



UNIVERSITY OF
SOUTH CAROLINA

College of Hospitality, Retail
and Sport Management

**Policies and Procedures:
Elected and Appointed Committees**

[updated 8-23-21 by Sam Todd]

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Alumni Committee

(Appointed)

Policy: AC 100

Policy Name: Alumni Committee

Date Reviewed: April 1, 2008

Policy:

The Alumni Committee shall consist of a faculty representative from each HRSM academic unit, the Director of Alumni Relations, and the College of HRSM Events Manager or his/her appointee. A staff member from the College may also be appointed by the Dean to serve on the Committee. A Committee member other than the Director of Alumni Relations shall be elected by the Committee to serve as Chair. The faculty Committee members are appointed on an annual basis for a two-year term by the Dean of the College; the staff appointment, at the discretion of the Dean, may be a one- or two-year appointment. Up to two (2) Student Ambassadors may be appointed in advisory roles for one-year terms by the Events Manager.

Responsibilities

The responsibilities of this Committee are to:

- 1) meet at least once each semester (meetings called by the Chairperson);
- 2) elect a secretary whose responsibility will be to record minutes of each meeting and distribute to members, the Dean's office, and HRSM Alumni Society;
- 3) file an annual report of all meetings, activities, and decisions with the Dean's office; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility); copy report to HRSM Alumni Society;
- 4) assist the Director of Alumni Relations in the planning and hosting of the College's annual Alumni Reunion and Outstanding Alumni Awards;
- 5) evaluate alumni events and programs and articulate suggestions to the College's Director of Alumni Relations;
- 6) aid the Director of Alumni Relations in maintaining and building an effective alumni network;
- 7) render assistance to the Director of Alumni Relations regarding alumni communications;
- 8) communicate to academic units' events of HRSM Alumni Society and garner faculty support;
- 9) make recommendations to Dean regarding matters relevant to College of HRSM alumni;
- 10) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics.

ALUMNI COMMITTEE MEMBERS

		Term Ends
Director of Alumni Relations (ex officio)	Tina Weaver	rolling term
McCutchen House	Becky Moran	rolling term
HRTM	Kevin Ayres	August 15, 2022
RETL	Donna Watts	August 15, 2023
SPTE	Grace Yan	August 15, 2022
BAIS or advisor	Stephanie Richards	August 15, 2023
Event Manager (or appointee)	Kim Boone	August 15, 2022
Student		August 15, 2022
Student		August 15, 2022

**Faculty Research and Grants Committee
(Appointed)**

Policy: AC 101

Policy Name: Faculty Research and Grants Committee

Date Reviewed: April 1, 2008

Policy:

The Faculty Research and Grants committee will be composed of one appointed tenured or tenure-track faculty member representative from each unit. The members will be appointed by the Dean for a two-year term. The most recent winner of the Patricia G. Moody Distinguished Researcher and Scholar of the Year Award will represent their academic area on the committee for the year following the receipt of the award. In addition, the Associate Dean for Faculty, Diversity, and Operations will serve in an *ex officio* capacity. Half of the faculty members shall rotate off the committee each year.

Responsibilities:

The responsibilities of this committee are to:

- 1) meet at the beginning of the fall semester to elect a Chairperson;
- 2) elect a secretary whose responsibility will be to record minutes of each meeting;
- 3) file an annual report of all meetings, activities, and decisions with the faculty secretary; deadline is the last faculty meeting of the Spring semester;
- 4) establish guidelines and provide award applications to College Faculty;
- 5) serve in an advisory capacity to enhance the scholarly environment of the College;
- 6) provide guidelines to encourage the successful development of proposal writing and grants;
- 7) organize, sponsor and conduct the College Research Symposia;
- 8) serve as the selection committee for the annual Patricia G. Moody Distinguished Researcher and Scholar of the Year Award; and
- 9) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics

FACULTY RESEARCH AND GRANTS COMMITTEE MEMBERS

		Term Ends
Associate Dean for Faculty, Diversity, Operations (<i>ex officio</i>)	Sam Todd	rolling term
<i>Most Recent Winner of Distinguished Researcher and Scholar of the Year Award</i>	Stephen Shapiro	August 15, 2022
HRTM	Fang Meng	August 15, 2023
RETL	Marianne Bickle	August 15, 2022
SPTE	Khalid Ballouli	August 15, 2022

Patricia G. Moody Distinguished Researcher and Scholar of the Year Award

Award Purpose

As part of their overall mission, the faculty of the College are dedicated to the discovery and dissemination of knowledge. The purpose of the Research and Productive Scholarship Award is to recognize those faculty who are providing leadership in these activities.

