



UNIVERSITY OF
South Carolina
UNION

A Regional Palmetto College

FACULTY HANDBOOK

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PREAMBLE

The Faculty Handbook of the University of South Carolina Union (hereafter referred to as USCU) sets forth the institution's policies and procedures regarding the faculty, their rights and their responsibilities.

This handbook is supplementary to *The Palmetto College Campuses Faculty Manual* (formerly the Regional Campuses Faculty Manual and referred to below as PCCFM) and *The USC Policies and Procedures Manual*. It documents heretofore unwritten policies and current practice of the USC Union faculty and administration, and is revised and updated as needed by order of the USC Union Faculty Organization. Suggestions from faculty for improvement of future editions of the Handbook are encouraged.

INSTITUTIONAL MISSION

USC Union Mission Statement, Approved October 11, 2019 by the Board of Trustees

The Union regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Union has as its mission to provide higher education and intellectual leadership for its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. The Union regional Palmetto College campus offers varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life.

The Union regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate- level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The Union regional Palmetto College campus was established to encourage higher education in the counties of Chester, Cherokee, Fairfield, Laurens, Union, and York. The original design of the institution incorporated a flexibility that has allowed changes in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Union regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes noncredit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Union regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal, and global responsibilities, Union promotes courses, activities, and attitudes which influence the life of the mind in men and women and instill in them a thirst to continue learning throughout life.

The Union regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

University of South Carolina System Mission Statement, Approved October 11, 2019 by the Board of Trustees.

The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina System offers degree programs at the associate's, bachelor's, master's, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.

With a flagship campus recognized by the Carnegie Foundation as a top research and community engaged institution and nationally ranked in start-up businesses, and an eight-campus system that confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the university has a profound relevance, reach, and impact on the people of the state. The University of South Carolina System provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

Palmetto College Values Statement from 2018 Blueprint

All the entities of Palmetto College fully embrace the University System Mission Statement. Further, we look to the past for reinforcement of its emphasis on serving the state. Specifically, a marker erected on the historical University Horseshoe in 1936 refers to the University as a "Faithful index to the ambitions and fortunes of the state." In 1937, USC Professor of English Havilah Babcock stated, "Our campus is the state. If you can't come to the University, then the University will come to you." All those associated with the Palmetto College effort keep the service to the state and its citizens emphasized in these statements at the forefront of our thoughts and actions as we seek to serve those for whom traditional enrollment in higher education presents challenges and opportunities.

USC UNION FACULTY ORGANIZATION BY-LAWS

Article I: Purpose and Powers

The University of South Carolina Union Faculty Organization is a body created to facilitate, subject to administrative review, those policy-making decisions stipulated by the PCCFM.

It will propose, through its Palmetto College Campuses Faculty Senate; matters of interest to the Palmetto College Campuses and will determine the manner in which Palmetto College Campuses Senate policy decisions are implemented at USC Union.

Article II: Membership

All full-time faculty, professional librarians, and such others as the faculty shall designate by a two-thirds majority vote shall have voting membership. Adjunct faculty members shall be considered for annual membership at the first regular meeting in the fall. The dean of the campus shall be a voting member of the Faculty Organization.

Article III: Officers

Section 1.

The officers of the organization shall be a Chair, Vice-Chair, a Secretary, and such other officers as the organization may establish from time to time. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority and rules adopted by the organization.

Section 2.

The Chair (1) presides over all meetings, (2) supervises the work of other officers and committees, (3) votes only in the event of a tie, and (4) represents the organization.

The Vice-chair assumes the duties of the Chair when the Chair is unable to fulfill those duties and assumes other duties at the discretion of the Chair.

The Secretary (1) notifies members of scheduled meetings, (2) keeps and posts the minutes, (3) files copies of committee reports, (4) handles correspondence, and (5) maintains the official written and electronic copy of the USC Union Faculty Handbook and the USC Union Faculty Organization By-Laws.

Section 3.

The officers shall serve one- year terms and shall not be elected to more than three consecutive terms.

Section 4.

Officers shall be elected by the organization at the last regular meeting in the spring and shall

assume their duties immediately thereafter.

Article IV: Meetings

Section 1.

Regular meetings shall be held monthly during the academic year unless otherwise ordered by the organization.

Section 2.

Special meetings of the organization can be called by the Chair and shall be called upon request of one-fifth of the voting membership of the organization. The purpose of the meeting shall be stated in the call.

Section 3.

A majority of full-time faculty shall constitute a quorum.

Article V: Elections

Section 1.

In the case of positions to be filled by the Faculty Organization, nominations shall be made from the floor. Voting shall be by voice or by show of hands, unless a secret ballot is requested. A majority of those present is required for election.

Section 2.

If no candidate receives a majority on the first ballot, the candidates receiving the highest and next highest number of votes shall be the nominees for the second vote.

Section 3.

