIEVANCES

Individual USCB faculty members have the right to grieve any administrative decisions affecting their employment, including but not limited to the following categories:

- Denial of tenure or promotion or unsatisfactory post tenure review decision: on the grounds of violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom.
- Salary and compensation: on the grounds of violation or denial of procedural due process; inadequate or improper documentation, use of impermissible criteria, or improper evaluation of criteria; or denial of academic freedom.
- Non-reappointment of tenure-track faculty: on the grounds of violation or denial of procedural due process or denial of academic freedom. The matter of due process is deemed to apply in particular to required annual faculty evaluation and the observance of the timely notice requirements.
- And other matters (e.g., work assignments and disciplinary actions are grievable, although the faculty member should exhaust all other administrative procedures first): on the grounds of violation or denial of procedural due process; arbitrary action; or denial of academic freedom.

BURDEN OF PROOF

The burden of proof rests with the grievant. It is the grievant’s responsibility to present a specific claim and evidence pertinent to that claim. The Grievance Committee establishes a subcommittee to determine if there is substance to the allegations of the grievant based on the grounds specified above. The subcommittee is limited to recommending appropriate action to the Chancellor.

GRIEVANCE PROCEDURE TIMETABLE

- Grievant discovers grievable action
- Grievant requests an explanation of grievable action from immediate supervisor within thirty (30) days of discovering the grievable action
- Grievant receives supervisor’s response** within fifteen (15) days of requesting an explanation
- Grievant petitions Executive Vice Chancellor to redress grievance* within thirty (30) days of receiving supervisor’s response **
- Grievant receives EVC’s response** within fifteen (15) days of petitioning EVC
- Grievant petitions Chancellor* within fifteen (15) days of receiving EVC’s response**
- Grievant receives Chancellor’s response** within fifteen (15) days of petitioning Chancellor*
• Grievant petitions chair of Grievance Committee* within ten (10) days of receiving Chancellor’s response **
• Grievant receives Grievance Committee’s decision re: hearing*** within thirty (30) days of petitioning chair of Grievance Committee*
• Subcommittee of Grievance Committee makes recommendation to Chancellor within thirty (30) days of receiving Grievance Committee’s decision re: hearing ***
• Grievant receives Chancellor’s response to Committee** within fifteen (15) days of Subcommittee of Grievance Committee making recommendation to Chancellor
• Grievant appeals to President* within fifteen (15) days of receiving Chancellor’s response to Committee**
• Grievant receives President’s response** within twenty (20) days of appealing to President *

* Assumes previous response was not satisfactory; grievant should obtain written receipt upon delivery with exception to appealing to the President.
** Failure of timely administrator response allows the grievant to proceed to the next step.
*** If the Grievance Committee fails to respond or does not agree to hear the grievance, the grievant may proceed to appealing directly to the President.

NOTES ON THE GRIEVANCE PROCEDURE

• This procedure should be used only when every effort to resolve the grievance informally has failed.
• All requests and responses must be made in writing.
• All days referred to in this procedure are calendar days. When, however, the last day of such a period falls on a weekend or university holiday, the effective date is the next regular business day. The day following the actual day of notification is the first day in the series.
• The grievance procedure may be lengthy, and the grievant is advised to maintain a file of dated correspondence sent and received as well as dates and notes of conferences held concerning the case.
• Failure of any administrative or reviewing authority to comply with the deadlines for action specified herein will not operate to reverse or modify a non-reappointment, tenure, post tenure review, or promotion decision, nor to resolve a grievance, but will permit the grievant to proceed directly to petition the next level in the grievance procedure.
• Failure of the grievant to comply with the deadlines for her/his action, specified herein, will end the grievance.
• A grievant will be free from any or all restraint, interference, coercion, or reprisal in connection with the filing of a grievance.
• These provisions also apply to anyone serving as the representative of the grievant, appearing as a witness, seeking information in accordance with this policy, or making an appeal.
PROCEDURE FOR GRIEVANCE

The grievant must first request in writing (email correspondence is not acceptable as a form of notification) an explanation of the grievable action from the grievant’s immediate supervisor within thirty (30) days after the grievant discovered the action. If the grievance results from a series of actions over a period of time, the request must be lodged within thirty (30) days after the discovery of the most recent of these actions. The grievant may petition the Grievance Committee to grant a waiver to the thirty (30) day “date of discovery” requirement for extenuating circumstances. If a satisfactory resolution cannot be reached within fifteen (15) days after the request reaches the immediate supervisor, and if the grievant wishes to pursue the grievance, he/she must submit a written grievance petition to the Executive Vice Chancellor within thirty (30) days of receiving the supervisor’s response. If a satisfactory resolution cannot be reached within fifteen (15) days after the petition reaches the Executive Vice Chancellor, and if the grievant wishes to pursue the grievance, he/she must submit the petition to the Chancellor within the next fifteen (15) days. The Chancellor has fifteen (15) days to respond to the petition. At the end of each stage of the process, the administrator involved must present a written response to the grievant.

If the grievance has not been resolved administratively at the conclusion of the above procedure, the grievant may petition the Faculty Grievance Committee by delivering the grievance petition to the chair of the Grievance Committee. The grievant has ten (10) days after receipt of the Chancellor’s response to petition the Faculty Grievance Committee. If the chair of the Grievance Committee is more than temporarily unavailable, the grievant should contact the chair of the Faculty Senate who then appoints an acting chair of the Grievance Committee. The grievant has the responsibility of demonstrating he/she has complied with all timetable requirements and all delivery and receipt procedures. This documentation must be included with the grievance petition.

The grievance petition must include the wrong alleged, the date of discovery of that action, the remedy sought, and the appropriate documentation.

The Grievance Committee consists of seven (7) tenured professors, tenured librarians, or tenured associate professors (senior faculty members with at least five (5) years experience who have no supervisory or evaluative role over other faculty). Early in the fall semester, the Grievance Committee meets to elect a chair (assuming no acting chair has been appointed by the Senate chair) and so informs the Faculty Senate chair and the Executive Vice Chancellor for Academic Affairs of its decision. Prior to the first meeting of the Grievance Committee regarding a grievance petition, the chair of the Grievance Committee presents to the Executive Vice Chancellor for Academic Affairs and to the grievant a list of the Grievance Committee members. Regarding who is eligible to hear the grievance, both the grievant and the administration have the right to excuse one (1) person each from the membership of the Grievance Committee. Neither party is required to give cause or explanation for the exclusion. The chair of the Grievance Committee then calls a meeting of the remaining members. At the meeting the members are informed of the grievance, and those members demonstrating cause may excuse
themselves from hearing the case. The remaining members of the committee, and any the chair must appoint in order to maintain a membership of at least five (5) faculty, now form the committee (hereafter referred to as the “Subcommittee”) that will hear the grievance. By casting lots among themselves, they decide who will serve as the four (4) voting members of the Subcommittee and who will serve as the one (1) non-voting alternate. It is this Subcommittee membership of five (5) that will hear the petition. In case of a tie, the non-voting alternate will be authorized to vote and break the tie.

If there are not five (5) non-excused members of the Grievance Committee left to form the Subcommittee with its alternate, additional members will be randomly selected by the Faculty Senate chair from the pool of all other eligible voting faculty members of the Faculty Senate who have not participated in the promotion and tenure process. Those selected may be excused by the Faculty Senate chair if they demonstrate cause. Those selected in this manner will serve only on that specific Grievance Subcommittee and do not thereby become members of the standing Grievance Committee.

The chair of the Grievance Committee must complete all necessary preparations within thirty (30) days of receiving the grievance petition, including the selection of the subcommittee and the scheduling of its first meeting, which must occur within the same thirty (30) day period.

If the chair of the Grievance Committee determines that it would be impossible to maintain consistent quorum of the subcommittee or that it would be impossible for essential witnesses to appear, or that other extenuating circumstances exist, the chair may postpone the first meeting and subsequent meetings to appropriate dates. The chair must write to all parties to the case, notifying them of the delay and the reasons for it. All parties must acknowledge in writing receipt of notification of delay.

At its first meeting the subcommittee elects a chair, and then decides by a majority vote if it will hear the grievance or reject it. The subcommittee must inform the grievant and the administration in writing, within the same thirty (30) day limit (following the initial receipt of the petition by the chair of the Grievance Committee), whether or not it will hear the grievance. The decision to hear the grievance must be based on the evidence presented by the grievant in the petition. If the committee decides not to hear the grievance, the grievant may proceed to the next step in the appeals process as outlined below. No further action can be taken on this campus, and the grievance may not be resubmitted to the Grievance Committee.

If the subcommittee decides to hear the petition, the chair of the subcommittee sets up a schedule of meetings and notifies all parties of the dates. The entire deliberation process by the subcommittee, from the time the grievant receives notice that the subcommittee will hear the petition to the delivery of the final recommendation to the Chancellor, must not exceed thirty (30) days. The chair of the subcommittee is responsible for conducting the deliberations, writing the final report and recommendation, and submitting these along with a copy of the petition to the Chancellor within the allotted thirty (30) days. The chair of the subcommittee is also responsible for the timely delivery of all
subcommittee documents and communications. As soon as the subcommittee has agreed to hear the petition, all parties referred to in the petition are given a copy of the petition, including all specific evidence supporting the grievance claim. The meetings of the subcommittee are closed and non-adversarial in nature, allowing neither cross-examination nor confrontation between witnesses. During the proceedings, the grievant is permitted to have an academic advisor and/or counsel of his/her choice. The grievant and/or his/her advisor or counsel may be present only during the testimony stages of these proceedings. Likewise, the Chancellor and his/her council may be present only during the testimony stages of these proceedings. Each has an opportunity to make a brief clarifying statement directly to the Subcommittee before the proceedings come to a close.

The Subcommittee may request information from or call as a witness any person whose testimony may be relevant.

All grievance meetings involving testimony must be audio-recorded. A record of all other meetings must be kept, listing those present, any motions presented, and the count of any votes taken. Any member absent from a meeting when testimony is given is required to listen to the recording of the missed testimony before attending the next meeting. The tapes are for the confidential use of the Subcommittee. After the Subcommittee makes its final recommendations, all records are retained in the campus confidential file for ten (10) years.

A quorum of three (3) is required for all Subcommittee meetings except for the final meeting when the resolution of the case is decided. All four (4) voting members must attend the final meeting. If a voting member cannot attend this meeting, the chair of the Subcommittee may designate the alternate as a voting member.

