

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

Brief Title of Proposed Change	Adding, updating links to policies
Committee Proposing Revision	Executive
Date of Presentation to Senate	2/22/19
Senate Approval Date	2/22/19

Rationale for Proposed Revisions

- For clarity and convenience, links to official USC policies are added when they are referenced in the manual. In 4 places, these references are updated.

Summary of Proposed Revisions

- On page 8, references to ACAF 1.06 L and ACAF 1.06 M-P are made. These seem to refer to a previous version of ACAF 1.06. Those references are updated to ACAF I.C.3.b. and ACAF I.C.3.b-f.
- On page 74 is a reference to HR 1.60. This should be a reference to ACAF 1.60.
- On page 14, a reference to ACAF 1.12 exists. This is changed to ACAF 1.01.
- On page 63, references are made to RSCH 5.03, 5.04 and 5.05. Those policies have been consolidated to ACAF 5.03.
- Additionally, references to ACAF and HR policies throughout the document have been given hyperlinks to the appropriate page in the USC Policies and Procedures manual.

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

Current	Proposed
<p>p.8: Rank of Instructor</p> <p>To be eligible for the rank of Instructor, a faculty member must have completed at least 18 graduate semester hours in the assigned teaching field and hold a master’s degree. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation. Such exceptions must be justified by the institution on an individual basis. This is a non tenure-track position. See <i>Policies and Procedures Manual</i>. (ACAF 1.06 L)</p> <p>To be eligible for the rank of Instructor, a library faculty member will normally be expected to hold a master’s degree from an</p>	<p>p.8: Rank of Instructor</p> <p>To be eligible for the rank of Instructor, a faculty member must have completed at least 18 graduate semester hours in the assigned teaching field and hold a master’s degree. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation. Such exceptions must be justified by the institution on an individual basis. This is a non tenure-track position. See <i>Policies and Procedures Manual</i>. (ACAF 1.06 I.C.3.b.)</p> <p>To be eligible for the rank of Instructor, a library faculty member will normally be expected to hold a master’s degree from an</p>

institution whose program is accredited by the American Library Association (ALA). This is a non tenure-track position. See *Policies and Procedures Manual*. (ACAF 1.06 L)

The qualifications for appointment to positions bearing titles which are less frequently used (Lecturer, Research Professor, etc.) can be found in the *Policies and Procedures Manual*. (ACAF 1.06 M-P)

p. 14

The inclusion of an academic title in an appointment places the individual in the campus's tenure track with the same rules and procedures for tenure and promotion and the same probationary periods as the faculty holding academic ranks. (ACAF 1.12)

p.63

The University accepts an ethical and scientific responsibility to provide humanely for the welfare of all animals used in education and research at USC. Therefore, all such use of animals must be done in compliance with the following University of South Carolina policies:

ACAF 5.03: Care and Use of Laboratory Animals

ACAF 5.04: Protocol for Reporting Misuse of Animals

ACAF 5.05: Inspection of USC Animal Facilities by Non-USC Personnel

p. 74

Part-time status is allowed for full-time faculty and staff if approved. Full health

institution whose program is accredited by the American Library Association (ALA). This is a non tenure-track position. See *Policies and Procedures Manual*. ([ACAF 1.06 I.C.3.b.](#))

The qualifications for appointment to positions bearing titles which are less frequently used (Lecturer, Research Professor, etc.) can be found in the *Policies and Procedures Manual*. ([ACAF 1.06, I.C.3.b-f.](#))

p.14

The inclusion of an academic title in an appointment places the individual in the campus's tenure track with the same rules and procedures for tenure and promotion and the same probationary periods as the faculty holding academic ranks. ([ACAF 1.01](#))

p.63

The University accepts an ethical and scientific responsibility to provide humanely for the welfare of all animals used in education and research at USC. Therefore, all such use of animals must be done in compliance with University of South Carolina policy [RSCH 5.03](#): Care and Use of Laboratory Animals.

p.74

Part-time status is allowed for full-time faculty and staff if approved. Full health insurance and state retirement benefits are

insurance and state retirement benefits are provided if the faculty or staff member is working at least twenty hours per week. See University Policy HR 1.60.

Elsewhere:
Hyperlinks added to ACAF and HR policies when mentioned.

provided if the faculty or staff member is working at least twenty hours per week. See University Policy [ACAF 1.60](#).