Calendar of elections:

POSITION	TIME OF ELECTION
System Grievance	First fall meeting
Tenure and Promotion (local and system)	First fall meeting
Consider adjunct members	First fall meeting
PCC Faculty Senators and alternate	March meeting
Officers	Last spring meeting
Faculty Organization Committees	Last spring meeting
Peer Review	Last spring meeting
Columbia Senate	Last spring meeting

Article VI: Representation to USC Columbia and Palmetto College Campuses Faculty Senates

Section 1.

Representatives in the number stipulated by the PCCFM are to be elected for three-year terms on a rotating basis.

Section 2.

The spokesperson shall be the Palmetto College Campuses Faculty Senate Executive Committee member. If there is no Executive Committee member from USC Union, the Senior Senator as determined by current years in the Senate will be the spokesperson.

Section 3.

An alternate (one-year term) shall be elected each year.

Article VII: Faculty Committees

Section 1.

Standing committees - The Faculty Organization shall accept as standing committees the following, which shall act in an advisory capacity to the Faculty Organization:

Faculty Advisory Committee

The Faculty Advisory Committee performs the following functions:

1. Considers matters related to the general welfare of USC Union and related to faculty governance including assigning items to be addressed by standing committees. The assignments will be made through a process of advance planning for the upcoming year.
2. Considers unforeseen issues of a general nature not clearly related to the charges of any one standing committee as they arise during the year and advises the Dean and the appropriate standing committee regarding policy, planning, strategies, and tactics in relation to these issues.
3. Initiates assessment and effectiveness activities and evaluates the results of those activities on campus. Also, the committee makes recommendations concerning the improvement of assessment and effectiveness process.
4. Makes recommendations in the areas of campus facility development and public relations.

Members of this committee include the Faculty Organization Chair (who serves as the Chair of the committee), and the Chairs of the other standing committees.

Academic Affairs Committee

The Academic Affairs Committee performs the following functions:

1. Considers academic programs and standards, library policy, advisement procedures, class scheduling, the Distinguished Teaching Award program, admission standards, and other matters related to scholarship and/or the curriculum.
2. Considers ethical problems associated with the use of human subjects in research and/or testing.
3. Proposes revisions to the Faculty Handbook.

Members of this committee include three faculty members, one Freshman SGA member, and one sophomore SGA senator. The Associate Dean of Academic Affairs may serve as an ex officio member of this committee.

Student Affairs Committee

The Student Affairs Committee performs the following functions:

1. Review student activities.
2. Reviews and makes recommendations regarding policies related to student rights and responsibilities.
3. Handles all student grievances and student discipline matters (See Academic Bulletin for Student Grievance Procedures).
4. Considers any admission or readmission requiring special attention in the judgment of the Director of Enrollment Services and the Chair.
5. Considers all petitions for grade changes.
6. Makes recommendations in the area of student enrollment.

Members of this committee include the SGA president, SGA Vice-President, and the SGA Secretary-Treasurer. The Director of Enrollment Services may serve as an ex officio member of this committee.

Scholarship Committee

The Scholarship Committee performs the following functions:

1. Helps organize the annual Family Fund campaign and oversees the disbursement of those funds; the Staff Organization representative assists with Family Fund decisions.
2. Reviews scholarship requests and makes recommendations about awards.

Members of this committee include three faculty members and the Associate Dean of Academic Affairs. The Director of Financial Aid oversees but is a non-voting member.

Faculty Welfare Committee

The Faculty Welfare Committee performs the following functions:

1. Considers matters concerning faculty rights and responsibilities, including faculty grievance and discipline (see PCCFM for faculty grievance procedure).
2. Distributes requests for service on faculty committees and makes recommendations regarding this service.
3. Organizes special faculty activities.

Members of the committee include three faculty members. The Associate Dean of Academic Affairs may serve as an ex officio member of this committee.

Diversity, Equity, and Inclusion (DEI) Committee

The Diversity, Equity and Inclusion Committee at U of SC Union performs the following functions:

1. Commits to the advocacy of a campus environment that addresses issues of diversity and inclusion that will promote and maintain a supportive learning environment for all.
2. Creates a campus community that focuses on initiatives, curriculum, events, and activities that promote policies and values that in accordance with the Carolinian Creed

“discourage(s) bigotry, while striving to learn from differences in people, ideas and opinions”.

3. Recommends institutional policies that stand for positive action in affirming the rights of all persons, regardless of category, and aim to dismantle institutionalized racism and discrimination wherever it is found.

Members of the committee include 4 faculty members, 2 staff members, Disabilities Coordinator (7-person committee with voting rights) and a student advisory group (non-voting members). The Disabilities Coordinator is the only permanent member, two-year commitment, and then develop the following term limits: 2-year term for chair, year vice-chair, 1 year secretary, (staggered) - Election for vice chair, secretary, and appointment of members (preference w/ term limits) will happen annually. Election of chair will happen bi-annually. New chair should be someone who has been on the committee for the previous year.

Academic Intervention Committee

The Academic Intervention Committee performs the following functions:

1. Evaluates a student’s performance after he/she/they are referred by faculty or staff taking into account factors that may be inhibiting the student to succeed academically including, but not limited to: disability, work/life balance issues, gaps in foundational skills
2. Provides early intervention across campus units to support students in poor academic standing
3. Ensure the students have access to the necessary resources to succeed academically, both on and off campus.

