

TWO YEAR CAMPUS FACULTY SENATE MEETING

USC-UNION

Minutes: November 16, 1979

Call to Order and Correction and Approval of Minutes

Chairperson Beth Dunlap (Beaufort) called the meeting to order, after which she asked for corrections to the Minutes of the September 21, 1979 meeting. No corrections were made and the Minutes were approved as published.

Introduction of Speaker

Chairperson Dunlap introduced the guest speaker, Mr. Tim Quinn of the University Office of Legal Affairs who spoke on the proposed USC grievance procedure and its ramifications. He stated that, in light of the recent Attorney General's opinion and pending the approval of proposed exempting legislation, USC faculty now have access to state grievance procedure, and that the University is now developing a series of procedures whereby faculty members will have both an internal grievance procedure and access to the state grievance system. He noted that individual faculty organizations and the Two Year Campus Faculty Senate are currently developing procedural plans for each campus and for the system, and he presented the USC model grievance procedure plan which may be utilized as a guidance tool. Briefly stated, under the model, if an individual is denied tenure or is advised of non-reappointment, he may request an oral conference with his dean within ten days, and he can request a written judgement within thirty days of the original notice. If dissatisfaction continues to exist, a written grievance statement can be presented within forty-five days of contract termination to the faculty welfare committee which would determine due process from a procedural standpoint. The committee's recommendation would be returned to the dean who will then render an ultimate decision. If the final decision is not satisfactory the individual may (within ten days) appeal to the South Carolina State Employees Grievance Committee. (See Appendix I for full text of model grievance procedure.)

During the discussion following Mr. Quinn's presentation, several questions arose concerning the function and responsibility of the faculty grievance committee as presented in the model vis-a-vis being merely procedural in nature and its reporting back to the dean. Other questions involved the positive and negative aspects of a state grievance committee as the final determiner verses the present system in which the final determination remains within the University. The question of the proposed system in regard to a current tenure and promotion policies was raised, and Mr. Quinn replied that a determination remains to be made in that matter. In regard to the place of the proposed faculty evaluations in such a system, Mr. Quinn noted that they will help clarify and justify employment continuance procedures. Mr. Quinn further stated that all levels must upgrade the documentation of employee work history. In response to another question, Mr. Quinn replied that the

) proposed grievance procedure only covers the area of employment and that other procedures exist for affirmative action, academic freedom, etc.

Comments by University Officials

Associate Vice President Bob Alexander reported on several items of interest:

- 1) Budget forecast. Associate Vice President Alexander noted that the University has requested 101.4 million including all campuses and the Medical School in appropriated funds for 1980-81. The CHE has recommended 92.5 for all campuses excluding the Medical School and 98.3 including the Medical School. At this time, the Budget and Control Board has recommended \$80 million which is \$3 million less than the University received last year. He noted the need to obtain adequate funding and the possible negative impact of inadequate future appropriations. Dr. Alexander also noted that the Budget and Control Board has recommended a 10.5% salary increase (7% cost of living, 3.5% merit) but emphasized that it was only a recommendation. He further commented that although next year will be a tight budget year, the formula funding approach should benefit all campuses except Sumter.
- 2) CHE Master Plan. Dr. Alexander stated that the two year campuses are most affected by the master plan recommendations where it calls for the three tier system and the lower division. He noted that the University's response to the plan has been prepared and is available for study at all campuses, and that the legislature will be the final determining entity in regard to the plan. (Copies of the University's response were given to each senator).
- 3) Annual evaluation and review. Dr. Alexander noted that the annual evaluation of all faculty members will begin in the near future. (See discussion of this subject under Rights and Responsibilities Committee below.)
- 4) Tenure and Promotion. Dr. Alexander communicated Vice President Duffy's desire that all members of the interior and exterior tenure and promotion committees be tenured faculty. Professor Jimmie Nunnery (Lancaster) noted that it was assumed that when the T&P procedures was revised last year that it would also apply to interior T&P committees. He stated that the Rights and Responsibilities Committee would look into the matter and recommend necessary corrections.

