

Palmetto College Campuses Faculty Senate

University of South Carolina

Overview of Palmetto College Campuses Faculty Manual Pending Updates

1 May 2015

Please find attached all motions affecting the *Palmetto College Campuses and Extended University Faculty Manual* for review and approval by all appropriate levels of administrative review, also including Legal and the Board of Trustees. The list below includes a brief summary of all faculty manual actions approved by the Palmetto College Campuses Faculty Senate in the 2014-2015 legislative years, by order of approval. **The page numbers below refer to the 2014 edition of the PCCFM.**

Palmetto College Campuses Faculty Senate approval date, 14 November 2014

Timely Publication of Substantive Motions

(Appendix III, Rule III – Voting, page 88)

Requires any substantive motion to be published on the Palmetto College Campuses Faculty Senate web page within 5 working days of the motion's introduction.

Palmetto College Campuses Faculty Senate approved, 13 February 2015

Clarification of Calculation of Senate Membership

(Appendix II, Article II – Members, page 84)

To clarify how Senate membership is calculated per each campus, basing a campus' Senate membership on the previous year's Fall enrollment. Implemented because new enrollment management systems move the final determination of enrollment until late in the academic year.

Inclusion of the Palmetto College Advisory Committee

(Chapter 1, section Standing Committees of the Palmetto College Campuses Faculty, page 2)

The Palmetto College Faculty Advisory Committee has existed up to now as an administrative committee out of Columbia, consisting only of appointments. This motion formally establishes the committee and the method of determining membership.

Removal of teaching evaluation data from the table in Evidence of Effective Teaching section of tenure and promotion

(Chapter 2, section Standard Bookmarks for PDF Files, Commentary column for section PCCTP-6, page 19)

Under the current format, the Global Index of the course climate survey of each course taught must be included as the first item encountered in the "Evidence of Effective Teaching" section of our T&P files. Giving the data without context here is misleading, and is also unnecessary, as the newer section PCCTP-13 Summary of Teaching Evaluations presents the same data along with the context to understand what it means. This motion replaces the chart of evaluations with a chart that lists the courses taught.

Palmetto College Campuses Faculty Senate approval date, 17 April 2015

Update Columbia Faculty Committees

(Chapter 1, section Representation on USC Columbia Faculty Senate Committees, page 4)

The USC Columbia Research and Productive Scholarship Committee is no longer a functioning committee. The Committee on Conflict of Interest is not currently included in the Faculty Manual though it has been long established. This motion deletes the defunct committee and includes a description of the Committee on Conflict of Interest.

Proposed Revision to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Timely Publication of Substantive Motions
Committee Proposing Revision	Dr. Nicholas Lawrence, Lancaster
Date of Presentation to Senate	26 September 2014
Senate Approval Date	14 November 2014

Rationale for Proposed Revisions

Recognizing the importance of the business brought before the Palmetto College Campuses Faculty Senate, this motion seeks to ensure that Senators have sufficient time to carefully consider their votes on all substantive matters. Similarly, before casting their votes Senators will have sufficient time to discuss these important matters with one another and with the broader Palmetto College Faculty membership they represent.

Summary of Proposed Revisions

Requires any substantive motion to be published on the Palmetto College Campuses Faculty Senate web page within 5 working days of the motion's introduction. **NOTE: The language of the original motion was amended to replace "5 working days" with "ten business days."**

Section and page numbers of the current *Manual* for proposed revisions:

Appendix III, Rule III – Voting. Page 88.