Criteria, Guidelines, and Procedures

This document establishes criteria, guidelines, and procedures for the Patricia G. Moody Distinguished Researcher and Scholar of the Year Award. This award is recognized as the most prestigious annual award in recognition of scholarly achievement given by the College. Research and productive scholarship accomplishments will be assessed against the following criteria:

1. Research and productive scholarship activities have been performed over the past five years during which time the candidate has been a faculty member of this College;
2. The importance of the research and scholarship to the discipline, the College, and the University; and,
3. Indications of creativity in research;
4. Previous award recipients shall be eligible for a second award five years following receipt of their previous award.

Eligibility

Full-time faculty members of the College are eligible to be considered for this award. Previous recipients shall be eligible for a second award five years following receipt of their previous award. For example, the winner of the 1994 award would be eligible to receive the 1999 award. This is no limit to the number of times a faculty member may receive the award.

In the case of a repeat winner, the candidate's accomplishments should show a significant and obvious superiority above the accomplishments of all other candidates and should show significant achievement since the previous award.

The Selection Committee

The award winner will automatically represent their department/area on the Committee the year following their award. If any committee member is nominated for the award or wishes to apply for the award, the Dean shall replace that member. The replacement process shall not alter the representative composition of the committee.

The Committee will meet within two weeks after appointment to review committee responsibilities and to establish the selection and award schedule. The Faculty Research and Grants Committee chair will promulgate the Call for Nominations/Applications and will establish closing dates for receipt. The Committee will meet as often as necessary for the timely conduct of business, and all deliberations will be confidential.

Award

The name of this award will be **The Patricia G. Moody Distinguished Researcher and Scholar of the Year Award**.

Procedures

Any College faculty member with evidence of quality research within the previous five years may be nominated or may submit an application for this award. The faculty member should send a short letter of nomination/application to the Committee chair by the announced date. The Committee chair will meet each candidate to discuss the file to be submitted. Each candidate's file should be organized according to the following format:

- 1) Introductory statement;
- 2) Synopsis of significant contributions to be considered;
- 3) List of research, grant and productive scholarship activity, from the previous five years only, in the following areas:
- 4) Professional Publications and other Scholarly Exhibits and/or Performances in the Arts
 - a. Refereed
 - b. Non-refereed
- 5) Professional Presentations
 - a. International/National
 - b. Regional/State
 - c. Local (University/Community)
- 6) External Research Grants
 - a. Funded
 - b. Non-funded
 - c. Role (PI, Co-PI or Collaborator)

Criteria

This award may be given each year to recognize research and productive scholarship accomplishments receiving outside recognition through publication, presentation, funding and/or award. Research includes funded and non-funded projects involving the collection and organization of data which produce insight into and understanding of a defined problem, subject, theme, or area of interest. Productive scholarship includes professional publications and presentations; funded and non-funded research projects; and funded projects involving other scholarly activity. Productive scholarship also includes funded and non-funded projects involving original productions, presentations, arrangements, or exhibitions.

Research and productive scholarship accomplishment will be assessed against the following criteria:

1. Research and productive scholarship activities that have been performed over the past five years during which time the candidate has been a faculty member of this College;

2. The importance of the research and scholarship to the discipline, the College, and the University; and
3. Indications of creativity in research.