Members of the committee include: Associate Dean of Academic Affairs, Student Academic Success Center Coordinator, Chair of Academic Affairs Committee, Chair of Student Affairs Committee, Student Life Coordinator, One Faculty Member not serving in the aforementioned categories, Financial Aid Director, and the Disability Services Coordinator.

Section 2.

Special committees-The Faculty Organization recognizes the following special committees:

USC Union Tenure and Promotion Committee

The Tenure and Promotion Committee shall review tenure and promotion applications of faculty members and will make recommendations to the Dean of the campus.

Members of this committee include five tenured faculty members elected by secret ballot by the Faculty Organization. The member receiving the greatest number of votes shall act as Chair and call the first meeting at which a Chair shall be elected.

Palmetto College Campuses Tenure and Promotion Committee

The Palmetto College Campuses Tenure and Promotion Committee shall review all applications for tenure and/or promotion from faculty members in Palmetto College.

Members of this committee include two tenured faculty members above the rank of Assistant Professor elected yearly by the faculty at USC Union.

Peer Review Committee

The Peer Review Committee shall coordinate peer reviews of all full-time and onsite part-time faculty.

The committee shall consist of five faculty members elected by the Faculty Organization at the last spring meeting.

For procedure and forms, see USC Union Faculty Handbook---Evaluation---Peer Evaluation of Full-Time and Part-Time Faculty.

Faculty Senate

The Faculty Senate representatives are responsible for representing the interests of USC Union in the senates and for informing the Faculty Organization of the activities of these senates.

This committee consists of a Palmetto College Campuses Senate delegation based on enrollment (with a minimum of three senators), one Palmetto College Campuses Executive Committee member, and an appropriate number of representatives to the USC Columbia Faculty Senate.

Section 3.

Committee membership shall be determined at the last Faculty Organization meeting in the spring.

For the purposes of these bylaws, “ex officio” members of committees shall be non-voting members.

Section 4.

Other special committees may be established as the Organization deems necessary with the members to be selected as directed by the Organization.

Article VIII: Parliamentary Authority

The current edition of Robert’s Rules of Order shall be used in all cases in which it is not inconsistent with the bylaws or special rules which the Organization may adopt.

Article IX: Amendments

The bylaws may be amended at any regular meeting by a two-thirds vote provided the proposed amendment was submitted in writing at the previous meeting.

Standing Rules

Rule 1: Calendar

The first meeting of each academic year will be called by the chair and the calendar for the year will be discussed and set at that time.

Rule 2: Order of Business

1. Corrections to and approval of the minutes
2. Reports of Administrators
3. Reports of Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Announcements
8. Elections
9. Adjournment

Rule 3: Agenda

Section 1.

The agenda shall be distributed to members of the Organization by the Chair and Secretary at least two days prior to a regular meeting. Failure to place an item on the agenda does not bar it from consideration, but priority will be given to those topics on the agenda.

Section 2.

The Organization shall not give final consideration to any substantive legislative matter not included in the published agenda unless by a two-thirds vote the Organization agrees to consider them.

Rule 4: Voting

Election and or voting will be by voice or by show of hands, unless a voting member of the Organization makes a request to the Chair for a secret ballot.

Rule 5: Visitors

Under special circumstances, when time precludes a vote by the Organization, the Chair may assume the responsibility of allowing visitors to visit and/or address the Faculty Organization.

Rule 6: Executive Session

The Organization may, in extraordinary circumstances and by a majority vote, go into executive session for the conduct of any business. While in Executive session, only voting members of the Organization may be present.

TEACHING AWARD GUIDELINES

Distinguished Teacher of the Year

The Distinguished Teacher of the Year Award, intended to be an annual award, recognizes and rewards one USC Union full-time faculty member who demonstrates instructional expertise, creativity and innovation in their classrooms, who make learning engaging, vibrant, and relevant for students; and whose work and accomplishments set a standard of excellence for all faculty in the opinion of their students and their peers. This \$500 honorarium is voted on by USC Union and USC Union at Laurens Location students, faculty, and staff.

Eligibility: The following eligibility requirements must each be met:

1. Eligible candidates may be from any discipline and must hold a full-time teaching position. Full-time faculty members are those who have the classification of “Assistant Professor,” “Associate Professor,” “Professor,” “Instructor,” or “Senior Instructor” with instructional responsibilities. Eligibility can be verified with Human Resources.
2. Eligible candidates must have taught at USC Union for a minimum of two semesters.
3. The previous year’s award recipient is ineligible to be nominated again for a period of one year. During the year following an individual’s award, he or she will serve on the selection committee as chair.

Recognition: The award will carry the following recognition:

1. The winner shall receive a \$500 award and a framed, matted certificate.
2. The 1st runner up receives \$250.
3. The 2nd runner-up receives \$250.