The alternate has the same rights and responsibilities as voting members (e.g., may question witnesses and participate in all deliberations), but the alternate may not vote except as provided herein. When a voting Subcommittee member either excuses herself/himself or can no longer serve for whatever reason, the chair of the Subcommittee designates the alternate as a regular voting member. The chair of the Grievance Committee may designate a new alternate as the need arises.

The Subcommittee determines whether the grievant has demonstrated that he/she was directly wronged by the action giving rise to the grievance. In order to find for the grievant, the Subcommittee must determine that the grievable action was based on one or more grounds listed above. The recommendations of the Subcommittee are based solely on the documentation in the petition and the information received at the grievance hearings.

In the event the Subcommittee finds for the grievant, the Subcommittee may recommend to the Chancellor what it deems necessary and appropriate to remedy the wrongs specifically addressed in the grievance. Although the Subcommittee need not be limited
to the remedy sought by the grievant, it may not exceed what is necessary to correct the wrong, nor may it address any wrongs not specified in the grievance petition. It should be clearly understood that the function of the Subcommittee is purely advisory; it is limited to recommending action to the Chancellor.

The Subcommittee sends its recommendations to the Chancellor, the grievant, and all other parties grieved against.

The Chancellor acts on the recommendation within fifteen (15) days after receiving it from the Subcommittee and provides written notification of the action to the Subcommittee, the grievant, and all parties named in the petition.

At the completion of the Subcommittee hearing, the Subcommittee submits to the vice chair of the Faculty Senate a confidential file which includes a copy of the grievance petition, audiotapes of testimonies, all correspondence that transpires during Subcommittee deliberations, the Subcommittee’s final recommendations to the Chancellor, and the Chancellor’s report to the Subcommittee.

If the grievant is dissatisfied with the final action of the Chancellor, of if the grievance Subcommittee has refused to hear the case, the grievant may appeal to the President of USC. The grievant’s appeal must provide the President with a written summary of the procedure followed thus far, a copy of the original grievance petition, a copy of the Subcommittee’s recommendation to the Chancellor (if the Subcommittee heard and acted on the petition), or a copy of the Subcommittee’s notification to the grievant that it would not hear the case, and a copy of the Chancellor’s final decision (if the Subcommittee heard the case).

The President acts on the appeal within twenty (20) days of receiving the grievant’s petition of appeal. The President notifies the grievant of his decision within that time limit. Action by the President concludes the grievance procedure available within the University of South Carolina System.

The chair of the Grievance Committee reports to the Faculty Senate the number of petitions received and heard during each academic year.
SECTION VI: FACULTY SEPARATION

RESIGNATION

A faculty member who resigns should submit to the department chair his/her resignation in writing. The faculty member has three working days to rescind a letter of resignation. After three days, the faculty member may not rescind the resignation unless the department chair agrees to the rescission. A resignation is considered a prima facie voluntary resignation.

A faculty member who voluntarily resigns does not have the right of appeal through the university grievance policy. A faculty member who resigns when given the opportunity to resign in lieu of termination is considered to have submitted a voluntary resignation.

FACULTY TERMINATION

TERMINATION OF PROBATIONARY APPOINTMENTS

If it is deemed to be in the best interest of the university to terminate a probationary appointment at the end of the first year, notice of such termination is given by the Executive Vice Chancellor for Academic Affairs in writing by March 1 (July 1 for a second semester appointment). If it is deemed to be in the best interest of the university to terminate a probationary appointment at the end of the second year, notice of such termination is given by the Executive Vice Chancellor in writing by December 15 (April 15 for a second semester appointment). Thereafter, notice in writing of the termination of any probationary appointment (untenured faculty in tenure track) to which the provisions of this section apply is given by the Executive Vice Chancellor at least twelve (12) months prior to the date of termination. If there is termination for cause, these notification requirements do not apply.

If tenure is not granted by the end of the probationary period, the faculty member must be given a letter of non-reappointment by the Executive Vice Chancellor. Under no circumstances are untenured faculty to receive tenure automatically without following the established procedures for tenure decisions. Tenure must result from a positive action of the university, according to its prescribed procedures.

Faculty members who receive a letter of non-reappointment during the probationary period may grieve, but their grievances are limited to the grounds of denial of academic freedom or denial of procedural due process. For more information, see Section V: Academic Grievances.
TERMINATION OF TENURED FACULTY

The university reserves the right to terminate a tenured faculty appointment for cause, financial exigency, or reduction in program or instructional unit. The Executive Vice Chancellor acts in place of the Chancellor if the Chancellor is unavailable.

PROCEDURE FOR TERMINATION OF TENURED FACULTY (FOR CAUSE)

Cause means one or more of the following:
- Failure to perform adequately the duties of the position so as to constitute incompetence and/or habitual neglect of duty.
- Misconduct related directly and substantially to the fitness of the faculty member in his/her professional capacity as a teacher or researcher.
- Conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the university.
- Prolonged inability to perform the duties required for the position that exceeds the maximum period of leave available for disability as defined in the University Sick Leave policy (http://www.sc.edu/policies/hr106.html). Termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of employment.
- Suspension or revocation of licensure to practice nursing in South Carolina.

Procedures

Discussion with the Chancellor
Prior to a decision by the Chancellor to terminate a tenured faculty member for cause, there must be discussions between the faculty member and the Chancellor with the intent of arriving at a mutually agreed upon resolution.

Emergency Re-Assignment
If a resolution cannot be reached and the Chancellor decides that the faculty member’s continuance in his/her normal duties threatens immediate harm to himself/herself or to others, then the Chancellor may assign the faculty member to new duties for the duration of the subsequent procedure.

Faculty Welfare Committee Review
If the Chancellor and the faculty member are unable to reach a resolution, the Chancellor informs the Faculty Welfare Committee of his/her desire to terminate a tenured member of the faculty. The Chancellor gives this committee and the faculty member a written statement of charges, framed with reasonable particularity, and the factual basis for these charges, also stated with reasonable particularity. The chair of Faculty Welfare
Committee must send copies of the Chancellor’s statement to committee members at least ten (10) working days prior to the committee’s deliberation on the matter. The function of the committee is to determine whether the facts alleged, if true, would support the charge and whether the charge is of such a nature as to warrant termination. The discussions, records, and recommendations of the Committee will remain confidential.

The Committee informs in writing both the Chancellor and the faculty member of its recommendations and its reasons therefore within thirty (30) working days of the chair’s receipt of the Chancellor’s statement. Should the Chancellor then wish to pursue termination proceedings he/she informs by letter the faculty member of his/her decision to terminate, including a precise statement of specific charges. The letter also informs the faculty member of his/her right to request a hearing on this decision by the Tenure Review Board. If the faculty member takes no action within ten (10) working days of receipt of notification by the Chancellor, the Chancellor, without the faculty member having recourse to further proceedings, may send a written letter of termination.

Tenure Review Board Hearing
If the faculty member desires a hearing by the Tenure Review Board, he/she must so inform the chair of the Faculty Grievance Committee and the Chancellor in writing within ten (10) working days of receipt of notification by the Chancellor of the proposed termination. Upon receipt of the written request for a hearing, the chair of the Faculty Grievance Committee schedules a hearing and calls a meeting of the Faculty Grievance Committee for the purpose of forming the Tenure Review Board. The hearing is scheduled no sooner than fifteen (15) working days and no later than forty (40) working days from the date of receipt. All parties must be given written notice as to time, date, and place of the hearing. The chair of the Faculty Grievance Committee is the temporary chair of the Tenure Review Board until the membership of the Tenure Review Board has been agreed upon by all parties concerned. The Tenure Review Board initially consists of a total of five (5) members, four (4) voting members and one (1) non-voting alternate member chosen by lot from the Faculty Grievance Committee. Unless specifically stated otherwise, the voting members and alternate member will be considered as members of the Tenure Review Board. If the Grievance Committee chair’s name is not chosen as part of the lot, he/she will serve as a temporary member of the Tenure Review Board. The Tenure Review Board will hold joint pre-hearings with the parties concerned in order to finalize the composition of the Tenure Review Board, to simplify the issues, to effect stipulations of facts, or to meet other appropriate objectives as will make the hearing fair, effective, and expeditious. During the pre-hearings, members of the Tenure Review Board may disqualify themselves for bias or interest and the parties involved may raise the question of disqualification. Vacancies on the Tenure Review Board are filled by lot from the members of the Faculty Grievance Committee not already chosen by lot. In the event that there are not enough members of the Faculty Grievance Committee left to fill the vacancies, additional members of the Tenure Review Board may be randomly selected from the pool of all other voting faculty members of the Senate who are eligible to serve on the Faculty Grievance Committee. The Faculty Senate chair will be in charge of conducting the random selection. Those selected by the Senate chair may be excused by the Senate chair if they demonstrate cause. The parties concerned may raise the
question of disqualification at subsequent pre-hearings. Once the membership of the Tenure Review Board has been finalized, the four voting members will elect a permanent chair of the Tenure Review Board from amongst themselves. If the chair of the Faculty Grievance Committee is not among the final Tenure Review Board members, he/she will no longer be affiliated with the Tenure Review Board.

**Standards and procedures that apply in the conduct of the hearing:**

- The hearing will be closed.
- A verbatim record of the testimony given at the hearing will be taken and a copy made available without cost to the faculty member upon request.
- The burden of proof that adequate cause exists rests with the Chancellor and will be satisfied only by clear and convincing evidence in the record, as established at the hearing, considered as a whole.
- During the proceedings, the faculty member will be permitted to have an academic advisor and/or counsel of his/her choice. The faculty member and/or his/her advisor or counsel may be present only during the testimony stages of these proceedings. The Chancellor and his/her counsel may be present only during the testimony stages of these proceedings.
- The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The Chancellor will cooperate with the Tenure Review Board in securing witnesses and making available documentary and other evidence.
- A quorum of three (3) is required for all Tenure Review Board meetings except for the final meeting when the resolution of the case is decided. Four (4) voting members must attend the final meeting. If a voting regular member cannot attend this meeting, the chair of the Tenure Review Board will designate the alternate as a voting member. Under these circumstances a new alternate will not be chosen.
- The alternate will have the same rights and responsibilities as voting members (e.g., may question witnesses and participate in all deliberations) except the alternate may not vote except as provided herein. When a voting Tenure Review Board member can no longer serve for whatever reason, the chair of the Tenure Review Board designates the alternate as a voting member and a new alternate is chosen following the procedures set forth above.
- The Tenure Review Board may grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- The faculty member and his/her advisor or counsel and the Chancellor and his/her counsel have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear but the Tenure Review Board determines that the interests of justice require admission of their statements, the Tenure Review Board will identify the witnesses, disclose statements, and, if possible, provide for interrogatories, although these cannot be required.
- The Tenure Review Board will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
The findings of fact and the decision of the Tenure Review Board will be based solely on the evidence in the record, as established at the hearing, considered as a whole.