Administration

Once the election process is completed, the committee will return the files to the respective candidates. At the conclusion of the committee's work, all working files of the committee should be transferred to the Office of the Dean for disposition or maintenance in accordance with the customary rules for confidentiality. The Committee will prepare summary statements of the accomplishments of the award winner for the Dean and for release to the media. At the completion of its task, the committee will present to the Dean any recommendations for improving the process. Other specific responsibilities include:

- 1) the Committee will choose three finalists;
- 2) the individual to receive the Patricia G. Moody Distinguished Researcher and Scholar of the Year Award will be chosen by the committee from these finalists;
- 3) the finalists will be notified of their status prior to the College's Awards Ceremony in April;
- 4) the name of the individual selected by the committee will be reported to the Dean of the College by April 1;
- 5) the award winner will remain confidential until announced at the April presentation.

Graduate Program Directors' Committee

(Appointed)

Policy: AC 102

Policy Name: Graduate Program Directors' Committee

Date Reviewed: April 1, 2008

Policy:

The Graduate Program Directors Committee will be composed of graduate directors of each graduate program from the various academic areas as well as the Associate Dean for Research and Graduate Programs. The Dean of the College may appoint additional members on an annual basis for a one-year term.

Responsibilities:

- 1) work with the College's Curricula and Courses Committee in the consideration of all graduate- level curriculum matters;
- 2) make recommendations to the Dean regarding all academic matters related to graduate level programming;
- 3) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics; and
- 4) submit an annual report of the committee's activities by the second Friday in April.

GRADUATE PROGRAM DIRECTORS' COMMITTEE

		Term Ends
Associate Dean for Academic Programs	Karen Edwards	rolling term
Representative of Curricula and Courses Committee (ex officio)	Charlie Partlow	
HRTM - Masters	Scott Smith	rolling term
HRTM – Ph.D.	Marketa Kubickova	rolling term
SPTe – Masters	Stephen Shapiro	rolling term
SPTe – Ph.D.	Khalid Ballouli	rolling term
Graduate Program Liaison	DeAnna Risher	rolling term

International Activities Committee (Appointed)

Policy: AP 103

Policy Name: International Activities Committee

Date Reviewed: November, 27th, 2017

Policy:

The International Activities Committee shall consist of faculty members and one staff member/student advisor. Each department/administrative unit will have at least one representative. Committee members are appointed on an annual basis by the Dean of the College. The International Program Coordinator of the college chairs the committee. The Associate Dean of Academic Programs and a member from the USC International Program Office are ex officio members.

Responsibilities

The responsibilities of this Committee are to:

- 1) make recommendations to the dean about which international programs and opportunities to pursue.
- 2) review and evaluate potential study abroad program offerings and make recommendations to the dean in a timely manner.
- 3) identify and evaluate international institutions that could partner with the college;
- 4) identify and evaluate international teaching and research opportunities for college faculty members;
- 5) identify and evaluate international study abroad and internship opportunities for students;
- 6) identify and evaluate college-sponsored international field studies and other excursions;
- 7) identify and evaluate international candidates who could be visiting scholars;
- 8) promote college-sponsored international opportunities to faculty and students;
- 9) identify and evaluate ways to help international and exchange students in the College of Hospitality, Retail, and Sport Management adjust to life in the United States;
- 10) meet at least once each semester (meetings called by the Chairperson);
- 11) elect a secretary whose responsibility will be to record minutes of each meeting;
- 12) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics
- 13) file an annual report of all meetings, activities, and decisions with the faculty secretary; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility); and
- 14) provide other support, assistance, and constructive suggestions for the operation of college-related international activities.

INTERNATIONAL ACTIVITIES COMMITTEE MEMBERS

		Term Ends
International Exchange Director	Christina Sayers	Chair – rolling term
Associate Dean over Intl Affairs (ex officio)	Sam Todd	rolling term
Representative of USC International Program Office (ex officio)	Keara Dekay	rolling term
HRTM	Miyong Jeong	August 15, 2022
RETL	Daniela Norvik Jankovska	August 15, 2022
SPTA	Jongjin Hwang	August 15, 2022
Staff Member/Student Advisor	Pam Osman	August 15, 2022

Staff Member of the Year Award Committee

(Appointed)

Policy Name: Staff of the Year Award Committee

Date Reviewed: August 1, 2016

The purpose of this Fund is to provide support for the recognition of a College of Hospitality, Retail and Sport Management (“HRSM”) staff member each year for his or her efforts on behalf of HRSM. The award will be presented each year at the HRSM annual faculty/staff meeting held in April/May and announced at the HRSM Awards Day the following year. The recipient of the award will be honored with a framed certificate and a monetary award for his or her contributions to HRSM. Expenses associated with the award will be paid from the Fund including: a plaque that will be placed in the Dean’s suite with the recipient’s name/year received, a framed certificate and cash award.