Selection Committee:

The selection committee will be composed of the previous year’s winner for Distinguished Teacher of the Year, who will serve as the committee chair, three students (one freshman, one sophomore, and one non-traditional student; each must have a minimum GPA of 2.5), and two additional faculty members.

Procedures and Deadlines:

- By the first Friday in February, the Chair will have formed the selection committee and informed Academic Affairs of voting logistics so that ballots can be prepared.
- By the second Friday in February, the selection committee will have publicized voting dates, times, and location campus-wide in Union and Laurens and recruit faculty, staff, and students to assist with the voting table.
- By the third Friday in February, voting in Union and Laurens must be completed.
- By the first Friday in March, the selection committee will have named the recipients of these awards, informed Academic Affairs, and publicized it campus-wide in Union and Laurens.

Voting Process:

The selection committee will be responsible for ensuring ballots are prepared, recruiting volunteers for the voting table, and counting ballots. For two days prior to the first Friday in February, a voting table will be set up on the first floor of the Academic Affairs building and in the common area at the Laurens location where students, faculty, and staff can cast their vote on the ballot form. Voting table volunteers will ensure that only one ballot is cast per voter by marking out their name on the campus-wide roster that will be provided by Academic Affairs.

Selection of Awardee:

Once voting has concluded, the selection committee will meet to count the ballots. The selection committee will choose three finalists based on the first, second, and third number of highest votes received. Of those three finalists, the committee will choose one winner. The selection committee may take the following into consideration when choosing a winner:

- The number of votes that the candidate received
- The number of classes taught in the previous academic year
- The number of students taught in the previous academic year
- Comments on voting ballots
- Course evaluations
- Peer reviews
- Campus extracurricular activity

Based on these factors, the Selection Committee makes a recommendation to the Associate Dean of Academic Affairs. If approved, the Chair of the Selection Committee will inform Academic Affairs and will notify through email all faculty and staff of the winner and runners-up. The awardee will be officially recognized during the Awards Day Program.

Part-Time Faculty Teaching Excellence Award

To encourage continued excellence in teaching, USC Union selects its most outstanding part-time faculty member and honors him or her with the Part-Time Faculty Teaching Excellence Award. Part-time instructors are valuable members of the USC Union community and this \$250 honorarium is intended to annually recognize one part-time faculty member who demonstrates extraordinary success in fostering student learning and is thereby enhancing the collective learning environment at USC Union in the opinion of their students and their peers. This award is voted on by USC Union and USC Union at Laurens Location students, faculty, and staff.

Eligibility: The following eligibility requirements must each be met:

1. Eligible candidates may be from any discipline but must have part-time status. Part-time faculty members are those who have the classification of “Adjunct Instructor” with instructional responsibilities. Eligibility can be verified with Human Resources.
2. Eligible candidates must have taught at USC Union for a minimum of two semesters.
3. The previous year’s award recipient is ineligible to be nominated again for a period of one year.

Recognition: The winner shall receive a \$250 award and a framed, matted certificate.

NOTE: The selection committee will be the same as the one used for the Distinguished Teacher of the Year Award, including all voting and selection of awardee policies and procedures.