If the Tenure Review Board concludes that adequate cause for termination has been established, it so informs the Chancellor and the faculty member in writing. If the Tenure Review Board concludes that adequate cause for termination has not been established, it can recommend to the Chancellor that either no action be taken or that action short of termination be taken. In either case it so informs the Chancellor and the faculty member along with supporting reasons in writing. The Tenure Review Board’s written statement should be delivered to the Chancellor and the faculty member by a means of delivery providing proof or confirmation of receipt.

**Final Disposition and Appeals**

Within fifteen (15) calendar days of receipt of the Tenure Review Board’s report, the Chancellor informs the faculty member and the Tenure Review Board in writing of his/her decision together with supporting reasons. The Chancellor informs the faculty member of his/her right to appeal an adverse decision to the President of USC. If the faculty member takes no action within fifteen (15) calendar days of receipt of notification by the Chancellor, the Chancellor may send the letter of termination. If the faculty member is dissatisfied with the final action of the Chancellor, he or she may appeal the decision to the President of USC by submitting in writing to the President a letter of appeal, a summary of the procedure thus far, copies of all correspondence relating to the matter between the faculty member and the Chancellor and between the faculty member and the Tenure Review Board. This action must be initiated within fifteen (15) calendar days of the faculty member’s receipt of the Chancellor’s notification of intention to terminate the faculty member. No further action can be taken on this campus. The President will act on the petition within thirty (30) calendar days of receipt of the faculty member’s appeal. Within seven (7) calendar days of the receipt of notice of the disposition of the petition, the faculty member may appeal the President’s action to the Academic Affairs Committee of the Board of Trustees which has thirty (30) calendar days in which to communicate its findings in writing to the President and the faculty member. Action by the Academic Affairs Committee of the Board of Trustees concludes the appeal procedure available within the university system.

**Procedure for Termination of Tenured Faculty Because of Financial Exigency or Because of Reduction in Program or Instructional Unit**

**Termination Because of Financial Exigency**

Financial exigency means a financial crisis which threatens the survival of USC Beaufort and which cannot be alleviated by less drastic measures than termination of tenured faculty members.

The administration must prove the existence of a financial exigency, must prove that all feasible alternatives to termination of tenured appointments have been pursued, including the termination of temporary appointments and untenured faculty in that order, and must define the extent of the financial exigency to the Faculty Welfare Committee. If the
Faculty Welfare Committee does not agree that a financial exigency exists, it issues a statement to that effect. If the administration then chooses to proceed as though one does exist, it does so without faculty support. In such cases, the Faculty Welfare Committee recommends to the Faculty Senate the degree of faculty participation in the remainder of the termination process. If the Faculty Welfare Committee does agree that a financial exigency exists, then the administration and the Faculty Welfare Committee issue a joint statement that a financial exigency exists. The Committee must, at the time of each financial crisis, participate in the formulation of criteria for determining termination. All AAUP guidelines regarding financial exigency should be observed unless the AAUP guidelines conflict with other provisions of this Manual. The Committee itself must participate in the decision as to which individuals will be terminated. In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years unless the released faculty member has been offered reinstatement at the same position title, salary level (adjusted by the average faculty salary increases over the period of termination), and tenure status as at the time of termination and has been given a reasonable time (not to exceed one year) in which to accept or decline it. Length of service should appropriately be considered among the criteria except in extraordinary circumstances where a serious distortion in the academic program would otherwise result.

**Termination Because of Reduction in Program or Instructional Unit**

The decision to discontinue or reduce a program is based upon long range judgments that the educational mission of USC Beaufort as a whole will be enhanced by the discontinuance or reduction in contrast to considerations which reflect cyclical or temporary conditions. Any decision to discontinue or reduce a program must be arrived at by the Chancellor in consultation with the Faculty Welfare Committee after open hearings on the subject with the faculty as a whole. Every effort must be made to place faculty members affected by discontinuance or reduction in another suitable position within the USC System. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training should be considered by the Chancellor and the committee. Any shift to a new position, however, must follow appropriate search and hiring procedures for that position. Only if no position is available, may a tenured member of the faculty be terminated. A faculty member receiving notification of an intention to terminate because of discontinuance or reduction in program or instructional unit will be given a one year notice. In addition to one year’s notice, the faculty member is entitled to all reasonable support from the university while conducting a search for a new position. This may include, but is not limited to, financial support to attend professional meetings, secretarial support, and the use of campus printing to the extent USCB resources allow such support. In all cases of termination pursuant to this policy, the place of the faculty member concerned will not be filled by a full-time or several part-time replacement(s) within a period of three years, unless the released faculty member has been offered reinstatement at the same position title, salary level (adjusted by the average faculty salary increases over the period of termination) and tenure status as at the time of termination and has been given a reasonable time (not to exceed one year) in which to accept or decline it.
Regulations, Policies and Procedures

1Working days for the Fall and Spring semesters are defined as days when classes are in session during the Fall and Spring semesters. Saturday class days, student holidays, reading and exam days are excluded. Working days for the summer (the period that begins the day after the last Spring exam day and ends the day before the first day of classes for the Fall semester) are defined as Mondays through Fridays, excepting those days specified as classified employee holidays.

2It should be noted that any written records of these deliberations may be subpoenaed if the case reaches the public courts.

3If the last day of a period falls on a weekend or a holiday, the period shall be redefined to extend through the next working day.
SECTION VII: BENEFITS AND SUPPORT SERVICES

FACULTY BENEFITS

In accordance with the university’s policy on Equal Employment Opportunity and Affirmative Action, the benefits and privileges described in this policy shall not be restricted on the basis of race, sex, age, color, religion, national origin, handicap, or veteran status.

Detailed information shall be provided to all new permanent employees and updated information shall be provided to all permanent employees by the USCB Human Resources Office as changes occur.

All benefits are subject to state regulations, university policies and procedures, the individual plan document, and the duly executed and recorded Notice of Election forms.

SABBATICAL LEAVE

Purpose
The university provides sabbatical leaves to full-time, tenured faculty. Sabbaticals are periods of time designed to allow faculty to rejuvenate, explore scholarly interests, and further develop their capabilities as contributing scholars and teachers. USCB encourages faculty to utilize sabbaticals for these purposes. Recipients of sabbatical leave are separated from all other university duties during the period in question.

Eligibility
Tenured associate professors and tenured professors with six or more years of full-time service at USCB are eligible for sabbatical leave. They must be willing to serve for one year following completion of leave. If an individual faculty member does not choose to return for whatever reason, he/she is liable to USCB for the full amount paid to him/her during the period of sabbatical leave. In the event of death or permanent disability due to illness or accident while on sabbatical leave, USCB will not exercise its right of repayment. Individuals may not receive sabbatical leave within six years of the completion of a previous sabbatical leave. Faculty members requesting sabbatical leave must demonstrate, by means of a written proposal submitted through the appropriate department chair, how their planned activities serve the purposes for which they are intended. Faculty returning from sabbatical leave must submit a detailed written report of their scholarly or creative accomplishments to the Executive Vice Chancellor for Academic Affairs within three months of returning to the campus. The faculty member must also deliver a presentation of the outcomes of their sabbatical activities to the University Community within two major semesters of returning to service.
Requests for Leave
Each fall, the Executive Vice Chancellor for Academic Affairs announces a due date for sabbatical leave requests to be submitted. Requests for sabbatical leave are normally made in writing in the fall semester of the academic year prior to the academic year in which the leave would be taken. Any faculty member applying for sabbatical leave will submit a formal written application to their Department Chair. The application will contain a detailed statement of the purpose for which the leave is requested and the expected outcomes of the leave. The Department Chair will draft a statement on the merits of the proposal and demonstrate that the duties of the faculty member can be reassigned to other faculty or part-time employees. This merit and budget impact statement along with the application will be forwarded to the Executive Vice Chancellor for Academic Affairs. Sabbatical leave awards are granted by the Executive Vice Chancellor for Academic Affairs.

Sabbatical Compensation
Sabbatical leave provides one-half pay for a full academic year or full pay for one-half academic year.

Before starting sabbatical leave, faculty members should contact the USCB Office of Human Resources for information on the continuation of retirement, insurance plans, and other employee benefits during the period of leave. Faculty members on twelve-month contracts do not accumulate annual leave while on sabbatical leave.

**FACULTY DEVELOPMENT FUNDS**

Faculty Development funds for travel and other needs are available to full-time faculty and are provided by the department when available. Application for use of these funds is through the faculty member's department chair. Some additional funds may be available from the Faculty Development Committee or through the office of the Executive Vice Chancellor for Academic Affairs for special needs. Application for use of these funds is through the chair of the Faculty Development Committee and through the office of the Executive Vice Chancellor for Academic Affairs, respectively.

**PROFESSIONAL/ACADEMIC SOCIETY PARTICIPATION AND SUPPORT**

Administrative support is offered by the faculty secretary to faculty who serve terms as officers or committee chairpersons of professional academic organizations. This support includes planning, arranging, and secretarial services, such as:

- Processing letters, creating notices of meetings, and other typing related to the faculty member's position in the professional organization
- Long-distance telephone privileges for organizations with no budgeted funds for telephone charges
- Building use for authorized meetings when not in conflict with regularly scheduled classes or laboratories
• Mailing services and the preparation of bills for mailing costs
• Use of USCB letterhead and the name of the university in conjunction with the faculty member's affiliation with the professional organization
• Reproduction services for letters and notices for organizations with no budgeted funds for copying and reproduction
• Fax usage
• Use of university vehicles for local and regional meetings

COURSE ENROLLMENT

A faculty member may pursue a degree in any institution other than USCB with the permission of the Executive Vice Chancellor for Academic Affairs.

ATHLETICS TICKETS

Admission to USC Columbia's athletic events is available to the faculty and members of their immediate families at substantially reduced season-ticket rates.

SOCIAL BENEFITS

Faculty members have access to a number of recreational, social, and cultural activities at USCB that are free or for which only a nominal fee is charged. Information about these activities may be obtained from the campus email news sources.

RECOGNITION OF EMERITUS PROFESSORSHIPS

The title distinguished professor is awarded to tenured full professors in their final year of service. Upon retirement, this title changes to distinguished professor emeritus. The title emeritus professor is awarded to tenured assistant or associate professors at the time of their retirement. Citations are presented to emeritus recipients at the spring awards ceremony, and every effort shall be made to provide them office space, parking privileges, and other professional amenities. These may include, but are not limited to, arrangements for library access, access to research files (paper or electronic) for ongoing projects, office space, telephone use, continuing email account, laboratory facilities, and secretarial or administrative support for some defined period of time.