A committee of three (3) staff members will be initially appointed by the Dean. The committee will solicit nominations via email in February/March each year. HRSM faculty or staff will nominate the award candidates by completing an HRSM Staff Member of the Year Award Nomination Form. Additional supporting materials may also be turned in with the nomination form. Supervisors will be notified of the nomination(s) and invited to comment. The committee will review the nominations, choose one recipient each fiscal year and submit to the Dean. Award recipients will be asked to serve on the committee replacing one committee member each year on a rolling basis thus recipients will serve for a three-year period. If former recipient(s) cannot serve, the Dean will appoint staff person(s) to the committee.

To be eligible, the candidate must be a permanent full-time or part-time employee of the College of HRSM for at least two years. The candidate cannot be under probationary status or a tenured/teaching faculty member. Current HRSM Staff Member of the Year committee members will not be eligible for the award.

Eligibility Criteria

- Permanent full-time or part-time employee of the College of HRSM for at least two (2) years.
- Not a tenured/teaching faculty member.
- Not under probationary status.
- Not a current member of the HRSM Staff Member of the Year committee.

Nomination Process

- Nominations will be solicited in February/March via email.
- Nomination forms may be submitted by fellow staff employees, supervisors, or a member of the College of HRSM faculty.
- Additional supporting materials may also be turned in with the nomination form.

- All nomination forms will be held in confidence and will become part of the award winner’s employment file at the USC Human Resources Department.

Selection Process

- The Supervisor will be notified of the nomination and invited to comment.
- Nominations will be reviewed by the HRSM Staff Member of the Year committee.
- The committee will choose one recipient each fiscal year and submit to the Dean.
- The Dean will present the award to the recipient at the Faculty & Staff meeting.

Staff Award Committee

- The committee will consist of three (3) HRSM staff members.
- The three (3) staff members will be initially appointed by the Dean.
- Recipients of the award will be asked to serve on the committee replacing one committee member each year on a rolling basis; recipients will serve for three years.
- If former recipient(s) cannot serve, the Dean will appoint staff person(s) to the committee.

HRSM STAFF MEMBER OF THE YEAR COMMITTEE MEMBERS

		Term Ends
Award Winner 2019	Stephanie Richards	August 15, 2022
Award Winner 2020	Jessica Harris	August 15, 2023
Award Winner 2021	Becky Moran	August 15, 2024

Student Scholarship Awards Committee

(Appointed)

Policy: AC 104

Policy Name: Student Scholarship Awards Committee

Date Reviewed: April 1, 2008

Policy:

The Committee on Awards and Scholarships shall consist of faculty members representing each department and program. The Business Manager, Director of Development, and Assistant Dean of Student Services shall serve as ex officio members. Faculty members shall be appointed by the Dean for a period of two years, with half of the faculty members rotating off the Committee each year.

Responsibilities:

- 1) meet at the beginning of the Fall semester to elect a Chairperson and call meetings to conduct committee business as necessary;
- 2) elect a secretary whose responsibility will be to record minutes of each meeting;
- 3) file an annual report of all meetings, activities, and decisions with the faculty secretary; deadline is the last faculty meeting of the Spring semester;
- 4) implement the selection criteria for the scholarship awards which include the consideration of academic merit, financial need, service to the field of the student's major, and supporting letters of recommendation. In some cases, monies provided by agencies and businesses may have certain additional stipulations;
- 5) strongly encourage students to apply for these scholarships by providing an announcement and listing of criteria twice year; and
- 6) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics