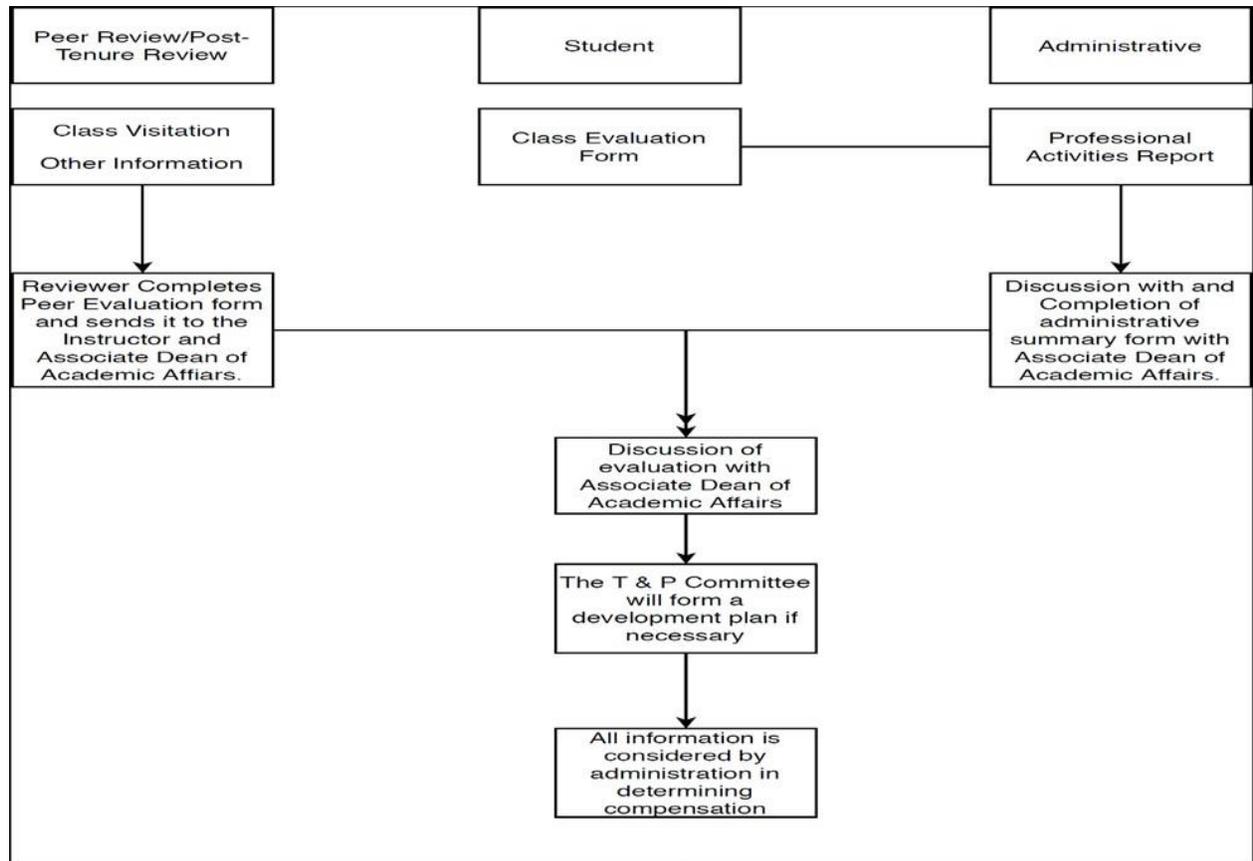
EVALUATION

Procedure for Evaluation of Administrators by Faculty

1. The Office of Human Resources is responsible for the administration of the electronic surveys.
2. All faculty and staff, both full-time and part-time, participate in this evaluation, with the exception of the deans who are being evaluated.
3. Review of the campus dean and others of assistant or associate dean rank should be completed by May 8 of each academic year.
4. Every effort will be made to ensure anonymity.

Faculty Evaluation Flowchart

The full-time faculty at USC Union are evaluated each semester by students, annually by the Associate Dean, by a Peer Review Committee on a regular rotation, and, in the case of tenured faculty, by a Post-Tenure Review Committee every six years. It is the intention of the Faculty Organization that the administrative, peer, and post-tenure evaluations be equivalent, parallel, and independent processes. The following chart shows how these evaluations are used in our faculty reward system and our faculty development system.



Professional Activities Report

The Professional Activities Report shown below is to be completed annually at the end of each academic year for all Full-Time Faculty and submitted to the Associate Dean of Academic Affairs for review.

Professional Activities Report

Name:

Rank:

Years at USC Union:

In Higher Ed:

Tenure-track?

I. TEACHING ACTIVITIES

1. Description of teaching responsibilities:

Fall:

Spring:

2. Describe your teaching methods and explain why you teach as you do. What is your strategy and how do you implement it? Give examples. Attach a copy of each syllabus used, sample test material, other pertinent handout material, or a sample of evaluated student work (perhaps from best and poorest student).
3. Describe projects, assignments, presentations, or other activities that help you integrate your subject matter with your students' outside experiences.
4. Give examples and explain specific ways that you motivate your students to help them achieve better performance.
5. How do you stay current in your discipline? How do you translate this new knowledge into your teaching?
6. If you overheard your students talking about you and your teaching in the hall or lounge, what would they likely be saying? What would you like them to say? Why is that important to you?
7. Summarize and discuss any assessment of your teaching that has been done this year (e.g. student evaluations, published grade distributions, videotape of teaching in progress, unsolicited letters, other "effectiveness" reports).
8. What has worked and what hasn't? Describe any change or improvement you would like to make in your teaching. How could the campus help you improve its programs?

II. PROFESSIONAL ACTIVITIES

Seminars, Workshops, Conferences

Grants

Memberships

Course-work

Other

III. CAMPUS/SYSTEM ACTIVITIES

Committee and other leadership activity

Advisement:

Club Activity:

Other Extracurricular Activity:

Do you have any future goals in the area of campus activities? How could the campus help?

IV. RESEARCH/ SCHOLARSHIP

Current Activity:

Publications or Presentations:

How could the campus help with any future goals in this area?

V. COMMUNITY ACTIVITIES

1. Activities Related to University Position:

2. Activities not Related to Position:

VI. SUMMARY STATEMENT ON YOUR CONTRIBUTIONS OVER THE PAST YEAR:

Peer Evaluation of Faculty

Objective:

To uphold The University of South Carolina Union's commitment to assess the performance of the faculty, and to provide feedback for the professor and University to use for development and evaluation.

Peer Review Guidelines:

Full-Time Tenured Faculty:

Tenured faculty will undergo a peer review every three years. Reviews will be completed by other tenured faculty members.

Full-Time Tenure-Track Faculty:

With the exception of the faculty member's third year review and tenure year, full-time tenure-track faculty will undergo a peer review annually. This review, its form and all other documents related (samples of handouts or other appropriate ephemera included) can be filed in the faculty member's tenure file.