Ms. Miriam McNair, Director of Educational Referral Services (ERS), commented on the functions of her office. She noted that ERS is a newly developing community program designed to: Collect and distribute educational opportunity information; encourage and support adults in the continuance of their education; assist adults in setting educational goals and matching goals with appropriate resources; provide assistance in the selection of available programs; and assist adults with college entrance procedures and regulations. Ms. McNair emphasized that this program is not a recruitment tool, but is intended to provide assistance to all individuals seeking personal and educational growth and satisfaction, career change and advancement in their career fields. She noted that brochures detailing ERS will be available at all campuses and that a series of workshops will be held at all campuses in the near future to publicize the program. The first two workshops will be in December -- Dec. 5 at Salkehatchie and Dec. 10 at Aiken -- and the

remainder of the programs will be held in spring, 1980. Contact persons at each campus are: Beaufort - Vince Mesaric; Lancaster - Bob Rice; Salkehatchie - Bess Lawton; Sumter - Dick Diebolt; Union - Bill Littleton. She also distributed the copies of the South Carolina Career Guide, an occupational career guide prepared by ERS.

Dean Jim Camp (Lancaster) noted that his campus is investigating a possible cooperative project to publicize ERS, and that he is hopeful of support from other campuses in this endeavor.

Mr. David Hunter, Coordinator of Student Services, spoke on the functions of his office, stating that his is a staff coordination function working with and through the student service coordinators on each campus. He noted that future projects will include a continuance of the Deans' Tour with the addition of non-academic personnel to assist students in the transition to Columbia. Mr. Hunter also commented on the recent student leadership workshop and his commitment to continue and broaden this concept. He noted that he will undertake a survey to ascertain student interest and input into inter-campus social and athletic functions.

Reports from Standing Committees

Rights and Responsibilities. Chairman Jimmie Nunnery (Lancaster) stated that the committee had several informative items to discuss:

- 1) Proposed review and evaluation procedure - Professor Nunnery noted that since his committee presented its Motion #1 (providing for faculty review, Minutes, September 21, 1979, Page 3), evidence was presented that a review procedure would be forthcoming. Such a procedure was detailed in a November 14, 1979 memo from Vice-President Duffy delineating the evaluation procedure and format (see Appendix II). Professor Nunnery noted that this procedure will satisfy the intent of the tabled motion, and that it will provide for an annual review with categories similar to faculty manual criteria for promotion and tenure and also bring non-classified personnel into the evaluation process.

Professor Robert Castleberry (Sumter) questioned whether the proposed system would utilize categorical quotas similar to the classified system. Professor Nunnery: No.

Dean Jack Anderson (Sumter) asked if these forms will be permanent and utilized for tenure and promotion consideration. Professor Nunnery: Probably. Associate Vice-President Alexander added that the form was devised to comply with grievance requirements and it would be difficult to evaluate an individual as outstanding and then deny tenure. Professor Nunnery also noted that even if the University is exempted from the state grievance procedure it is the intent of the administration that the annual review and evaluation procedures should continue.

Professor Nunnery then presented Motion #1 of the committee: "That Motion #1 of last meeting (as noted above) be tabled since the memorandum from the office of the V.P. for Two Year Campuses and Continuing Ed., dated 14 Nov. 1979, accomplishes the intent of the committee." The motion was approved.

- 2) Statement of information concerning proposed faculty bill of rights - Professor Nunnery stated that the committee is delaying action on

the bill of rights investigation instituted at the last meeting pending the approval of a system grievance procedure. He noted that the procedure may eliminate the need for a bill of rights.

- 3) Amendment of administrative termination motion - Professor Nunnery moved "that Motion #2 of his committee (providing for restrictions on administrative termination of faculty during T&P proceedings, Minutes, September 21, 1979, Page 3) be amended to take effect after the second year of employment." The motion was approved.
- 4) Matter of information - Professor Nunnery stated that the committee has been charged with developing a system grievance procedure for presentation at the next Senate meeting. The committee will meet December 14, 1979 and it is requested that any information to be presented be communicated to the committee representative on each campus.

In relation to the above, Chairperson Dunlap questioned Vice-President Alexander concerning administrative approval of campus internal grievance procedures. Dr. Alexander stated that the Office of Legal Affairs will study all campus proposals for compliance with legal requirements.

Financial Concerns. Acting Chairperson Helen Parrish (Union) presented one matter of information and one motion:

- 1) Matter of information - The committee requested the status of the question of University insurance coverage of personal items on campus. Associate Vice-President Alexander replied that the University does not have such coverage and none is foreseen. He suggested the extension of personal homeowner's coverage as one solution to the problem.
- 2) Motion - "That this body go on record as commending the administration for obtaining additional diagnostic insurance coverage for University employees on our Blue Cross/Blue Shield policy." The motion was approved.