ADDITIONAL BENEFITS

The following benefits are also available to full-time faculty at USC Beaufort. For more information on any of the items in the following list, contact the Director of Human Resources:

• Insurance Programs
• Deferred Compensation and Tax-Deferred Annuities
• Employee Assistance Program
• Tuition Assistance Program
• Savings Bonds
• Direct Deposit
• Credit Union
• South Carolina State Employees' Association
• Workers' Compensation
• Unemployment Compensation
• South Carolina Retirement System
• Leave
• Annual Leave
• Sick Leave
• Death in Immediate Family
• Holiday Leave
• Personal Leave Without Pay
• Military Leave
• Leave Transfer Program
• Court Leave
• Family Medical Leave
• Extended Leave Without Pay

For more information on leave, consult the USC System Policies and Procedures Manual.

FACULTY SUPPORT SERVICES

ACADEMIC SUCCESS CENTER

Faculty may refer students to the Academic Success Center for extra assistance and tutoring support at all levels. Resources include computer programs, slides, video and audio cassettes, and tutors in a number of academic subject areas, e.g., accounting, statistics, chemistry, math, physics, reading, writing, research, and study skills. Faculty may also seek assistance from ASC staff to monitor make-up exams for students in the Center.

AUDIO-VISUAL EQUIPMENT

Faculty members may place advance orders for audio-visual equipment, other than that installed in the classroom, through the maintenance department on the North Campus or the military program coordinator on the bases. Classrooms at the South Campus are fully equipped. On the North Campus requests may be made by phone at least 72 hours prior to the date the equipment is needed. For classes on the military bases, an application form may be obtained from and returned to the USCB military program coordinator.
**BOOKSTORE**

The USCB Bookstore is responsible for contacting faculty members in advance who are scheduled to teach a course and supplying them with a textbook order form. All faculty members are responsible for ordering their own copies of textbooks. The faculty secretary assists in the ordering/procuring process if necessary. Office supplies, CD's, diskettes, etc. are available to faculty from the bookstore. Additionally, the bookstore offers shipping and buy-back services, copyright clearance, course packet production, and adoption research. The bookstore also offers a variety of USCB clothing, gifts, and regalia, as well as discounted software, and snacks and beverages.

**COMPUTER SERVICES**

Computer Services is responsible for assisting USCB’s students, faculty and staff in meeting their computer and telephone needs. Services provided include: assisting faculty and staff with selecting and ordering new computer equipment or upgrading existing computer equipment; scheduling individual meetings of classes in the computer labs, networked and interactive classrooms; establishing account numbers to access the Internet, the university’s telephone and email systems, USCB’s server and USC’s mainframe server; instructing faculty, students and staff in the use of software packages; and assisting faculty with incorporating technology into their classroom instruction. Computer Services is responsible for processing the orders, installation, maintenance and inventory of all computer hardware and software. It installs and repairs phones and phone lines, establishes special temporary phone and computer setups, including conference calls, and provides support for USCB’s interactive classrooms.

**LIBRARY SERVICES IN GENERAL**

The USCB library operates from two full service facilities on the North and South Campuses. Together, they house a sizeable collection of print and electronic materials freely available to faculty, students, staff, and the entire geographical service area. Faculty and students may access the university's system-wide online catalog, e-books, and many statewide databases both on campus and from remote locations. Faculty members enjoy extended loan privileges from the library and from all USC System libraries upon presentation of a current bar-coded faculty identification card. Materials not available locally may be requested by faculty and students through the library's interlibrary loan system. Through cooperative ventures such as KUDZU and PASCAL’s statewide borrowing program, faculty may search the library catalogs of colleges and universities located in the region, in addition to libraries throughout the United States and borrow materials from them.

Faculty Carrels in South Campus Library

Faculty carrels in the South Campus library are assigned by the semester to faculty members engaged in library-related research projects. Application forms
for carrel spaces are available on the library web page at:
http://www.sc.edu/beaufort/library/pages/forms/carrel2.shtml

MEDIA RELATIONS

The Associate Chancellor for Advancement coordinates news media publicity for USCB. Faculty members are encouraged to notify the Advancement Office about newsworthy events concerning their activities. When special events are planned, the Advancement Office should be given a three-week notice, if possible, to permit the arrangement of coverage in all appropriate media. Submissions to USC Times, the system-wide newsletter, should also be given to the Advancement Office. The Advancement Office provides assistance with advertisements and with the production and printing of brochures, flyers and other materials, as well as photography services.

PARKING

Campus parking is by permit only. Registration permits, which are free to faculty and staff, are available from the Business Office. Questions and/or concerns about parking should be referred to the Business Office.

PHOTO COPYING

Copiers for faculty use are placed in convenient locations around both campuses.

PUBLIC SAFETY

Public Safety on both campuses is provided weekdays, evenings and weekends by the campus security officers. Faculty members are reminded to lock and/or secure offices when not occupied to deter theft and other crimes of opportunity.

SECRETARIAL SERVICES

A faculty secretary is available to provide typing, duplicating and similar services on a first-come, first-served basis.

SEPARATION-RELATED SUPPORT SERVICES

Faculty members who retire or separate voluntarily from the university may expect to continue having access to their email accounts for a time period agreed upon in advance by the individual and his/her department chair. A department chair may "sponsor" a former faculty member's email account for up to a year by writing a memo to the IT department.
UNIVERSITY VEHICLES

Faculty members may use a university vehicle. They are available on a first come, first served basis from the Business Office. University employees who drive a university vehicle, even on occasion, are subject to Motor Vehicle Record screening. A MVRS-I form must be on file in the Business Office prior to use of any university vehicle.
SECTION VIII: RESEARCH AND SCHOLARSHIP

GENERAL POLICY

While the mission of USCB is primarily undergraduate instruction, the university supports research and other scholarly endeavors by members of its faculty. These activities are regarded as indispensable to the high quality education of undergraduate students. It is understood that research and scholarship conducted at the university are devoted primarily to broadening the faculty member’s competencies and professional abilities and to expanding the horizons of knowledge.

SUPPORT

UNIVERSITY FUNDS

Annually, the university assigns a moderate sum for research purposes through the Research and Productive Scholarship Fund.

OUTSIDE FUNDS

Faculty members interested in externally sponsored research should consult with their department chair, the USCB administrative office responsible for grants, and/or the USC Office of Sponsored Awards Management (SAM). To facilitate such support, the university serves as the contracting authority. A university signatory authority must approve any commitment to an outside agency that involves university participation. The university contributes to sponsored research when the work involved is significant to the purpose of the university.

All sponsored programs administered through a University of South Carolina Research Foundation must be approved and follow the procedures established by SAM.

ADMINISTRATIVE SUPPORT

The USCB administration supports and encourages the scholarly development of faculty by aiding in the obtaining and management of grants and by providing, as appropriate, administrative office support, student assistants, faculty exchange and sabbatical opportunities, equipment and supplies, work space, and release time from classroom responsibilities. In turn, faculty members include USCB as their affiliation in published and presented works.
PAYMENTS FOR RESEARCH

Normally, payments to researchers are limited to the rate of pay they receive as members of the faculty.

GRANT ADMINISTRATION

The principal investigator or project director of sponsored research, training, or special projects shall be a faculty or staff member, normally the person who conceived and proposed the activity that resulted in the grant or contract. This person shall not be changed without the approval of the sponsor and the university. The principal investigator or project director is responsible for the technical direction of the project, for making all required technical reports, for administering all direct funds allocated to the project, and for complying with the terms and conditions of the grant or contract.

USE OF INTERNAL AND EXTERNAL CONSULTANTS

The university policy regarding the use of and payment for consultants on funded research and training projects is as follows:

- The need for the services of consultants shall be justified in the contract or general proposal approved by the granting agency. The principal investigator or project director shall state:
  - that the consultants selected are the best-qualified people available to perform the desired tasks and
  - that their fees are appropriate considering the qualifications of the consultants, their normal charges, and the nature of services to be provided.

Within the university, consultation is part of normal professional duties. However, in unusual circumstances where consulting is in addition to regular assigned duties and either crosses departmental lines or is to be performed at a remote location, extra compensation may be authorized. In these cases, advance approval of the Executive Vice Chancellor for Academic Affairs is required and the principal investigator shall certify as required above (1 and 2).

In cases where a university employee is hiring a consultant to be paid from a university grant or contract, such consulting is subject to the funding agency’s regulations imposed within the grant or contract document. Further, if the consultant to be hired is a permanent state employee, remuneration for such activities is governed by the state and university’s policies on extra compensation and dual employment. For more information on dual employment, see Section II: Faculty Responsibilities and Outside Activities.
EQUIPMENT AND SUPPLIES

As a general rule, requests for equipment and supplies should be limited to project-specific items. Strong justification is required for requests for equipment, the life and usefulness of which can be expected to extend well beyond the project for which it is requested. Any equipment purchased with grant monies belongs to the department.

INTEGRITY IN RESEARCH AND SCHOLARSHIP

The integrity of university programs requires that faculty eschew misconduct, that allegations of misconduct be resolved justly, and that a person making a good-faith allegation of misconduct not be subjected to recrimination.

“Misconduct” in this regard is defined as serious deviation from accepted standards and practices in proposing, carrying out, or reporting the results of scholarly undertakings, such as fabrication, falsification, or plagiarism; material failure to comply with university, government, or professional requirements for protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals; or failure to meet other material professional standards or legal requirements governing research. Honest error and differences in interpretation or judgment of data do not constitute misconduct. See also the USC System Policies and Procedures Manual.

RESEARCH AND THE USE OF HUMAN SUBJECTS

GENERAL GUIDELINES

The university adheres to all laws, regulations and ethical principles applicable to the protection of human subjects in research. Projects involving human subjects must have university approval. This policy applies to all research involving human subjects without regard to the source of funds supporting the project.

The Office of Research Compliance (ORC) is responsible for administering the university's program for protecting the rights of human research subjects. All research, whether conducted by faculty, staff, or students, requires review by the university's Institutional Review Board (IRB) unless specifically excluded as follows:

Certain types of minimal risk research (e.g., anonymous surveys, interviews, observation of public behavior, and record reviews) are exempt from IRB review. Activities involving human subjects that are strictly limited to classroom instruction and educational exercises do not require review by the IRB or an application for exempt status. A faculty member who is qualified to review research shall be appointed by the Chancellor for a two year term as IRB Liaison for USCB. An alternate liaison who is equally qualified shall also be appointed to avoid potential conflicts of interest. The ORC shall be notified of the appointments by September 15 of each year. The IRBL shall review all research projects proposed as exempt and determine whether the research
qualifies for exemption. This information shall be reported to the IRB Administrator at ORC. Classroom activities that involve human subjects should be treated seriously and conducted with respect for the participants even though IRB review is not required. It is the professor's responsibility to convey the appropriate principles to his/her students. Professors are responsible and may be held accountable for the treatment of human subjects in this situation.