STUDENT SCHOLARSHIP AWARDS COMMITTEE

		Term Ends
Chief Financial Officer (ex officio)	Scott Kaplan	rolling term
Assistant Director of Development	Fin Owen	rolling term
Assistant Dean of Student Services (ex officio)	Kathy Smiling	rolling term
HRTM	Fang Meng	August 15, 2022
RETL	Joohyung Park	August 15, 2022
SPTA	Andy Gillentine	August 15, 2022
BAIS		
Staff	TBA	August 15, 2021

Social Activities Committee

(Appointed)

Policy: AC 105

Policy Name: Social Activities Committee

Date Reviewed: April 1, 2008

Policy:

The Social Activities Committee shall consist of one faculty elected by each department. The College Events Coordinator shall be a permanent appointment. In addition, a College staff member may be appointed by the Dean to serve on the Committee. Membership for faculty shall be for two years with half the members rotating off the Committee each year. Term of membership for staff may be one or two years.

Responsibilities

- 1) meet at the beginning of the Fall semester to elect a chairperson who shall call meetings as necessary to conduct committee business;
- 2) elect a secretary whose responsibility will be to record minutes of each meeting;
- 3) file an annual report of all meetings, activities, and decisions with the faculty secretary—deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility);
- 4) provide social activities for faculty and staff members at various times during the academic year;
- 5) recommend specific events or activities to the faculty and staff for their input and selection;
- 6) work cooperatively with the administrative areas of the College that assist with social activities to plan and carry out the activities of the Committee; and
- 7) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics.

SOCIAL ACTIVITIES COMMITTEE MEMBERS

		Term Ends
McCutchen House (ex officio)	Becky Moran	rolling term
Dean's Office (ex officio)	Madeline Broderick	rolling term
HRTM	Robby Lybrand	August 15, 2023
RETL	Kris Ellison	August 15, 2023
SPTE	Paul Graham	August 15, 2022

Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee

(Appointed)

Policy: AC 106

Policy Name: Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee

Date Reviewed: April 1, 2008

Policy:

The purpose of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award is to recognize both tenure-track and non-tenure track faculty in the College of Hospitality, Retail, and Sport Management for teaching excellence in undergraduate and/or graduate level instruction. One Varney teaching award will be given each year with a minimum of four finalists with at least one finalist from each of the four degree programs recognized on an annual basis. Faculty may be reconsidered for the award in the fifth year after they receive the award.

Responsibilities:

- 1) meet as many times as necessary to choose the Teacher of the Year;
- 2) implement the College-approved policies and procedures for choosing the Teacher of the Year in the College;
- 3) choose the Teacher of the Year during the Spring semester each year;
- 4) submit the name of the recipient in a timely manner to the Dean's office so that the Dr. Harry E. and Carmen S. Varney Teacher of the Year may be honored at a planned presentation and reception;
- 5) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics; and
- 6) submit an annual report of the committee's activities by the second Friday in April.

Nomination Process

The nomination process will begin during the fall semester of each academic year. The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will be responsible for solicitation of nominations:

Nominations may be made by current students in the College or by current full-time faculty in the College. If a faculty member is nominated by a colleague, at least one letter of support from a current student must accompany the nomination.

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will set a deadline date and time for nominations and it will be printed on the nomination form and flyers distributed.

Eligibility

Any full-time member of the faculty of the College of Hospitality, Retail, and Sport Management is eligible to receive the award. This includes tenured, tenure-track and non-tenure-track faculty members

Selection Criteria

Effective teaching should be closely linked to, and inseparable from, the pursuit of knowledge in one's field through professional and scholarly development and service. It is manifested through:

- outstanding classroom performance that facilitates student learning.
- out-of-class activities that are directly related to the enhancement of student learning.
- academic and professional integrity.

Committee Composition

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee shall be composed of:

- (1) Four students representing each of the four academic degree areas. Each will be chosen in the following manner: for each area, three students will be randomly selected from those who are on the previous semester's Dean's List and who have at least 75 hours accrued.

The Committee will contact the first randomly-selected individual from each department to see if they are willing and able to serve. If not, the second and third students will be contacted in that order until there is one representative randomly selected from each department or program. The committee will be responsible for contacting and confirming all student members.

