

# Faculty Manual

## University of South Carolina Columbia

### Proposed Changes

Submitted to Faculty Senate on February 3, 2021 and March 3, 2021

Items 1-3 Approved by Faculty Senate on February 3, 2021

Items 4-5 Approved by Faculty Senate on March 3, 2021

#### Requiring action by Senate:

1. Faculty Advisory Committee (current page 7)  
Changes to formalize FAC's role in policy development/approval.
2. Faculty Budget Committee (current page 8)  
Minor changes of language required by Board of Trustees. (Redline indicates changes to current Manual language, not to revisions approved by General Faculty in September 2020, see Faculty Senate web page for that language.)
3. Committee on Instructional Development (current page 10) & Curriculum and Courses (current page 8)  
Refocus mission of InDev per ad hoc committee on curriculum approval process improvements. Conform C&C description to style sheet.
4. Faculty Welfare Committee (current page 12)  
Clarification of committee's role and composition.
5. Terms of Employment (current page 45)
  - a. Clarification for summer compensation
  - b. Clarification about outside professional activity and COI reporting
  - c. Expand current section on research faculty to all professional-track faculty
  - d. Add section on Benefits and Privileges (overview of content of current Section 4)
  - e. Delete entire Section 4 Benefits and Privileges (current page 65-67) – most detail is based on state benefits and contractual agreements that cannot be changed by faculty governance. The content is therefore moved to an appendix for administrative updates as needed.

#### Presented for information:

1. Appendix 1 (current page 68)
  - a. Editorial changes for greater stylistic consistency
2. New Appendix 4 (following current page 82)
  - a. Current Section 4 Benefits and Privileges with updates about current administrative details related to insurance and retirement

## FACULTY ADVISORY COMMITTEE

This committee ~~shall~~will advise the faculty and administration on all matters pertaining to the general policies and operations of the university that lie outside or cut across the responsibilities of other standing committees. The committee will review academic affairs policy proposals before transmittal to the Policy Advisory Committee for formal university policies or to Faculty Senate for Faculty Manual changes. It ~~shall~~will initiate studies and make recommendations to the faculty and administration regarding any matters affecting the general welfare of the university that faculty members, faculty bodies, and administrative officers refer to it. It also ~~shall~~will review proposals of other standing committees and recommend procedures for their implementation. The committee ~~will~~consists of eight elected members; the chair of the Faculty Senate, the provost, and vice provost responsible for faculty ~~development~~affairs are ex officio members.

## FACULTY BUDGET COMMITTEE

The committee ~~shall~~will consist of ~~ten~~sixteen members: ~~three~~six elected members, the current and immediate past chairs or their designees of the Faculty Advisory Committee and the Welfare Committee, the chairs or their designees of the IT Committee and the Curricula & Courses Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost and a representative of the Division of Administration and Finance ~~shall~~will serve ex officio (non-voting).

This committee ~~will~~serve as a liaison between the university administration and the university faculty (through the Faculty Senate) on matters pertaining to the university budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the university budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee ~~shall~~will have input into university budget policy in two ways. First, the chair of the Faculty Budget Committee, ~~the two~~ other ~~two~~ elected members, and the chair of the Faculty Senate will be welcomed to attend the president's budget hearings. Second, ~~the chair of the Budget Committee, the immediate past chair of the Budget Committee, and the chair of the Faculty Senate shall serve on the University Finance Committee~~members of the committee will represent the faculty on any permanent committee that may be established by the administration as part of the university-wide budget review process.

## COMMITTEE ON CURRICULA AND COURSES

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

## COMMITTEE ON INSTRUCTIONAL DEVELOPMENT

This committee ~~will~~shall initiate studies and, make recommendations to the faculty and administration ~~on to~~ enhancing the practice and status of teaching. It will review and initiate as necessary; policies governing: the approval of new courses and curricula; general education requirements; co-curricular activities; as well as student evaluation and faculty assessment of instruction. In addition, the committee will coordinate instructional innovation efforts with such bodies as may be established administratively or by the faculty for such purposes, to include innovation efforts with respect to learning spaces and instructional technology. and review distributed learning course proposals for compliance with best practice benchmarks as defined by the university and accreditation bodies. The committee shall then recommend compliant distributed learning course proposals for approval.