Research undertaken for the completion of honors or senior theses must be reviewed by the IRB Liaison. If such research is not declared exempt, it must be reviewed by the IRB. If there is any intent to use the data acquired in classroom research activities to other purposes such as public dissemination, there must be an IRB review. In the establishment of a "subject pool" where credit is granted in a course for participation, students must be given a reasonable alternative to participation as research subjects. Research conducted using such a pool of subjects for other than classroom instruction must be reviewed by the IRB Liaison and the IRB, if not exempt. Any research on human subjects who are under the age of 18 is not exempt under any circumstances and must be reviewed by the IRB.

Requests for a copy of the USC Application for Approval of a Research Project Containing Human Research Subjects, applicable policies and procedures, and any assistance should be directed to ORC. Those investigators requesting exemption from IRB review must complete an additional Request for Study Exemption form and forward the required information to the IRB Liaison. Applications for research that is clearly non-exempt should be sent directly to ORC. Approvals are for one year only. Investigators may apply for a continuance if needed. Researchers should note that IRB decisions are based upon several considerations, including ethics, soundness of science, and benefits to subjects and/or society.

RESPONSIBILITIES OF THE IRBL

The Liaison shall review each application to determine if the research meets the criteria for exemption in accordance with applicable federal regulations and the university's Federal-Wide Assurance (FWA).

The Liaison shall make recommendations for any modifications deemed necessary to best protect the interests of the human subjects. Such modifications may relate to research procedures and/or the informed consent process.

The Liaison, upon approval of the exemption request, shall provide a letter of certification exemption to the principal investigator and send the ORC a copy of the Request for Study Exemption form, the project abstract, and letter of certification exemption.

The Liaison, upon disapproval of the exemption request, shall return the application to the principal investigator for submission to the IRB. The Faculty Secretary shall maintain, on behalf of the Liaison, a file of completed applications and correspondence
for all projects reviewed for three years beyond the date of review. These files are subject to review by the university's IRB and personnel from the ORC.

RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:

The principal investigator shall submit the following to the IRB Liaison:
  • Completed Application for Approval of Human Research Subjects form
  • Request for Study Exemption form
  • Complete research proposal / protocol
  • Project abstract in layman's terms not to exceed one page
  • Informed consent form(s) or cover letter (as appropriate)
  • Survey instruments, questionnaires and subject recruitment materials

Student research proposals submitted for review shall include the signature of the faculty advisor/sponsor of the project. Even though the student may be serving as principal investigator, the faculty advisor/sponsor is equally responsible for the ethical conduct of the research.

The principal investigator shall report any changes in procedures or unexpected events that occur in the course of the research to the IRB Liaison who will determine actions necessary for maintaining approval of the project.
SECTION IX: INTELLECTUAL PROPERTY
POLICY ACAF 1.33

This policy addresses the rights to, interests in, and protection and transfer of, intellectual property created by University of South Carolina faculty, staff, and students. The policy is intended to encourage and reward research and scholarship that results in the creation of intellectual property, and to recognize the rights and interests of the inventor or creator, the public, the external sponsor, and the University. It is acknowledged that the public and the University derive significant benefit from such creative activities and it is, therefore, in the University's interest to reward such activities.

I. GUIDANCE

This section provides guidance to faculty, staff, students, and administrators concerning the intent, goals, and interpretation of this policy and includes definitions of key terms or phrases.

A. Basic Principles

The following principles are intended to serve as a guide to this policy's interpretation and application.

1. Academic Freedom and Preeminence of Scholarly Activities

The academic missions of teaching and scholarship have preeminence and this policy is not intended to diminish the right of faculty members to disseminate the results of their research and creative activity for scholarly purposes. However, it is generally in the best interest of the inventor/creator and the University to identify and protect the by-products of scholarly activity that may have commercial value. Accordingly, the inventor/creator is obligated to disclose such by-products to the University in a timely fashion.

2. Equity and Fair Play

This policy applies to all faculty, staff, and students equally, whether or not a particular intellectual property is patentable, and regardless of the specific characteristics of a given discipline, or the level of funding, facilities, or technical support available for the creative effort. Under the principle of fair play, it is intended that the inventor/creator and the University will mutually cooperate and that no one will be allowed to deliberately create or exploit
inhadvertent exceptions to this policy to his or her own advantage. If, in a given instance, it is suspected that this principle of fair play has been violated, the policy contains within it a procedure for redressing the grievances of that particular case.

3. **Mutual Trust and Good Will**

In the event of future controversies regarding the rights to intellectual property, the transfer and commercialization of a particular property, or the interpretation of this policy, all parties should know that mutual trust and good will were fundamental tenets in forging the policy and that all members of the University community should be guided in their actions by those tenets.

4. **Faculty Governance and Review**

Faculty members, through their majority representation on the Intellectual Property Committee (IPC) play a primary role in the establishment and periodic revision of this policy, and in the review and recommendation of dispute resolutions arising under it. As referenced in this policy, and outlined in greater detail in the Faculty Manual, the IPC is established by the Faculty Senate, it has a majority of members who are faculty, and it is chaired by a faculty member.

5. **Mutual Participation in Licensing Decisions**

The inventor/creator shall play an active role in the entire licensing process, particularly in cases where the inventor has no external financial interest in the licensee. Where the inventor has external interests in the licensing of a property, participation in licensing decisions shall be consistent with State and Federal conflict of interest regulations and University policy.

B. **Definitions**

1. **Intellectual Property**

The term "intellectual property" as used herein is broadly defined to include inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data and other creative or artistic works that have commercial value. Intellectual property includes that which is protectable by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus,
instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research.

2. **Invention**

The term invention as used in this policy, shall mean any inventive idea and/or its reduction to practice which relates to: new processes or methods of producing a new and useful industrial result; any composition of matter, including chemical and biological compounds; any new devices; any new plant; any new design in connection with the production or manufacture of an article, any new computer hardware and/or software programs; any knowledge supporting these inventive ideas, systems, devices, compositions, programs or processes; and any new use or improvement of existing systems, devices, compositions, programs or processes.

3. **Creator (of intellectual property)**

The creator is an individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property. "Creator" includes the definition of "inventor" used in U.S. patent law and the definition of "author" used in the U.S. Copyright Act.

4. **Reduction to practice (of an invention)**

Reduction to practice involves creating the necessary conditions in which the idea or design of an invention can be practically realized or made to work. It is the movement of an idea or design from theory to practice.

5. **Owner (of intellectual property)**

The owner is the entity (person or organization) that owns the intellectual property. The owner may be the inventor/creator or, more commonly, it is an organizational entity that supported the inventor/creator's work by providing resources, facilities, or salary.

6. **Assignment (of ownership)**

The act of transferring to another all or part of one's property, interest, or rights.
7. **Scope of Employment**

The range of activities encompassed by one's employment. "Scope of employment" refers to those acts done while performing one's job.

8. **Substantial use (of university resources or facilities)**

The term "substantial use of University resources" means use of University funds, programs, equipment, space or other physical assets that goes above and beyond those customarily and currently provided to employees as part of their ordinary conditions of employment. In general, the use of University funds or external funds administered through the University, the use of students or employees as support staff to develop the work, or the use of specialized or unique facilities, laboratories, and equipment, or other special subventions provided by the University, would be construed as "substantial use" unless specifically approved as an exception. The University does not construe the use of ordinary office space, library facilities, ordinary access to personal computers and networks, or salary, as constituting "substantial use".

9. **Royalties**

Royalties are compensation for rights in Intellectual Property and are usually expressed as a percentage of revenue received by the licensee from sales of a product.

II. **INTELLECTUAL PROPERTY DEVELOPMENT AND TECHNOLOGY TRANSFER**

A. **Relation to the University's mission**

The University recognizes that one aspect of its mission, as a public institution devoted to teaching, research, and service, is the application of knowledge to problems of general public interest. Therefore, the University encourages and rewards activities on the part of its faculty, staff, and students that may lead to the development of intellectual property and to the transfer of beneficial technologies to the private sector.

B. **Objectives**

The objectives of the intellectual property management activities of the University are: (a) to help attract resources to support its faculty, staff, and
students in activities that may lead to intellectual property development; (b) to provide services to faculty, staff, and students to enable them to identify and protect intellectual property; (c) to facilitate, in cooperation with the inventor/creator, the efficient transfer of technology from the University to the private sector in service of the public interest; and, (d) to promote local and national economic development.

C. **Intellectual Property Office (IPO)**

It is the University's policy to maintain and support an Intellectual Property Office (IPO) with a fulltime Director. The IPO's mission is to help University faculty, staff, and students identify, protect, and commercialize intellectual property assets so that these assets can be used to benefit society and to spur regional and national economic development. The IPO shall follow the mandates of the Bayh-Dole Act. The Bayh-Dole Act enables the University to retain the entire right, title, and interest in government funded inventions to universities and businesses operating with federal contracts for the purpose of further development and commercialization.

D. **Intellectual Property Committee (IPC)**

It is the University's policy to maintain and support the Intellectual Property Committee (IPC). As described in the Faculty Manual, the IPC is a standing committee of the Faculty Senate. The University acknowledges the IPC as the advisory body to the IPO, the Chief Research Officer, and the Provost, on all matters involving intellectual property. The University makes use of the IPC from time to time to review intellectual property management and technology transfer policies and procedures and to make recommendations to the Chief Research Officer regarding potential revisions to those policies and procedures. The University also acknowledges the IPC as the University body charged with overseeing the rights and obligations of USC faculty, student, and staff inventors/creators, and with recommending resolutions to disputes regarding the interpretation of those rights and obligations.

III. **INTELLECTUAL PROPERTY PROCEDURE**

A. **Disclosure of Intellectual Property**

In order for the University to identify, protect, and commercialize intellectual property that emanates from the work of its faculty, staff, and students, it is University policy that the inventors shall disclose all intellectual property in confidence to the University. Public release in any form, such as publication in a peer reviewed journal, presentation at a professional meeting or seminar, or press release, may have the effect of consigning the intellectual property to the public domain, thereby
precluding the University and the inventor from pursuing patent protection. Therefore, such disclosures must be made promptly and prior to any public release of information about the invention.