Current	Proposed
Only voting members of the Senate have the right to present motions and to vote. Elections will be conducted by secret ballot, and other voting will be by voice or by show of hands, unless a voting member of the Senate makes a request to the Chair for a secret ballot. A motion for a secret ballot can be so ordered by a majority vote, or by general consent. The Executive Committee members are non-voting; however, motions originating within the Executive Committee may be presented to the Senate.	Only voting members of the Senate have the right to present motions and to vote. <u>Any motion ruled substantive by the Chair of the Palmetto College Campuses Faculty Senate must be published on the Palmetto College Campuses Faculty Senate web page within ten business days of its introduction, or else it shall expire.</u> Elections will be conducted by secret ballot, and other voting will be by voice or by show of hands, unless a voting member of the Senate makes a request to the Chair for a secret ballot. A motion for a secret ballot can be so ordered by a majority vote, or by general consent. The Executive Committee members are non-voting; however, motions originating within the Executive Committee may be presented to the Senate.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Clarification of Calculation of Senate Membership
Committee Proposing Revision	Rights & Responsibilities
Date of Presentation to Senate	14 November 2014
Senate Approval Date	13 February 2015

Rationale for Proposed Revisions

- To clarify how Senate membership is calculated per each campus.

Summary of Proposed Revisions

- Bases a campus' Senate membership on the previous year's Fall enrollment.

Appendix II - "Bylaw of the Palmetto College Campuses Faculty Senate" (p. 84) under "Article II - Members"

Current	Proposed
<p>Section 2. The Senate shall consist of a minimum of three Senators from the faculty of each Palmetto College Campus. One additional Senator will be elected for each one hundred (100) full-time equivalent students above three hundred (300) enrolled for the fall semester. Specifically, a campus with a fall enrollment of at least four hundred (400) full-time equivalent students will elect four Senators, a campus with at least five hundred (500), five Senators, and so on. {section continues without modification}</p>	<p>Section 2. The Senate shall consist of a minimum of three Senators from the faculty of each Palmetto College Campus. One additional Senator will be elected for each one hundred (100) full-time equivalent students above three hundred (300) enrolled for the <u>previous</u> fall semester, <u>as reported to the South Carolina Commission on Higher Education (CHE)</u>. Specifically, a campus with <u>a-the previous year's</u> fall enrollment of at least four hundred (400) full-time equivalent students will elect four Senators, a campus with at least five hundred (500), five Senators, and so on. {section continues }</p>

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Inclusion of the Palmetto College Advisory Council
Committee Proposing Revision	System Affairs
Date of Presentation to Senate	14 November 2014
Senate Approval Date	13 February 2015

Rationale for Proposed Revisions

- The Palmetto College Faculty Advisory Committee has existed up to now as an administrative committee out of Columbia, consisting only of appointments. It was proposed that the committee instead have elected members, and the sensible way to do that is to move it under the purview of PCCFS, meaning it should have an entry in the manual.

Summary of Proposed Revisions

- We propose inserting this committee and its description into the list of Standing Committees of the Palmetto College Campuses Faculty on page 2 of the manual.

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
(on page 2, the proposed language to be inserted between the entries for Tenure and Promotion Committee and Columbia Faculty Senate)	<p>Palmetto College Faculty Advisory Committee</p> <p>This committee considers academic policy and curriculum issues concerning the baccalaureate degree programs of the Palmetto College Campuses. The committee advises the Associate Provost for Palmetto College on matters pertaining to academic policy for these programs, such as student grievances, readmission petitions, and other policy items. The committee will also consider matters pertaining to the curricula for these baccalaureate programs, and will make recommendations for curriculum changes to the Faculty Senate, via the System Affairs committee. Since these degree programs are offered under the auspices of the Provost's Office, the Columbia Faculty Senate must approve any curriculum changes for the baccalaureate degree programs as well.</p> <p>This committee will be comprised of one member from each Palmetto College Campus, elected by the faculty organizations of the individual</p>

campuses, as well as three faculty representatives appointed by the Provost or their designee. Each will serve a two-year term. The chief academic officers of the Palmetto College campuses (or their designees) will chair (with no voting privileges) this committee on a rotating basis, each serving for two year terms.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Removal of teaching evaluation data from the Evidence of Effective Teaching section of tenure and promotion files.
Committee Proposing Revision	Individual Senator Motion Referred to Rights and Responsibilities
Date of Presentation to Senate	14 November 2014
Senate Approval Date	13 February 2015

Rationale for Proposed Revisions

- Under the current format, the Global Index of the course climate survey of each course taught must be included as the first item encountered in the “Evidence of Effective Teaching” section of our T&P files. Giving the data without context here is misleading, and is also unnecessary, as the newer section PCCTP-13 Summary of Teaching Evaluations presents the same data along with the context to understand what it means.