The membership of the committee wi~~sh~~all include seven faculty members elected for staggered three-year terms. The provost shall appoint four other faculty members, for staggered three-year terms, to guarantee broad representation of the colleges and academic ranks. The president of the student body with confirmation of the Student Senate and the Graduate Student Association, respectively, ~~shall~~will appoint one undergraduate and one graduate student to one-year terms; a representative from the Center for Teaching Excellence will serve ex officio. Additional e~~Ex~~ officio members may include representatives from the Office of the Provost, Office of Distributed Learning, ~~Center for Teaching Excellence and~~ the Graduate School, the Office of Institutional Research, Assessment, and Analytics, and the Faculty Senate Information Technology Committee.

## FACULTY WELFARE COMMITTEE

This committee ~~shall~~will consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in academic affairs policy should be forwarded to the Faculty Advisory Committee for its consideration. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees. In addition to the six elected faculty members, there will be one faculty member from the the regional Palmetto Colleges elected by the Palmetto College Campuses Faculty Senate and two members appointed by the provost. A representative of the Office of the Provost shall~~will~~ serve ex officio.

## TERMS OF EMPLOYMENT

Unless otherwise noted in the letter of appointment, employment of the members of the faculty ~~shall~~will be for a period of nine months. The salary for one semester ~~shall~~will be one-half that of the nine-month period.

Faculty members may teach during summer (May – August) subject to the teaching load, as defined, and any further limitations determined by the Chief Academic Officer. Faculty members must advise the department chair or dean before December 1 of their summer school intentions and at that time may be assigned to teach in a summer session, as conditions warrant; ~~but on the recommendation of the dean and the provost and with the approval of the president, faculty members may be assigned special duties for this period.~~ Summer school teaching ~~in the case of faculty hired after September 1, 1973, for employment beginning September 1974 or later,~~ may depend on the availability of funds or the size of enrollment. With the approval of the dean, faculty members may receive compensation for sponsored research and other duties not related to teaching during the summer months. See policy HR 1.81 Summer Compensation for Faculty for further information.

All faculty members ~~shall~~will be available from August 16<sup>th</sup> through May 15<sup>th</sup>.

## ACTIVITIES AND COMPENSATION BEYOND BASE EMPLOYMENT

Faculty members may be permitted to do professional work of an expert character outside the university and to receive pay for it when the work in question contributes to their professional development. ~~Faculty members shall not undertake outside professional work without the approval of their dean. Faculty members will report any material increase in outside professional activity immediately and will make appropriate financial disclosure as specified in ACAF 1.50 Outside Professional Activities for Faculty and RSCH 1.06 Disclosure of Financial Interests and Management of Conflicts of Interest Related to Sponsored Projects (Research).~~ The university reserves the right to declare a conflict of interest at any time; see also BTRU 1.18 Conflict of Interest. ~~See also the Policies and Procedures Manual.~~

No member of the teaching staff ~~shall~~will receive compensation for tutoring students in any course for which the member is empowered to grant the student credit or over which that member has any authority. This regulation does not prohibit tutoring for remuneration in subjects over which the tutor has no control.

Employees are subject to state law regulating dual employment; see HR 1.78 Dual Employment. ~~See also the Policies and Procedures Manual.~~

## PROFESSIONAL-TRACK RESEARCH FACULTY

~~Research professors~~Professional-track faculty on fixed-term contracts are subject to the same terms of employment as other fixed-term appointees for annual and sick leave, and to annual performance reviews by their dean or director, as described in the unit policies and procedures

~~manual. Individuals hired on fixed-term contracts as research professors professional-track faculty shall be~~ ineligible for tenure. Service in a professional-track appointment is not considered part of a probationary period for tenure consideration. Their employment may be terminated by either party upon ninety days' written notice.

## **BENEFITS AND PRIVILEGES**

Faculty of all tracks and ranks are subject to state regulations and university policies and procedures, including health insurance, retirement plans and other benefits offered by the state of South Carolina or by the University of South Carolina. Specific terms of these benefits are determined by the provider and applicable based on recorded individual Notice of Election. Other benefits and privileges include but are not limited to tuition assistance and special access to athletic tickets. Faculty have voice in the selection and potential expansion of these benefits and privileges through faculty governance processes including the Faculty Welfare Committee.

## **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 ~~shall~~ will be 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 *Policies and Procedures Manual*.