B. Ownership

The University owns all intellectual property that is conceived or reduced to practice by University faculty, staff, or students as a result of (a) research that makes substantial use of USC resources or facilities, (b) activities that fall within the inventor's scope of employment with the University, whether or not USC resources or facilities are used, or (c) work supported by funds that are administered through USC. In cases where an inventor believes that an invention was conceived or reduced to practice independently of USC, the University makes available a procedure wherein the inventor can make a claim of ownership. The IPC serves as the body from which the inventor or the IPO can obtain an impartial review regarding issues of ownership.

C. IPO Due Diligence

The University IPO shall use "due diligence" in assisting faculty, staff and student inventors, to protect, and commercialize intellectual property developed as part of their association with the University. The University's due diligence obligation shall include a review of requirements of sponsorship agreements, if any, a preliminary market analysis, and an explanation of options for commercialization. The IPO shall provide ongoing feedback to the inventor about University actions relative to the status of the invention.

D. Options for Commercialization

In general, the University provides the following options for the commercialization of a technology as noted below. After consultation with the inventor, the IPO will choose the option. The option chosen is intended to be that which best serves the mission of the University, including the objectives of this policy, and which is consistent with the available technology transfer resources of the University. Preferences expressed by the inventors are actively sought and given strongest consideration. Options for commercialization include but are not limited to the following:

1. Licensing Third Parties

The University may license University-owned intellectual properties to external entities for further development and commercialization. The University will bear the costs of licensing the intellectual property. If the IPO cannot, or decides not, to
proceed in a timely manner to patent and/or license an invention, the IPO may reassign ownership to the inventors upon their request and to the extent possible under the terms of any agreements that supported or related to the work.

2. **Licensing Business Entities in Which an Inventor Holds an Ownership or Management Interest**

The University may enter into license agreements with business entities in which the inventor holds an ownership interest. Such licenses will be comparable to those negotiated with unrelated third party licensees. The terms may include royalty payment, equity interest, or a combination thereof, as consideration to the University of South Carolina Research Foundation for the license. The emphasis in structuring license agreements with inventor-employee start-up companies will be on helping the company become viable. Where the inventor-employee chooses to accept the expense and risk of protecting and marketing the technology in lieu of using the University's resources and services to do so, terms that reflect the inventor's increased acceptance of responsibility and risk will be acceptable to the University. The IPO will maintain guidelines applicable to faculty or other university employees interested in starting such a company.

3. **Reassignment of Ownership to Inventors**

Subject to the provisions described below, if the inventors wish to market, protect, and license intellectual property on their own with minimal University involvement, the University may reassign its right of ownership to the inventor(s). Normally, where the intellectual property is to be commercialized via a business in which the inventor holds a financial or management interest, the option described in 2, above would be used. The assignment shall be subject to the terms of any agreements that supported the related work. The return to the University for a reassignment of ownership will consist of recovery of any University patent and licensing expenses and up to 15% of royalties, equity, or other value received by the inventor(s) through subsequent licensing or reassignment. In exceptional cases, the Chief Research Officer in consultation with the appropriate school or college may make modifications in this rate of return.

E. **Distribution of Revenue from Royalties or Sale of Equity Interest**

In cases where the University of South Carolina is the owner of the intellectual property, it is the University's policy to distribute a substantial
portion of net revenues to the faculty, staff, or student inventors/creators as personal income.

1. **Goals of Revenue Distribution**

   The University's goals for revenue distribution are: (a) to create a strong incentive for faculty participation in technology transfer activity by providing revenues for the continued support of inventor/creator(s)' research, (b) to support further investment in research and educational activities generally, (c) to share revenues directly with inventor/creator(s) in the form of personal or bonus income, and (d) to fulfill the obligations of federal regulations. It is the University's intent to encourage intellectual property development and technology transfer activities.

2. **Revenue Distribution Plan**

   The University shall maintain a revenue distribution plan that is comparable to those of other Universities of equivalent size, nature, and scope. Accordingly, after recovery of University expenses, including those for patent protection, marketing, development, and licensing, the inventor/creator's share of aggregate net revenues resulting from royalties and/or sale of equity interests will be 40%. The Chief Research Officer will determine how the remaining 60% will be distributed.

F. **Ownership Claims of the Inventor**

   In cases where an inventor believes that his/her invention was conceived or reduced to practice independently of the University, the inventor can submit such claims to the IPO as part of the standard disclosure process. In claiming ownership, the burden of proof is with the inventor to document that the invention (a) was not conceived or reduced to practice as part of an activity within the inventor's scope of employment as a University employee, (b) that it was conceived and reduced to practice on his/her own time, and that (c) the inventor did not make substantial use of University resources, facilities, or grant funds administered by the University. Grounds for ownership claims may also be based on documentation from the inventor that the University did not uphold its due diligence obligations to pursue commercialization in a timely fashion as described in Section III.C.
1. **Documenting a Claim of Ownership**

In support of his/her ownership claim, the inventor shall submit to the IPO at the time of disclosure all relevant documentation, which may include the following University documents:

a. An approved "Outside Professional Activity Form" in the case of faculty inventors (or equivalent form in the case of staff). This form indicates that the work was performed as an approved outside professional or consulting activity without substantial use of USC facilities or resources. The form should be signed by the inventor's University supervisor. In the case of faculty, the form should be signed by the relevant Department Chair and Dean.

b. A "Conflict of Interest Form" in the case of faculty inventors (or equivalent form or statement in the case of staff or students). This form provides evidence that work on the invention is not in conflict with the inventor's position, affiliation, scope of employment, or work role at USC.

c. A signed statement from the inventor declaring that the invention is not dependent on work previously carried out at USC. This statement should document that the invention is not dependent on work previously carried out by the inventor or others at USC, whether or not such work was previously disclosed, and that it is not within the inventor's normal scope of employment or role as a USC faculty member, employee, or student.

d. Other relevant documentation may be submitted as appropriate to the circumstances.

2. **Review Procedure**

Upon receipt of supporting documentation, the ownership claim will be promptly reviewed by the IPO.

a. **If the IPO believes that the inventor has a valid claim** of ownership the IPO Director assigns ownership in writing to the inventor. **If the IPO disputes the inventor's claim** of ownership, the inventor can either (a) accept the IPO decision, in which case the University retains ownership, or (b) obtain a review of the case by the IPC.

b. **Review.** If the inventor opts for an IPC review, both the inventor and the IPO Director must immediately submit all
relevant documentation to the IPC. The IPC then reviews the documentation, conducts a hearing if necessary, and renders a recommendation, usually within 30 working days after receipt of all documentation. The IPC can recommend (a) that the original IPO decision be upheld with the University retaining ownership, or (b) that ownership be assigned to the inventor. In either case, the IPC Chair communicates the Committee's recommendation in writing to both the inventor and the IPO. If the IPC finds in favor of inventor ownership, the IPO Director then can either (a) accept the IPC's recommendation and assign ownership to the inventor, reversing the original decision, or (b) let the original decision stand. If the IPO chooses to let the original decision stand, the inventor then has the right to appeal that decision as described in paragraph (c), below.

c. **Appeal.** Following review and recommendation of the IPC, the inventor may appeal the matter to the Chief Research Officer and the Provost. The Chief Research Officer and Provost will then promptly review all documentation, render a joint decision, and communicate their decision in writing, usually within 30 working days, to the inventor, the IPO Director, and the IPC Chair. The joint decision of the Chief Research Officer and Provost is final. In unusual or difficult cases where the Chief Research Officer and Provost cannot agree on a resolution, the President shall be consulted and will serve as the tie-breaker.

G. The review and appeals process described in section III.F.2, above, will be used by both the inventor/creator and/or the IPO for resolving any disagreements concerning intellectual property, whether or not those disagreements pertain to ownership. For example, issues may arise regarding the further development, sponsorship, or licensing of intellectual property, where ownership is not under dispute.

**IV. COPYRIGHT POLICY**

A. **General Policy Statement**

Copyright is the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law. It is the policy of the University that all rights in copyright shall remain with the creator unless the work (a) is a work-for-hire (and copyright vests in the University under copyright law), (b) is supported by a direct allocation of funds through the University for the pursuit of a specific project, (c) is commissioned by the University, or (d) is otherwise subject to contractual obligations.
B. **Books, Articles, and Similar Works, Including Unpatentable Software**

In accord with academic tradition, except to the extent set forth in this policy, the University does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The University claims no ownership of popular nonfiction, novels, textbooks, poems, musical compositions, unpatentable software, or other works of artistic imagination, which are not institutional works or the services of University non-faculty employees working within the scope of their employment.

C. **Institutional Works**

The University shall retain ownership of works created as institutional works as described in Section IV 1 of this policy. Institutional works include works that are supported by a specific allocation of University funds or that are created at the direction of the University for a specific University purpose. Institutional works also include works whose authorship cannot be attributed to one or a discrete number of authors, but rather result from simultaneous or sequential contributions over time by multiple faculty and students. For example, software tools developed and improved over time by multiple faculty and students where authorship is not appropriately attributed to a single or defined group of authors would constitute an institutional work. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work.

Institutional works shall belong to the University and shall be handled under the same procedures outlined above for patents.
APPENDIX I: FACULTY ORGANIZATION

ORGANIZATIONAL STRUCTURE

The academic programs at USCB are administered by eight (8) departments. Faculty of each department shall include all full-time members of its disciplines, who alone are responsible for the curriculum of the school.

DEPARTMENTS

Department of English and Theatre
English
Theatre

Baccalaureate Degree Programs:
English

Department of Humanities and Fine Arts
Art & Art History
Foreign Languages
History
Liberal Studies
Music
Philosophy
Religion
University

Baccalaureate Degree Programs:
Liberal Studies
Spanish Language
History
Studio Art

Department of Social Sciences
African-American Studies
Anthropology
Geography
Human Services
Political Science
Psychology
Sociology
Speech
**Baccalaureate Degree Programs:**
Human Services
Psychology
Sociology

Department of Science and Mathematics
Biological Sciences
Computer Science
Mathematics
Physical Sciences
Statistics

**Baccalaureate Degree Programs:**
Biology
Computational Science

Department of Business Administration
Business
Economics

**Baccalaureate Degree Programs:**
Business Management

Department of Hospitality Management
Hospitality

**Baccalaureate Degree Programs:**
Hospitality Management

Department of Education
Early Childhood Education
Physical Education

**Baccalaureate Degree Programs:**
Early Childhood Education

Department of Nursing

**Baccalaureate Degree Programs:**
Nursing

The Director of General Education and Director of the Libraries report directly to the Executive Vice Chancellor for Academic Affairs.
Departments hold regularly scheduled meetings called by the department chair. Special meetings, when necessary, may be initiated by a small plurality of faculty, by the chair, or by the Executive Vice Chancellor for Academic Affairs. A majority of full-time departmental faculty constitute a quorum for the transaction of business.