- (2) The last four recipients of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Award; the senior member will serve as chair. Each will serve a four-year term.
- (3) If available, two previous recipients of the award will be selected to serve one-year terms. They will be appointed from a list of past recipients, beginning with the earliest winners, working forward to the most recent. If either of these two committee members is nominated for the award, he/she may opt to resign from the committee or decline the nomination.

Operational Details

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will meet early in the spring semester to review all nominations. Finalists will be chosen based on the stated criteria. All nominees will receive a letter from the committee informing them of their nomination. For those who are selected as finalists, a letter from the committee will be sent to inform them that they are finalists and to ask that the following items be submitted to the committee if they wish to be considered further:

- (1) an electronic copy of a vita that is no longer than three pages, which includes the nominee's qualifications, teaching philosophy, and involvement with teaching and instruction.
- (2) electronic copies of syllabi from each course taught during that academic year, which includes the course description, objectives, topics covered, explanation of grading procedures, and listing of major teaching and evaluation methods.
- (3) electronic copies of teaching evaluations from courses that are no more than two years old, as of January 1 of the current year.

Nominee portfolios will be reviewed by the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee. In addition, each finalist will be interviewed by the committee, and each will be observed in the classroom by at least one student and one faculty member of the committee.

Following the portfolio reviews, interviews, and classroom observations/discussions, the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year will be selected by secret ballot vote of all committee members. A simple majority is needed in order to become the recipient of the award. All finalists will receive letters from the committee asking that they attend the reception which will honor the recipient and finalists.

Recognition and Promotion

All faculty who were nominated for the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award will receive letters of congratulations from the committee. All finalists will receive letters of recognition from the committee, stating that they were finalists.

The winner of the award will receive a framed certificate and a cash award.

Photographs of the finalists and winner will be made and used for publicity purposes. All College of Hospitality, Retail, and Sport Management faculty, staff, administration, and students will be invited to the reception by the committee. The committee will secretly invite the family of the recipient to attend the reception. Press releases will be sent by the HRSM Communications Department to all appropriate media.

Rev. 7-7-99; 10-18-99; 2-16-01 ; 3-21-08; 10-10-08; 02-28-13

CARMEN S. AND HARRY E. VARNEY DISTINGUISHED TEACHER OF THE YEAR

The purpose of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award is to recognize both tenure-track and non-tenure track faculty in the College of Hospitality, Retail, and Sport Management for teaching excellence in undergraduate and/or graduate level instruction. One Varney teaching award will be given each year with a minimum of four finalists with at least one finalist from each of the four degree programs recognized on an annual basis. Faculty may be reconsidered for the award in the fifth year after they receive the award.

Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee

		Term Ends
Scott Smith	Award Winner 2018	August 15, 2022
Sporty Jeralds	Award Winner 2019	August 15, 2023
Armen Shaomian	Award Winner 2020	August 15, 2024
Daniela Jankovska	Award Winner 2021	August 15, 2025
HRTM student	TBA	August 15, 2020
RETL student	TBA	August 15, 2020
SPTE student	TBA	August 15, 2020
BAIS Student	TBA	August 15, 2020

Admissions and Student Recruitment Committee

(Elected)

Policy: EC 100

Policy Name: Admissions and Student Recruitment

Date Reviewed: April 1, 2008

Policy:

The Admissions and Student Recruitment Committee is an elected committee that consists of representatives from each department. Representatives are elected by department or program faculty members. Membership shall be for a two-year term. The Assistant Dean for Student Services will serve as an ex officio member. The Director of Recruitment will serve as a permanent member of the Committee.

Responsibilities

- 1) meet at the beginning of each semester to elect a Chairperson and to address student admissions and recruitment issues;
- 2) elect a secretary whose responsibility will be to record minutes of each meeting;
- 3) file an annual report of all meetings, activities, and decisions with the faculty secretary; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility);
- 4) attend called meetings by a Dean or Department Chairperson regarding admissions or recruitment;
- 5) recommend changes in admissions standards and procedures;
- 6) work in conjunction with the Dean's office to establish and promote an overall College recruiting program; and
- 7) submit an electronic copy of the minutes of each meeting to the Associate Dean of Academics.