#### ~~4/BENEFITS AND PRIVILEGES~~

~~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.~~

#### ~~INSURANCE PROGRAMS~~

~~In conjunction with the state of South Carolina, the university has a comprehensive program of insurance and annuity plans for eligible members of the faculty and staff and their eligible dependents. These plans include state health insurance, health maintenance organizations, dental insurance, life insurance, long term disability insurance, auto and homeowners' insurance, and long term care insurance. Information about these plans may be obtained from the Division of Human Resources.~~

#### ~~DEFERRED COMPENSATION AND TAX DEFERRED ANNUITIES~~

~~The university offers a variety of tax deferred programs and will make payroll deductions for tax sheltered annuities, but cannot contribute to their cost~~

#### ~~RETIREMENT~~

~~Faculty members are entitled to all available benefits under law and through the state retirement system or the optional retirement program. The university may provide part-time employment for retired faculty on an annual basis. It may approve part-time service upon the written request of a retired faculty member, the recommendation of the chair or dean, and the approval of the provost and president.~~

#### ~~THE SOUTH CAROLINA RETIREMENT SYSTEM~~

~~This section is subject to interpretation by the South Carolina Retirement System and to changes the General Assembly might enact.~~

~~The state guarantees a formula return based on average salary and years of credited service with the retirement system. Any retirement system member may retire with full formula benefits at age sixty five or with twenty eight years of credited service. Members with fewer than twenty eight credited years may retire with reduced benefits at age fifty five with twenty five credited years or at age sixty regardless of the number of credited years.~~

~~Members who leave state employment before retirement may withdraw the sum of their contributions plus interest. Members with five or more credited years may leave their contributions with the retirement system and qualify for deferred retirement income at age sixty. Members with twenty five or more credited years may purchase the additional service needed for them to qualify for full formula benefits provided that they retire within ninety days of the purchase. Members who leave the university and who have twenty five or more credited years may continue contributing to the retirement system until they qualify for full formula benefits.~~

~~Faculty members may purchase service credits for certain military, federal, or out-of-state service, or for nonmember prior service with a South Carolina public agency.~~

~~Any member who becomes permanently disabled after completing five years of creditable service may apply for disability retirement benefits.~~

~~At the death of a contributing member who has at least twelve months of credited service, the retirement system shall pay to the member's beneficiary a death benefit equal to the member's annual base salary. If the deceased contributing member has at least fifteen years of creditable service, the beneficiary has other survivor options.~~

### ~~OPTIONAL RETIREMENT PROGRAM~~

~~Faculty members hired on or after July 1, 1987, may choose to enroll in the optional retirement program. State law requires that they contribute at the same rate as faculty members contribute to the state retirement system. Members of the optional retirement program are immediately vested for both the employee and employer contributions. This program does not include the disability benefits provided by the state retirement system. Retirement, death, and disability benefits are based on the cash value of the faculty member's account.~~

### ~~WORKERS' COMPENSATION~~

~~Faculty members injured on the job or suffering an occupational illness or disease may be eligible for workers' compensation benefits. If a work-related accident or illness occurs, faculty members should promptly receive medical care; notify their immediate supervisor, chair, or dean; and submit a "First Report of Injury" form, which is available from the Division of Human Resources. Failure to submit a form promptly can jeopardize a claim. When faculty members miss work because of a work-related injury, they must state in writing on forms available from the Division of Human Resources whether they will use available leave time or receive workers' compensation for the time lost from work.~~

### ~~EMPLOYEE ASSISTANCE PROGRAM~~

~~The university offers an employee assistance program for faculty who need help solving personal or work-related problems. Information about this benefit may be obtained from the Division of Human Resources.~~

### ~~TUITION ASSISTANCE PROGRAM~~

~~Eligible faculty and staff members may apply to their supervisor, chair, or dean to take, tuition-free, one three-hour course (or a four-hour laboratory course) per academic term.~~

### ~~TRUSTEES ENDOWMENT FUND~~

~~The Trustees Endowment Fund provides funds for faculty assistance and is administered by the chair of the Faculty Senate, the provost, and the president.~~

## ~~ATHLETICS TICKETS~~

~~Admission to athletic events is available to the faculty and members of their immediate families at substantially reduced season ticket rates. Tickets at these special prices shall not be sold or transferred. Notices giving details of application procedures are sent to the faculty; incoming faculty members should contact the business manager of the athletic department promptly after their arrival, as faculty seating is limited.~~