Non-Tenure-Track Faculty:

Full-Time - All faculty teaching for the first time should be reviewed within their first year. Any full-time faculty should be reviewed every two years. Requests for future reviews can be requested by the department chair or by the Associate Dean of Academic Affairs.

Instructors – In addition to being reviewed in their first year, adjunct instructors may be reviewed by request of the department chair or the Associate Dean of Academic Affairs.

Procedure:

The selection of the reviewer will be done by the Associate Dean of Academic Affairs. Each member of the faculty that is eligible and obligated to review will be sent an e-mail in which Doodle Pool will be used for the reviewing faculty to confidentially and easily fill-in their availability. The Associate Dean of Academic Affairs will then make selections based on that information.

Full-time tenure-track faculty may review other FT tenure track faculty and instructors; as tenured professors may also review the aforementioned. The faculty under review may suggest the reviewer to be from outside of USC Union.

The process of evaluation of any faculty will require the use of the "USC Union Peer Evaluation of Faculty Classroom Visitation Form", which can be found following these instructions.

Once completed, if the reviewee wishes to respond to the evaluation, he/she may do so in writing, which will then be filed with the formal review in the faculty member's permanent personnel file. A copy of the evaluation will be provided to the reviewee.

The completed review will then be forwarded to the reviewed faculty member, as well as a copy to the Academic Dean no later than four weeks after initial observation. This will assure that the process is completed and all documentation is placed in the faculty's file in a timely manner.

A consultation regarding the document, observation, and all reports may be requested by the reviewer, reviewee, or the department chair/Dean. Faculty may request additional reviews of their classroom, syllabi, materials, etc. at any time.

USC Union Peer Evaluation of Faculty Classroom Visitation Form

Instructor _____ Date of visit _____

Course _____ Time review began _____ Time review ended _____

To complete The University of South Carolina Union’s process for faculty peer review, please use this form and scale below to provide feedback for evaluation, development, and tenure files (where applicable). The assessment should be completed while considering overall professionalism of the instructor’s demeanor and classroom management. One must take into consideration that each subject has a different set of objectives and teaching styles may vary. While considering the aforementioned, are the objectives being met in an effective manner?

- More than satisfactory** Instructor exceeded expectations
- Satisfactory** Instructor met all expectations
- Less than satisfactory** Instructor did not meet all expectations

	NOT APPLICABLE	LESS THAN SATISFACTORY	SATISFACTORY	MORE THAN SATISFACTORY
a. Instructor is organized and prepared.				
b. Instructor demonstrates clear knowledge of the subject matter.				
c. Instructor explains material clearly and at the proper course level.				
d. Instructor stimulates thought and interest while involving the class through questions, presentations and/or other activities.				
e. Instructor effectively controls the pace of the class.				
f. Instructor shows enthusiasm for the subject.				

Please use the space below (and any additional pages) to expand on the overall classroom experience and to comment on the above results:

Post-Tenure Evaluation of Faculty

The procedures to implement this policy on the Union campus are as follows:

1. The Peer Review Committee will serve as the Post-Tenure Review Committee if there are sufficient members of the faculty at the required rank. Otherwise, a post-tenure review committee will be established under PCCFM guidelines.
2. The materials submitted and the timetable followed will be the same as for the peer evaluation process, with the exception that materials submitted should reflect the most recent six years' activity.
3. Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review which includes peers outside of the faculty member's department or division (Though post tenure review is based on criteria established for tenure and promotion, the process of evaluation need only establish satisfactory or unsatisfactory levels of performance and NOT the "highly effective" record as required for promotion to higher academic ranks.)
4. Refereed publications or other reviewed research/creative exercises may be considered

- as having been peer-reviewed outside the unit.
5. The committee will provide the faculty member with a form indicating overall "satisfactory," or "unsatisfactory."
 6. A faculty member who receives an overall "superior" evaluation may receive a permanent merit increase to base pay as determined by the Dean of the Campus, in addition to any annual raise.
 7. If reviews for promotion (e.g., a tenured associate professor is reviewed for promotion to tenured full professor) fall within the appropriate time interval, they may constitute a post-tenure review. For full-time administrators with tenure and faculty rank and who report directly to the PCC Dean or directly to the PC Chancellor, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty responsibilities, the post-tenure review policy for these individuals will be in effect.

Outcomes of an Unsatisfactory Review

1. The USC Union Tenure and Promotion Committee shall serve as the local campus committee which will work with tenured faculty members who receive an overall rating of unsatisfactory at the administrative, peer, or post-tenure levels to develop a plan and timetable for correcting deficiencies within budgetary constraints, the local campus will provide reasonable fiscal support for implementation of such plans.

If an untenured faculty member or adjunct receives an overall unsatisfactory rating at either administrative or peer review levels, and if notice of non-reappointment has not been given, then that faculty member or adjunct will participate with the Academic Dean and the Campus Dean in a USC Union development plan.

2. A faculty member who does not agree with the results of performance evaluation at administrative, peer, or post-tenure levels and/or with the resulting recommendations or requirements for improvement may appeal that evaluation or recommendation to the Faculty Welfare Committee.