Rev. 10-01-12; 02-28-13

ADMISSIONS AND STUDENT RECRUITMENT COMMITTEE

		Term Ends
Assistant Dean of Student Services (ex officio)	Kathy Smiling	rolling term
Director of Recruitment	Collin Crick	Rolling term
HRTM	Jessica Chavis	August 15, 2021
RETL	Reenea Harrison	August 15, 2022
SPTE	Mark Nagel	August 15, 2022

Curricula and Courses Committee

(Elected)

Policy: EC 101

Policy Name: Curricula and Courses Committee

Date Reviewed: April 30, 2012

Policy:

The Committee on Curricula and Courses shall consist of one tenured or tenure track faculty representative elected by each department/program, and the Associate Dean for Academic Affairs (ex-officio). Membership shall be for two years for faculty members.

Responsibilities:

- 1) Meet at the beginning of the Fall semester to elect a Chairperson;
- 2) Elect a Secretary whose responsibility will be to record minutes of each meeting;
- 3) Conduct at a minimum 2 meetings per semester in order to review any courses or curricular changes brought forth by the departments in the college
- 4) Notify department chairs of the meeting dates at the beginning of each semester with a minimum of one month's notice of deadlines to turn in proposed changes.
- 5) Notify all faculty members of the college of the meeting dates at least two weeks in advance as the College Curriculum meetings will be open and public to any of the voting faculty members
- 6) Create a Blackboard account in order to post proposed curriculum changes and to allow a discussion board to be created for discussion on the relevant curriculum proposals. The votes on the curriculum issues may be cast through blackboard or other electronic means.
- 7) File an annual report of all meetings, activities, and decisions with the faculty secretary—deadline is the last faculty meeting of the Spring semester or date set by College administration;
- 8) Handle all curricula and courses matters within faculty domain including: content of proposed new courses, changes in titles and programs, course deletions, revisions and changes of existing programs, and the development of new programs;
- 9) Ensure that proper procedures are followed. In addition to being on the standard University form for the Committee on Curricula and Courses, the new course proposals should include the following information to assist the Committee in evaluation of the proposal:
 - a. listing of the course objectives,
 - b. detailed outline of the subject areas to be taught, methods of course evaluation,
 - c. selected references to be used in the course;
- 10) Make recommendations to the College faculty and conduct electronic confidential votes of the eligible faculty members of the College through appropriate means, which may include the Blackboard site. Eligible voters are all full time tenured and tenure track faculty members, full time non-tenure track instructors and other

professional-track teaching faculty. Faculty members will be able to vote: “Approved”, “Not Approved”, or “Abstain” regarding each curriculum proposal. Proposals need to be passed with a simple majority of the faculty voting “Approved” as long as a quorum of the eligible faculty has participated in the vote. A quorum is defined as a majority plus one. For example if there are 50 full time faculty members/instructors, there need to be 26 faculty members that vote, with a majority of those voting (*ex. 14 or more*) approving the course or curriculum change for it to move forward to the University Curriculum Committee. The HRSM faculty shall be given 2 weeks to vote on proposals presented upon the Committee’s recommendations; and

- 11) Submit electronic copy of the minutes of each meeting to the Associate Dean of Academics.

CURRICULA AND COURSES COMMITTEE.

		Term Ends
Associate Dean for Academic Programs (<i>ex officio</i>)	Karen Edwards	rolling term
HRTM, Chair	Bill Knapp	August 15, 2022
RETL, Secretary	Jiyeon Kim	August 15, 2022
SPTE	Haylee Mercado	August 15, 2023

Faculty Senate

(Elected)

Policy: EC 102

Policy Name: Faculty Senate Committee

Date Reviewed: April 1, 2008

Policy:

Based on Faculty Senate regulations the College faculty will elect the appropriate number of faculty senators to serve the College. Membership shall be for three years, with one or two of the senators rotating off at the end of their term of service. The faculty members will begin his or her duties at the first Faculty Senate meeting of the Fall or, in the case of a mid-year vacancy, at the next regularly scheduled Senate meeting.