## APPENDIX I

### OFFICERS OF THE UNIVERSITY

#### PRESIDENT

The president of the university ~~shall be~~is the chief executive officer of the university system and ~~shall exercise~~s such executive powers as necessary for its appropriate governance under the authority of the Board of Trustees. The president ~~is~~shall be the primary spokesperson for the university to the alumni of the institution, the news media, the educational world, and the general public and ~~shall~~ administers university policies as promulgated by the board, speakss for the university as its chief executive officer, and coordinatess all activities of each campus of the institution directly or through designated representatives. The president ~~shall report~~s directly to the board the current affairs of all components of the university system and ~~shall discuss~~es with the board basic issues, new or alternative directions, and recommendations on new policies. The president ~~shall direct~~s, coordinatess and implementss the planning, development, and appraisal of all activities of the university system and ~~shall be is~~ directly responsible to the board for its operation. The President ~~shall serve~~s as and performss the duties of Chancellor for the Columbia campus

## APPENDIX IV

### BENEFITS AND PRIVILEGES

#### 4/ ~~BENEFITS AND PRIVILEGES~~

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.

#### INSURANCE PROGRAMS

In conjunction with the state of South Carolina, the university has a comprehensive program of insurance and annuity plans for eligible members of the faculty and staff and their eligible dependents. These plans include state health insurance, prescription benefits, dental insurance, vision care, life insurance, long-term disability insurance, flexible spending accounts, auto and homeowners' insurance, cancer protection and hospital confinement insurance. Information about these plans may be obtained from the Division of Human Resources.

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#### DEFERRED COMPENSATION AND TAX-DEFERRED ANNUITIES

The university offers a variety of tax-deferred programs and will make payroll deductions for tax-sheltered annuities, but cannot contribute to their cost.

#### RETIREMENT

Faculty members are entitled to all available benefits under law and through the state retirement system or the optional retirement program. The university may provide part-time employment for retired faculty on an annual basis. It may approve part-time service upon the written request of a retired faculty member, the recommendation of the chair or dean, and the approval of the provost and president.

#### THE SOUTH CAROLINA RETIREMENT SYSTEM

This section is subject to interpretation by the South Carolina Retirement System (SCRS) and to changes the General Assembly might enact. See the SCRS Handbook for current information.

This section is subject to interpretation by the South Carolina Retirement System and to changes the General Assembly might enact. The state guarantees a formula return based on average salary and years of credited service with the retirement system. Currently, there are two classes of membership: Class Two and Class Three. Class Two members are generally employees who

currently have earned service credit in SCRS or a correlated retirement system for a period of service prior to July 1, 2012. Class Three members are those members who do not currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012.

Class Two members may retire with full-formula benefits at age sixty-five with five years of credited years or with twenty-eight years of credited service. Members with fewer than twenty-eight credited years may retire with reduced benefits at age fifty-five with twenty-five credited years or at age sixty with at least five credited years.

Class Three members may retire with full-formula benefits at age sixty-five with eight years of credited years or meet the Rule of 90 requirement with at least eight years of earned service credit. This means that your age and years of service credit must add up to 90. Members may retire with reduced benefits at age sixty with at least eight credited years.

Active members may establish additional service credit for various types of previous employment and leaves of absence, and up to five years of nonqualified service, which is a type of service credit not associated with any specific employment. When you leave your money in your SCRS account, you retain your years of service credit, which may be added to any future service you may accrue should you later become employed in a position covered by one of the correlated retirement systems administered by PEBA. Your account will continue to earn interest until it becomes inactive. An account is considered inactive when no contributions have been made to the account in the preceding fiscal year and no other active, correlated system or State ORP account exists. You may apply for a refund at a later date or apply for a service retirement benefit upon reaching eligibility.

Faculty members may purchase service credits for certain military, federal, or out-of-state service, or for nonmember prior service with a South Carolina public agency.

If you are a Class Two member, you must have at least five years of earned service credit toward retirement unless your disability is the result of an injury arising out of and in the course of the performance of your job duties. If you are a Class Three member, you must have at least eight years of earned service credit toward retirement unless your disability is the result of an injury arising out of and in the course of the performance of your job duties.

At the death of a contributing member who has at least twelve months of credited service, the retirement system shall pay to the member's beneficiary a death benefit equal to the member's annual base salary. If the deceased contributing member has at least fifteen years of creditable service, the beneficiary has other survivor options.

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Members who leave state employment before retirement may withdraw the sum of their contributions plus interest. Members with five or more credited years may leave their contributions with the retirement system and qualify for deferred retirement income at age sixty. Members with twenty five or more credited years may purchase the additional service needed for them to qualify for full formula benefits provided that they retire within ninety days of the purchase. Members who leave the university and who have twenty five or more credited years may continue contributing to the retirement system until they qualify for full formula benefits.

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