Intra-University Services and Communications. Chairman Tandy Willis (Union) reported that the committee is studying the feasibility of reducing the present thirty hour residency requirement for the associate degree on the two year campuses. He noted that this requirement was the same as that for a baccalaureate degree and hoped that a reduction would increase campus enrollments.

During the discussion that ensued it was noted that the residency requirement seems to vary from campus to campus. Associate Vice-President Alexander stated that the catalog requires thirty hours with fifteen for the military campuses. He noted that this matter was presently under study and that he would welcome further study and recommendations in regard to this matter by the committee.

Executive Committee. Chairperson Dunlap reported that, in response to a request from the Financial Concerns Committee, a University financial affairs officer will be present at a future Senate meeting to discuss financial concerns. She also announced that the Senate Executive Committee would meet January 18, 1980 and the next Senate meeting will be Friday, February 15, at USC-Lancaster.

Reports From Special Committees

Library Committee. Representative Tandy Willis (Union) reported that the committee had not met since the last Senate meeting.

Curricula and New Courses. Representative Marion Preacher (Salkehatchie) reported that several items of Senate interest were discussed at the October meeting of the committee: The department of Math and Computer Science has added a degree program in statistics, anthropology, art, foreign languages, and theatre and speech have added new courses; and the HRTA program will be submitted to the December Faculty Senate for approval consideration. She noted that the latter program is unique in that, through the College of General Studies, either an associate or bachelor's degree may be earned in Hotel, Restaurant or Tourism Administration.

Professor Jerry Dockery (Military) questioned whether the new curriculum for nursing students had been approved; Professor Preacher replied that she believed it had and was now in force.

Faculty Welfare Committee. Representative Jerry Dockery (Military) reported that this committee has engaged in much discussion regarding the tenure and promotion process including procedures and the matter of procedural confidentiality. In a related matter, he noted that the committee regards the forthcoming evaluation procedure as a beneficial counseling tool rather than as a retributive document. Finally, Professor Dockery noted that a question regarding the legality of a two year campus representative on the Welfare Committee had been satisfactorily resolved.

Academic Affairs - Faculty Liaison Committee. Representative Jimmie Nunnery (Lancaster) reported on the September 27 meeting of the committee. He noted that masters and doctoral degree programs in statistics had been approved by the committee and the Board of Trustees, and that the proposal would be submitted to the Commission on Higher Education (CHE). He also commented on the above-noted CHE report, stating that the administration and the Board disagreed with portions of the report and would present their objections in a formal pronouncement. Professor Nunnery further stated that the committee studied a proposal for the restructuring of the College of Public Health and the College of Health and Physical Education into a College of Health Sciences with Dr. Winona Vernburg of Public Health as Dean of the proposed college. He noted that this proposal was approved by the committee and the Board and was to become effective October 1, 1979. Professor Robert Castleberry (Sumter) asked if any degree requirements in Health and PE would change. Professor Nunnery responded in the negative; Physical Education will be a free standing department in the College of Health.

Professor Nunnery also reported that the committee, in executive session and acting in its capacity as Final Court of Appeals, heard an appeal of a cheating conviction. The conviction was upheld.

As a matter of Senate information, Professor Nunnery listed the several types of dishonest conduct as contained in the Code of Academic Responsibility:

1. Utilizing written information not permitted.
2. Receiving written information from a person other than the instructor.

3. Receiving oral information from a person other than the instructor.
4. Stealing a copy of an examination before it is administered.
5. Buying a copy of an examination before it is administered.
6. Selling a copy of an examination before it is administered.
7. Using a copy of an examination before it is administered.
8. Assisting a student in utilizing written information not permitted.
9. Assisting a student in receiving written information from a person other than the instructor.
10. Assisting a student in receiving oral information from any person other than the instructor.
11. Assisting a student in stealing a copy of an examination before it is administered.
12. Assisting a student in buying a copy of an examination before it is administered.
13. Assisting a student in selling an examination before it is administered.
14. Assisting a student in using a copy of an examination before it is administered.

Professor Nunnery also reported that he has been elected Chairman of the Academic Advisory-Faculty Liaison Committee and Faculty Representative to the U.S.C. Board of Trustees.