**FACULTY SENATE**

**MEMBERSHIP**

The official organization of the faculty, the Faculty Senate, consists of full-time faculty members and professional librarians holding the rank of Instructor (although voting rights are only granted to Instructors who have attended the Senate and participated in Senate activities for three consecutive years), Assistant Professor/Librarian or above, the Chancellor, the Executive Vice Chancellor for Academic Affairs, and such other persons as the Senate membership sees fit to elect.

**VOTING**

Members of the faculty who meet the above criteria shall have the right to present motions and to vote in the Senate. Instructors who hold continuing-contract appointments become voting members of the Senate after three consecutive years of Senate participation. Individuals holding temporary faculty appointments or those who teach less than full-time per semester are not voting members of the Faculty Senate unless so designated by vote of the Senate membership. Votes on membership are for the academic year during which the vote occurs. The power to extend the voting right shall be reserved to members of the Faculty Senate. Full-time faculty may exercise the right to vote during temporary absences from the university, such as sabbaticals or leaves of absence. However, voting by proxy is not permitted at meetings of the Faculty Senate.

Voting is by voice or show of hands unless a written ballot is called for by any senator. (Robert's Rules of Order) All elections are conducted by secret ballot unless a slate has been presented without opposition.

**OFFICERS**

The elected officers of the Senate shall be the faculty chair, the chair-elect, and the secretary. These officers shall perform the duties prescribed in the Faculty Senate Bylaws and Standing Rules, and by parliamentary authority adopted by the Senate.

The chair is the presiding officer of the Faculty Senate. The chair represents the faculty on the Beaufort/Jasper Higher Education Commission and sits as an ex officio member on administrative advisory groups that advise the Chancellor on university matters. The chair-elect serves as presiding officer in the absence of the faculty chair. The secretary records and distributes electronically to the members of the faculty written minutes of the
meetings and annually compiles and publishes a summary of faculty actions. The Senate elects its chair, chair-elect, and secretary from among its voting members. The chair appoints a parliamentarian from among the membership at the first meeting of the fall semester. The chair may vote in the Faculty Senate only to break a tie.

**MEETINGS**

Meetings of the Faculty Senate shall be held four times during the academic year, two regularly scheduled for the fall semester and two for the spring. Special meetings may be called by the Chancellor, the chair, or the chair-elect in the absence of the chair, or by written request of twenty (20) percent of the official voting members. At least five (5) days written notice shall be given prior to any meeting except in cases of emergency.

**CONDUCT OF BUSINESS**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Bylaws and Standing Rules of the Senate and any special orders the Senate may adopt. (See Bylaws and Standing Rules in the appendices). A quorum for meetings of the Faculty Senate is forty percent (40%) of the eligible voting faculty.

The chair shall prepare an agenda to be distributed via email at least three (3) working days before each meeting. Faculty may contribute to the agenda by submitting items to the faculty chair. The published agenda may include elections to committees when appropriate; statements from the Chancellor on major policy; reports of faculty and committees; old business; and new business including matters raised from the floor. Failure to notify the chair in time to include an item of business on the agenda shall not bar consideration of such item, but priority shall be given to the business on the published agenda.

**FACULTY SENATE STANDING COMMITTEES**

**RULES PERTAINING TO COMMITTEES**

The Senate shall establish, abolish, or modify standing, special, or ad hoc committees as it deems necessary and shall elect committee members in accordance with existing Senate rules.

Faculty may serve terms of three (3) consecutive years on Senate committees. Vacancies created by unexpired terms shall be filled by special elections. No faculty member shall be required to serve on more than three (3) Faculty Senate committees at any one time. New faculty, at the rank of tenure-track (probationary) Assistant Professor, or Instructor, should not serve on Senate committees for two (2) semesters.
Wherever possible, standing committees of the Faculty Senate shall have members from as many departments as possible. No more than one (1) member from any department may serve on a given committee, except in the cases of the Tenure and Promotion Committee and the Grievance Committee. The chair of a faculty committee shall be a faculty member.

Committees shall meet as often as necessary to complete their business. By the last Senate meeting of the spring semester, committee chairs shall submit a written report on the committee’s activities and actions during the year. These reports shall be included in the minutes of the September Senate meeting.

Ex officio members and student members may be present on specified committees. The term "ex officio" designates non-voting status on faculty committees. Administrators may be asked to serve on committees as ex officio members. All student members of standing faculty committees are voting members and shall be selected in accordance with student government procedures.

Faculty Senate members may attend meetings of Faculty Senate committees except at times when personnel issues are being discussed. (Personnel issues shall include, but not be limited to, discussions of promotion and tenure, awards to faculty members, and grievances.)

Faculty members on leave or exchange shall relinquish their committee positions; they will be reinstated upon their return only if their absence is for one semester or less. Resulting vacancies in elective committee memberships will be filled by special election. When the vacancy is for one semester or less and an immediate replacement is needed, the Faculty chair may appoint a replacement.

In instances of routine business, committees are empowered to act as deputies of the Senate. However, any action taken by any committee is always subject to review by the Senate.

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

A description of each standing committee and its purpose follows. The committees named below are agencies of the faculty.

**Faculty Welfare Committee**

The Faculty Welfare Committee considers university policies and the enforcement of those 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. The committee consults with the administration concerning the method by which
raises are determined. In addition, this committee continually reviews and makes recommendations regarding other issues of faculty welfare including, but not limited to, policies regarding visiting professors, conditions of employment, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits.

Membership includes eight (8) faculty members, one (1) from each department. The Chancellor, the Executive Vice Chancellor for Academic Affairs, and the Human Resources Officer may sit on the committee as ex officio members. For continuity, the elected members serve for staggered terms of three years.

Courses and Curricula Committee

The Courses and Curricula Committee acts as a deputy of the Senate in a deliberative and recommending capacity concerning all requests for additions, deletions, and changes in programs, courses, and curricula and compliance with the campus’s long-range plans. Any proposed new curricula and new courses, and any course changes that affect the substance of course descriptions in the USCB Bulletin, must be submitted to the Courses and Curricula Committee for consideration. The advice of the Courses and Curricula Committee is reported to the Senate on any degree proposal. When programs are considered, the committee reviews and approves the tentative curriculum of the proposed program. The committee also recommends to the Senate policies regarding academic standards and periodic program evaluation.

Membership consists of eight (8) faculty members, one (1) from each department, the Library Director, the Registrar, the Assistant Registrar, and the Executive Vice Chancellor for Academic Affairs. The Library Director serves as a permanent member of this Committee and the Registrar, Assistant Registrar, and Executive Vice Chancellor serve as ex officio members. Elected members serve for staggered terms of three years.

Faculty Development Committee

The Faculty Development Committee plans and executes activities that enhance a strong commitment to faculty vitality and renewal. Specifically, the Faculty Development Committee:

- Works with the Office of the Executive Vice Chancellor for Academic Affairs to sponsor a new faculty orientation workshop at the beginning of the academic year.
- Sponsors workshops, colloquia, brown-bag lunch discussions, and seminars on issues related to teaching, scholarship, and service at various times during the academic year.
- Coordinates a mentoring program for new faculty.
- Develops a plan for on-going faculty development.
- Creates procedures for the application and disbursement of any available individual Faculty Development Committee funds including a mechanism for the reporting of any disbursements to the Senate.
• Reviews proposals and hears presentations from faculty about suggested faculty development activities.
• Conducts on-going evaluation of the faculty development program.
• Obtains input from faculty regarding their needs for faculty development.

Membership consists of at least five (5) faculty members including at least one (1) tenure-track (probationary) or tenured faculty member. The elected members serve for staggered terms of three years.

Faculty Library Committee

The Library Committee considers matters concerning the status and funding of the USCB libraries. It serves in an advisory capacity, approving departmental allocations and recommending policy governing the development of collections. It serves as a liaison between the library and the academic divisions for all communications concerning book orders, databases, library facilities, technology support, services, hours, and other related matters.

Membership shall consist of eight (8) faculty members, one (1) from each department. The Library Director and the Assistant Librarian serve on the committee as ex officio members. The elected members serve for staggered terms of three years.

**AD HOC FACULTY SENATE COMMITTEES**

Ad hoc committees are called into action to address specific issues and concerns as they arise. They are created as needed by the Faculty Senate chair who may also appoint some of their membership. Additionally, Ad hoc committees may be established by the chair at the written request of twenty (20) percent of the voting faculty. Ad hoc committees normally cease to exist at the end of the academic year in which they were formed unless otherwise approved to continue by vote of the Senate membership. All such Ad hoc committees report their findings and conclusions to the Senate by the first scheduled meeting of the fall semester.

Promotion and Tenure Committee

The committee makes promotion and tenure decisions. It also considers offers of rank or tenure at the associate or full professor level to prospective faculty members.

Membership for promotion and tenure considerations consists of all tenured voting members of the Senate, excepting faculty members elected to the Faculty Grievance Committee who cannot serve simultaneously on the Promotion and Tenure Committee. Additionally, administrators with faculty rank may not serve as members of this committee. At the April meeting, the chair of the Faculty Senate appoints a chair of the Promotion and Tenure Committee who serves a one (1) year term. Immediately following the April Senate meeting, the new chair calls committee members together to formulate
the schedule for the upcoming academic year, to agree upon procedures for gathering and safekeeping relevant information, and to elect the Pre-tenure Review Subcommittee identified below. When necessary the committee recommends policies to the Senate for approval, and reports its actions to the Senate and to the administration.

Pre-tenure Review Committee

The Pre-tenure Review Subcommittee provides peer review for tenure-track (probationary) faculty members. The Committee provides the faculty member with a written narrative that highlights strengths and suggests areas for improvement. Membership consists of the chair of the Promotion and Tenure Committee along with four (4) additional members of the Promotion and Tenure Committee, preferably no more than one from each department. Once constituted, these five (5) committee members formulate the schedule and internal procedures for gathering and safekeeping relevant information. When necessary, the subcommittee recommends policy changes to the Promotion and Tenure Committee for approval. Members each serve a term of one (1) year.

Additionally, a particular candidate’s job performance reviewer also serves as an ex officio member of the committee for the purpose of peer review for that candidate.