Summary of Proposed Revisions

- We propose replacing the chart of evaluations with a chart that lists the courses taught, along with appropriate changes to the PCCTP template file.

Additionally, we request that the PCCTP template file’s version of this chart include the phrase “The formatting of this chart is one suggestion, and Faculty may use any format which includes the information described as in *Standard Bookmarks for PDF Files* in the 2015 Faculty Manual.”

Page 19, in the chart “Standard Bookmarks for PDF Files,” in the Commentary column for section PCCTP-6.

Current	Proposed
“A table with the candidate’s cumulative teaching evaluation data must be included. For librarians, use alternate form PCCTP-6L and include evaluations documenting professional achievements. See Guidelines for Documentation of Standards for Tenure and Promotion for additional information.”	“A table with the candidate’s <u>cumulative</u> -teaching <u>evaluation data history</u> must be included <u>with a semester-by-semester list of sections taught</u> . For librarians, use alternate form PCCTP-6L and include evaluations documenting professional achievements. See Guidelines for Documentation of Standards for Tenure and Promotion for additional information.”

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Update Columbia Faculty Committees
Committee Proposing Revision	Rights and Responsibilities
Date of Presentation to Senate	17 April 2015
Senate Approval Date	17 April 2015

Rationale for Proposed Revisions

- The USC Columbia Research and Productive Scholarship Committee is no longer a functioning committee.
- The Committee on Conflict of Interest is not currently included in the *Faculty Manual* though it has been long established.

Summary of Proposed Revisions

- Delete defunct committee and include description of the Committee on Conflict of Interest.

Section 1. Faculty Organization, page 4

Current	Proposed
<p>Representation on USC Columbia Faculty Senate Committees</p> <p>The Palmetto College Campuses are represented on the following committees as described in the USC Columbia <i>Faculty Manual</i>. The Palmetto College Campuses Faculty Senate elects a representative from the Palmetto College Campuses faculty to serve on each of the following committees.</p> <p>Committee on Libraries (three-year term)</p> <p>Committee on Curricula and Courses (three-year term)</p> <p>Committee on Faculty Welfare (three-year term)</p> <p>Academic Affairs and Faculty Liaison Committee (one year appointment, nominee is recommended to the President)</p>	<p>Representation on USC Columbia Faculty Senate Committees</p> <p>The Palmetto College Campuses are represented on the following committees as described in the USC Columbia <i>Faculty Manual</i>. The Palmetto College Campuses Faculty Senate elects a representative from the Palmetto College Campuses faculty to serve on each of the following <u>Senate</u> committees. <u>Full descriptions of these committees are available on the Columbia Faculty Senate and the Provost's webpages.</u></p> <p>Committee on Libraries (three-year term)</p> <p>Committee on Curricula and Courses (three-year term)</p> <p>Committee on Faculty Welfare (three-year term)</p> <p>Academic Affairs and Faculty Liaison Committee (one year appointment, nominee is recommended to the President)</p>

Research and Productive Scholarship Committee (one year appointment, nominee is recommended to the President)

The Senate elects representatives and nominees for recommendation at its final meeting of the year. Representatives will assume their duties on August 16 and will report in person to the Palmetto College Campuses Faculty Senate.

~~Research and Productive Scholarship Committee (one year appointment, nominee is recommended to the President)~~

The Senate elects representatives and nominees for recommendation at its final meeting of the year. Representatives will assume their duties on August 16 and will report in person to the Palmetto College Campuses Faculty Senate.

[Representation on USC Columbia Faculty Special Advisory Committees](#)

~~Committee on Conflict of Interest (three-year term, nominee is recommended to the Provost)~~