The Faculty Welfare Committee will review all appropriate materials and make a recommendation to the Dean of the campus who will make the final decision.

USC Union Course Evaluation Policy

Each semester, we ask our students to evaluate the effectiveness of each course. We hope that an anonymous and unbiased evaluation will lead to improvements or to new ideas. This evaluation procedure was developed by the Faculty Organization as a formative exercise for the benefit of each individual instructor. The results of the evaluation are also collected by the Academic Dean and used in state performance evaluation, in administrative evaluations, and eventually in the establishment of salary merit raises.

A course evaluation will be conducted in each course in each major semester.

Evaluation packets containing instructions and evaluation forms will be distributed by the Office

of Academic Affairs about mid-semester, but the individual instructor will retain the right to choose the date of distribution, up to the final full week of regular class meetings. Generally, evaluations should not be conducted on test days, and if they can be completed within the designated timeframe, then appropriate and timely follow-up can occur, and Columbia and state deadlines can be met.

In conducting the evaluation in face-to-face classes on the Union campus or at the Laurens location, a responsible student must be asked to be proctor, and the instructor must leave the classroom. The proctor will collect the completed forms and deliver them to the Office of Academic Affairs, either directly or through the library or the main office in Laurens. Academic Affairs will tally the responses and type the comments made. The results will be distributed to faculty after final grades have been turned in.

Each student must complete no more than one form for a given class. If a student is absent on evaluation day, he or she may get a form from the instructor or from the Academic Dean. Any student who wants more time to complete the form than the ten or fifteen minutes devoted in class may keep the form and deliver it personally to Academic Affairs, to a Laurens official, or to a locked box in the library.

For any class that is purely online (entirely through Blackboard, no face-to-face meetings), student course evaluations are distributed online directly to those students enrolled in those classes. Instructors should send messages and post announcements in those online course sites regarding these so that students watch for an evaluation link. The course evaluation link should be embedded in an email that gets sent to the student, and/or listed under the "My Course Evaluations" module on their Blackboard homepage. The links will be sent out starting at least a few weeks before the final week of classes, with intermittent reminders sent to them until they complete it. Instructors will receive an email if the response rate is below a certain threshold, which is intended to help remind instructors to remind their students to do these. Online course evaluation links for the students will typically expire during the final week of classes. If instructors or students need any assistance regarding this process, contact Academic Affairs.

For all Palmetto College classes (either online or via beaming/two-way video), those course evaluations are all online, but are created and administered centrally from the Palmetto College offices in Columbia.

For any class that meets face-to-face offsite at one of the high schools for dual enrollment or at the Aiken campus for Pacer Pathway, those student course evaluations will be distributed online directly to the students enrolled in those classes. In these cases, it is possible that those students are not regularly using Blackboard and/or their student email, to which those messages will be sent. Instructors should touch base with their students ahead of time to see if this will be an issue. If so, and if assistance is needed in identifying how to access the course evaluation links, then contact Academic Affairs. One possibility, if students meet regularly in a classroom that has computers (or if they all have laptops/smart phones), would be to take some time during a class meeting to have them all login to Blackboard (or their student email) and follow those links under "My Course Evaluations" to complete the evaluation during that designated time. Academic Affairs will assist as necessary, but note that one of the biggest keys

for the online evaluations is making those students aware of them and providing them with multiple reminders.

GUIDELINES FOR FAMILY FUND DISBURSEMENTS

A faculty/staff person interested in receiving an award from the USC Union Family Fund should (1) obtain an application from the chair of the Financial Affairs Committee or the appropriate division head, (2) complete the application, and (3) submit the application to the Financial Affairs Committee chairperson.

The following guidelines will be used by the Financial Affairs Committee when it reviews application and recommends awards. Exceptional cases will be considered on an individual basis.

- A. A faculty/staff member seeking an award must be a contributor to the family fund and may submit more than one award request during the same fiscal year.
- B. A faculty/staff member is eligible to an award(s) normally not to exceed \$400 per fiscal year July 1 - June 30).
- C. Special consideration will be given to those who can provide matching funding from the outside the Family Fund for the project. The Financial Affairs Committee will review the application based on the potential benefit to the campus and the funds available.
- D. Awards can be made for a faculty/staff member's personally incurred expenses concerning development activities for which school funds are not available.
- E. When the award has been made to fund attendance at a meeting or conference, the member will make a presentation to interested faculty and/or staff regarding the information learned during the funded activity.
- F. Funding can also be obtained for school-related gifts, flowers, social events, cultural events, etc.
- G. Awards are not intended to pay for expenses normally paid for by the applicant or by the university.

During the academic year, the Financial Affairs Committee will consider the particulars of each case within two weeks and recommend approval or disapproval of the application to the Dean. The time frame for this process will be extended to one month during the summer. The recommendation of the committee will be reported to the applicant at this time. The decision of the Dean to approve or disapprove the application should typically be reported to both the applicant and the committee within two weeks. Should the committee not be informed about the decision within this time, the chair will contact the Dean's Office. For the approved applications, the Dean's Office will submit the USC Educational Reimbursement Form with the appropriate, original receipts to Columbia.