Post Tenure Review Committee

The Post Tenure Review Subcommittee evaluates tenured teaching/research faculty. Membership consists of three (3) tenured professors or tenured librarians who hold the same rank or higher as the faculty member being reviewed. At least one must be selected by lot from the same department or proximate discipline as the faculty member undergoing review. The other two names are drawn by lot from the pool of eligible tenured members. The faculty member under review has an opportunity to excuse one (1) member without explanation and ask or another drawing to find a replacement. The drawing takes place at the April meeting of the Senate. Members each serve for a one year term.

Once constituted, the committee formulates the schedule and internal procedures for gathering and safekeeping relevant information. When necessary, the subcommittee recommends policy changes to the Senate for approval.

Faculty Grievance Committee

The Faculty Grievance Committee considers individual grievances filed by faculty members in the manner specified in the USCB Faculty Manual. When, in its judgment, a grievance is determined to be well founded, the committee first attempts to resolve the matter through mediation or other appropriate action. The committee recommends to the
administration what action, if any, ought to be taken to resolve the grievance.

Membership consists of seven (7) tenured associate or full professors or tenured librarians, each with five (5) or more years experience, who have no supervisory or evaluative role over other faculty and who are elected by the faculty at the April meeting to serve a one year term.

The committee meets in the fall of each academic year to elect a chair. Members who serve on the Faculty Grievance Committee cannot serve simultaneously on the Promotion & Tenure Committee. For more information, see the Section V: Academic Grievances.

**Faculty Grievance Subcommittee**

The Faculty Grievance Subcommittee is derived from the Faculty Grievance Committee to hear specific grievances when they are filed.

Membership consists of five (5) tenured associate or full professors or tenured librarians (each with 5 or more years experience) who have no supervisory or evaluative role over other faculty. Four (4) of these members are selected by lot to become voting members of the Subcommittee and one (1) member becomes a non-voting alternate. For more information, see Section V: Academic Grievances.

**Tenure Review Board**

The Tenure Review Board is an ad hoc committee of the Faculty Grievance Committee created to determine whether adequate cause has been established in cases of faculty termination.

Membership consists of five (5) tenured associate or full professors or tenured librarians, each with five (5) or more years experience, who have no supervisory or evaluative role over other faculty. Four (4) of these members will be selected by lot to become voting members of the Subcommittee and one (1) member will become a non-voting alternate. For more information, see Section IV: Tenure & Promotion and Section VI: Faculty Separation.
APPENDIX II: BY-LAWS AND STANDING RULES
OF THE USC BEAUFORT FACULTY SENATE

FACULTY SENATE BYLAWS

ARTICLE I: NAME
The Faculty Organization of the Beaufort Campus of the University of South Carolina shall hereinafter be called the Faculty Senate or the Senate.

ARTICLE II: PURPOSE AND POWERS
The Faculty Senate of the University of South Carolina Beaufort is endowed with all the powers and authority of the university faculty. The Senate shall formulate policy regarding the educational practices and standards of the university and all other matters pertaining to the conduct of faculty affairs, subject to review and approval by the Executive Vice Chancellor for Academic Affairs, the Chancellor, the President, and the Board of Trustees.

ARTICLE III: MEMBERSHIP

Section 1
The Faculty Senate consists of full-time faculty members and professional librarians holding the rank of Instructor, Assistant Professor/Librarian or above, the Chancellor, the Executive Vice Chancellor for Academic Affairs, and such other persons as the Senate membership sees fit to elect.

Section 2
Official voting members of the Senate shall include all full-time faculty holding the rank of Assistant Professor or above, tenure-track librarians, the Chancellor, the Executive Vice Chancellor for Academic Affairs, full-time Instructors who have actively participated in Senate affairs for three consecutive years, and such other persons as the Senate sees fit to elect.

ARTICLE IV: ELECTED OFFICERS

Section 1
The elected officers of the Senate shall be a chair, a chair-elect, and a secretary. The chair and chair-elect shall each serve a two-year term. The secretary shall serve a one-year term. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Senate.
Section 2
At the regular April meeting, the secretary (and, if appropriate, the chair and chair-elect) shall be nominated from the floor and elected by secret ballot or acclamation to serve for one (1) year in the case of the secretary and two (2) years in the case of the chair and chair-elect, or until their successors are elected. Their terms of office shall run from August 16 through August 15 of successive year(s). Special elections, following the above procedure, may be held during the regular academic year to fill a vacated position.

Section 3
No member shall hold more than one office at a time and no member shall be eligible to serve more than three (3) consecutive terms in the same office.

Section 4
The chair represents the Senate to the Beaufort/Jasper County Higher Education Commission and sits as an ex officio member on administrative advisory groups that advise the Chancellor on university matters.

Section 5
The chair-elect serves as presiding officer in the absence of the faculty chair. The secretary records and distributes electronically to the members of the faculty written minutes of the meetings and annually compiles and publishes a summary of faculty actions.

 ARTICLE V: MEETINGS

Section 1
Meetings shall be held regularly during the academic year. Four meetings are scheduled per year, two in the fall and two in the spring. No ordinary business shall be conducted during the summer months when the Senate is not in session.

Section 2
Special meetings may be called by the Chancellor, the chair, or the chair-elect in the absence of the chair, or by written request of twenty (20) percent of the voting members.

Section 3
At least five (5) days written notice shall be given prior to any meeting except in cases of emergency. The term “emergency” shall be left to the interpretation of the chair.

Section 4
An agenda for each meeting shall be distributed electronically at least three (3) days prior to the meeting.
Section 5
A quorum for meetings of the Faculty Senate is forty (40) percent of the eligible voting faculty. The chair of the Senate, in consultation with the secretary of the Senate, will determine the quorum for an academic year prior to the first meeting of that academic year.

Section 6
Except in the case of absentee and mail ballots, which are not allowed in Grievance related votes, all vote counts shall be based on the official voting members who are present and voting. Proxy votes are not permitted.

ARTICLE VI: COMMITTEES

Section 1
The standing committees established by the Senate shall report to the Senate and discharge such duties as the Senate may assign to them. The Senate shall establish, abolish, or modify Senate committees as it deems necessary.

Section 2
Election of members to faculty committees shall take place in April of each year. Nominations are made from the floor by any member of the Senate, and shall remain open at that meeting until adjournment. Elections of committee members shall also take place during the April meeting of the Senate. Election of members to new committees or to fill vacancies occurring in existing committees may take place as the need arises during the year at the direction of the chair.

Section 3
Committee members elected in April will assume office with the beginning of the next academic year on August 16. The term of outgoing members will end on August 15, although no ordinary business shall be conducted during the summer months when the Senate is not in session.

Section 4
Ad hoc committees may be established as the Senate, from time to time, as deemed necessary.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1
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 standing rules the Senate adopts.
ARTICLE VIII: AMENDMENT OF BYLAWS

Section 1
These bylaws may be amended at any regular meeting of the Senate by a two-thirds vote of the entire voting faculty, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2
The bylaws may also be amended by a mail vote taken after the regular meeting, provided that the amendment has been submitted in writing at the previous meeting and time for discussion is provided at the regular meeting. A two-thirds vote of the entire voting faculty is required to pass an amendment.

ARTICLE IX: PUBLICATION OF BYLAWS AND RULES

Section 1
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.

FACULTY SENATE STANDING RULES

RULE 1: DISTRIBUTION OF MINUTES

The minutes of all Senate meetings, including all motions to be considered at the upcoming meeting, shall be submitted by the secretary who will place them on the Senate Web page at least three (3) days prior to the next regular meeting.

RULE 2: ORDER OF BUSINESS

The order of business in the Faculty Senate shall be as follows:
- corrections to and approval of minutes
- reports of officers, including reports of the Chancellor and the Executive Vice Chancellor for Academic Affairs
- reports of faculty committees
- reports of ad hoc committees
- special orders (including elections)
- unfinished business
- new business
- announcements
- Good of the Order
- adjournment
RULE 3: AGENDA AND REPORTS

Any committee or individual official voting member may place an item on an agenda by notifying the chair in writing at least five (5) days prior to the meeting. Emergency items may be brought before the Senate without prior written distribution with the permission of the chair.

Written reports from the Chancellor and Executive Vice Chancellor for Academic Affairs must be submitted to the secretary at least five (5) days prior to the meeting and made available on the Senate Web page at least three (3) days prior to the meeting. Administrative reports will not be read in the meeting, but the Chancellor and Vice Chancellor shall stand for questions and/or discussion.

Written reports from all committees must be submitted to the secretary at least five (5) days prior to the meeting and made available on the Senate Web page at least three (3) days prior to the meeting. All motions from committees must be written and made available three (3) days in advance on the Senate Web page as well as in paper format for distribution at the beginning of the meeting.

A written agenda shall be prepared by the chair and distributed via email to all members of the Senate at least three (3) days prior to the meeting.

Faculty and staff 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 chair who shall list the matter as a request for consideration. 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 the Senate agrees to consider such matters by a two-thirds vote.

RULE 4: ELECTIONS

Elections shall be conducted in the manner provided in the Bylaws of the Faculty Senate. Absentee ballots must be submitted to the Secretary in a sealed envelope at least one (1) day prior to an election. Voting shall be by secret ballot or by acclamation if no opposition exists; a majority is required for election. If no candidate receives a majority vote on the first ballot, candidates receiving the two highest number of votes shall be the nominees for the second ballot. The secretary and parliamentarian shall serve as election tellers.

RULE 5: VISITORS

The Senate may, by majority vote, permit any person to attend and address the Senate during part or all of any Senate meeting.
The President and the Vice-President of the Student Government may attend all open meetings of the Faculty Senate and, when requested by the Senate, may make reports to the body.

**RULE 6: COMMITTEE MEETINGS**

In addition to preparing a record of the Faculty Senate proceedings, the secretary of the Senate is responsible for keeping on file on the Senate Web page a record of the proceedings of standing and ad hoc committees established by the Senate.

The chairs of the committees are charged with organizing and sending the minutes and any other committee reports to the secretary by the end of the fiscal year or no later than August 1. Minutes are to be taken at all committee meetings except for the portions of proceedings that are confidential. Committee minutes shall be kept in the office of the faculty secretary.

**RULE 7: VOTING**

In accordance with Robert's Rules of Order and except in the case of elections, voting shall be carried out by voice vote or, upon request of the chair, by a show of hands. Any member of the Senate may request a written ballot at any time, and this request shall be honored.

**RULE 8: 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 and special invitees may be present.

Approved by the Faculty Senate, April 13, 2007
Changes approved by the Faculty Senate, October 29, 2010