Academic Foreward Planning Committee. Representative John Samaras (Lancaster) was not present but communicated his report. He noted that the committee met October 12 to consider the Faculty Advisory Committee recommendation of grievance procedures and a proposal from the College of General Studies to establish a Center for Child and Family Studies. No action was taken in either of the above. An October 19 meeting was devoted to developing the University's response to the CHE Master Plan Proposal. A November 2 meeting considered, but took no action on, a proposal from the School of Public Health to establish an Environmental Health Research Center.

Systems Committee. Representative Beth Dunlap (Beaufort) reported that the committee had selected the 1980 commencement theme and that the committee had discussed the proposal for the two year campuses to apply for Southern Association accreditation as a system rather than by individual campus.

Dean Jack Anderson (Sumter) noted that the University is studying the feasibility of combining all policy manuals into a document applicable to the entire system.

Unfinished Business.

) None.

New Business.

None.

Announcements.

None.

Chairperson Dunlap then asked for a motion to adjourn. The motion was made and the meeting was adjourned.

Respectfully submitted,

Beth Thomas
Recording Secretary

Jim Otten
Secretary

Proposed Model, Grievance Procedures for Faculty Members

When a probationary faculty member is to receive a notice of nonreappointment and/or denial of tenure followed by terminal contract, he should be advised that he has a right to request reconsideration of this decision by filing a grievance.

The steps of the grievance procedure should be explained to the faculty member, and are as follows:

1. Within ten (10) days the faculty member must request a conference and oral explanation from his Department Head, Dean, or Chief Administrative Officer regarding the action taken.

2. If the oral explanation is not felt to be satisfactory, the faculty member must within thirty (30) days from the date of the notice of nonreappointment and/or denial of tenure followed by terminal contract, request from the Dean of the College a written summary of the faculty member's case upon which judgments were made and action taken.

3. After receiving the written statement from the Dean, if the faculty member believes that there are grounds for reconsideration, he may state in writing the grounds for that belief and submit them to the President, Chancellor, or Dean, as appropriate.

4. After the President's, Chancellor's or Dean's consideration, if the faculty member remains dissatisfied, he may petition the Faculty Grievance Committee for consideration of his grievance. Such a request must be made to the

) Chairperson of the Faculty Grievance Committee no later than forty-five (45) days prior to termination of his contract.

5. The recommendation of the Faculty Grievance Committee will then be submitted to the President, Chancellor or Dean who will then render an ultimate decision.

6. If the final decision is not satisfactory to the faculty member, he may within ten (10) days thereafter file a notice of grievance to the South Carolina State Employees Grievance Committee.

NOTE: This is a proposed set of procedures and may be used in this interim prior to the adoption of formal procedures.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

Office of the Vice President
for Two-Year Campuses
and Continuing Education

November 14, 1979

Memorandum

TO:

FROM: Dr. John J. Duffy

SUBJECT: ANNUAL REVIEW OF FACULTY

As you know the State Personnel Division has ruled that faculty may grieve to the State Employees' Grievance Committee. Therefore, it is essential that Faculty receive an annual review by their appropriate supervisors. Please use the attached form which will insure that you comply with State Standards of Evaluation. The following performance factors are to be used:

1. Teaching Effectiveness
2. Campus Activities
3. Community Service
4. Personal and Professional Growth and Experience
5. Research and/or Scholarship
6. Institutional Support

These evaluations should be completed on New Faculty and returned to my office by March 1, 1980. In the case of Continuing Faculty, the forms should be returned as soon after January 1 as possible.

JJD/mm

Enclosure

PLEASE COMPLETE AND RETURN TO: Office of the Vice President for
Two-Year Campuses & Continuing Education

EMPLOYEE DATA :

NAME:

SOCIAL SECURITY NO:

DEPARTMENT:

TITLES: 1:

ACCOUNTS:

2:

JOB CLASS:

SLOT:

EFFECTIVE DATE:

PERFORMANCE FACTORS	OUT- STANDING	ABOVE AVERAGE	SATIS- FACTORY	MAR- GINAL	UNSATIS- FACTORY	NOT APPLICABLE
1. Teaching Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Campus Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Community Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal & Professional Growth & Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Research and/or Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Institutional Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL APPRAISAL:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

If the employee's overall performance is judged to be marginal or unsatisfactory, a copy of the letter to the employee citing specific performance deficiencies must accompany the completed review.

Please verify the following information:

Date entered tenure-eligible position: ___ - ___ - ___ Tenure: Yes ___ No ___

Date
Received
Tenure:
___ - ___

Signature of Employee

DATE

Signature of Dept. Chairman

Signature of Dean