The Financial Affairs Committee will prepare an annual report of total contributions for the year, and the number and total amount of disbursements. This report will be distributed to the Faculty and Staff Organizations.

TRAVEL

Travel Request Form

Below is the link for the updated Palmetto College Travel Request Form. Please complete this form for all employee travel and submit to your supervisor for approval prior to traveling. After receiving approval, please forward the form to the Business Manager/Budget Director. Unauthorized travel may not be reimbursed and could become the personal responsibility of the traveler.

https://sc.edu/about/system_and_campuses/palmetto_college/internal/documents/facstaff/2017_for_m_pc_travel.pdf

University of South Carolina Union Vehicle Policy

The following policy and procedures have been established in an effort to provide consistency in the management of our vehicles. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility and/or its users. The purpose of Vehicle Use Policy is to establish a fair process for the allocation of the University's owned vehicles to as many authorized drivers as possible and to monitor the use of vehicles used and owned by USC for University related activities.

1. Use of University vehicles for personal purposes is prohibited.
2. Drivers must have the appropriate state required class of license for the vehicle operated.
3. Requests for vehicles will be honored on a first-come, first-served basis. The Vehicle Manger may use their discretion to ensure that no group or individual monopolizes the use of the vehicles. When scheduling conflicts arise, the Manger may request a final decision from the Campus Dean to resolve the conflict in schedules.
4. Only licensed drivers who have submitted the U.S.C. Vehicle Management Driver Record Form (TS-100) and have been approved by the University Fleet Administrator may drive any vehicle.
5. When possible, vehicle requests should be scheduled prior to the actual date of intended use.
6. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
7. It is required that approved drivers sign out the key and the Usage Record form that can be located with the keys on the day of their scheduled use of the vehicles.
8. The approved driver should complete the Vehicle Usage Form before operating the vehicle. If there are any problems, the Vehicle Manager should be advised before the vehicle is used. Gas receipts must be maintained and returned to the Vehicle Managers office.
9. The fuel tanks of the vehicles should have three-quarters of tank at all times. It is the driver's responsibility to return the vehicle with three-quarters of fuel in the tank.
10. Upon returning the vehicle, please remove trash and belongings from interior, and vacuum if it is dirty.
11. Report any maintenance needs and/or accidents/damage immediately to Vehicle Management. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Vehicle Manger).Manger can be reached at 864-466-8424 or 864-441-2108. The keys to all University vehicles are kept at 311 E. Main St..Keys may not be removed and/or used without prior approval from the Vehicle Manager. Faculty, Staff and/or authorized drivers may not

keep copies of the vehicle keys in their possession. All keys must be returned to the Vehicle Manager or placed in the drop box located in the USC Union Library immediately upon return or returned to Vehicle Manager.

13. All passengers must be seated and in their seat belts at all times while vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle. For example, if there are 8 seatbelts, there should only be 8 passengers.

14. The use of tobacco products of any type is prohibited at all times in any of the vans.

15. Drivers should refrain from use of their cell phones while operating the University vehicles.

16. The Campus Dean reserves the right to remove any driver from the approved driver list. Please treat the vehicles with respect while using them, and return them in a clean condition. Please be considerate to other users, who will be using the vehicles. Therefore, everyone's cooperation is needed to keep these vehicles in good shape.

I acknowledge that I have read the vehicle use policies and agree to follow them.

Approved By Campus Dean:
Dr. John Catalano

Date: 4/16

Use of Personal and Rental Vehicles

A brief description of the insurance issues surrounding rental cars/personal vehicle usage is as follows:

Use of Rented Automobiles by University Employees:

- Employees who rent vehicles on behalf of the University generally do not need to purchase the insurance offered by the rental company. The University's Automobile Policy will automatically cover the rental vehicle, as long as the person is an employee of the university and is operating under the scope of their job duties.
- The University's policy covers accidents or losses which occur in the United States, its territories or possessions, Puerto Rico or Canada. If you are traveling outside the coverage area, you will need to purchase the insurance offered by the rental company.
- Whenever a University employee rents a vehicle, they should sign the contract making a reference to their department, i.e. "USC Risk Management, John Doe".
- Coverage does not extend to students and other non-university personnel. Only university employees should drive rental cars rented on behalf of the university. If you have specific questions pertaining to non-university drivers, please contact Risk Management.

Use of Personal Vehicles for University Business:

- The University's Automobile Liability insurance policy only covers liability and does not cover damage to employee's personal vehicles.

- Liability coverage is secondary to the employee's personal automobile insurance. This means that if a University employee is involved in an accident while using their personal vehicle for university business, the claim would first be filed with employee's automobile insurance company. Any potential coverage from the University's insurance would occur after the claim had been resolved with the employee's insurance company.

NOTE: This is a basic overview of how the insurance coverage works, it is not all inclusive. If you have further questions, please contact USC Union Health and Safety at ext. 7000