Responsibilities

- 1) attend all Senate meetings;
- 2) represent the College when programs or courses are presented for approval;
- 3) represent the faculty on all Senate matters;
- 4) report pertinent information to the faculty;
- 5) report any information that might affect the College, positively or negatively, in a timely manner;

Membership Qualifications

- The faculty member must be at the Assistant Professor level or above;
- Additional terms may not be served until one year following the expiration of service on the Senate;
- In accordance with a motion passed at the April 1990 College faculty meeting, there shall be no more than one Faculty Senator elected from each academic department or program to serve at any one time. Each of the following areas will be considered separately in the election of Faculty Senators: HRTM; RETL; SPTE; and at large.
- In accordance with a motion passed at the February 11, 1999, College faculty meeting, the following nominating procedures will be effective beginning in 1999-00.

Nominations Procedures

The list of nominees presented to the faculty for election to the Faculty Senate will consist of the candidate receiving the largest number of nominations from each of the departments/programs eligible for representation. All candidates included in a tie vote will be listed on the ballot.

Prior to nominating a faculty member for consideration, the nominator must contact the potential nominee to determine his or her willingness to serve if elected.

Election Procedures

The slate of nominees will be presented at the last faculty meeting of the Spring semester for voting by the full faculty.

FACULTY SENATE

		Term Ends
RETL	Mike Moody	August 15, 2023
HRTM	Fang Meng	August 15, 2022
SPTE	Nick Watanabe	August 15, 2024
At-large	Lori Pennington-Gray	August 15, 2024

Scholastic Standards and Petitions Committee (Elected)

Policy: EC 103

Policy Name: Scholastic Standards and Petitions Committee

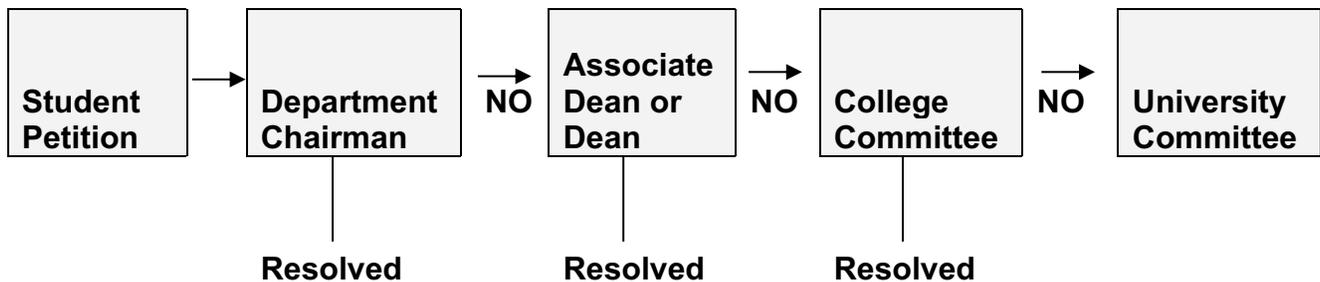
Date Reviewed: April 1, 2008

Policy:

The Committee on Scholastic Standards and Petitions shall consist of membership constituted as one faculty member elected by each department and the Associate Dean for Academics who will be an *ex officio* member. Membership shall be for two years for elected faculty members with half of the faculty members rotating off the Committee each year. The College Committee on Scholastic Standards and Petitions hears appeals from students wishing relief from College and/or University regulations. The Office of the Dean has specific responsibility for considering petitions involving the following regulations:

- 1) to waive the last 30-hour residence requirement;
- 2) to be permitted to repeat a course previously taken for credit;
- 3) to allow a course substitution in program of study;
- 4) to earn credit by examination;
- 5) to register for course overloads;
- 6) to waive certain academic regulations;
- 7) to consider other circumstances of student appeal not listed above;

If the petition is not resolved to the student's satisfaction at the Dean's level, the student may request that the petition be forwarded to the College Committee on Scholastic Standards and Petitions for review, as follows:



Responsibilities

- 1) meet as needed (meetings called by the Chairperson);
- 2) elect a secretary whose responsibility will be to record minutes of each meeting;
- 3) file an annual report of all meetings, activities, and decisions with the faculty secretary—deadline is the last faculty meeting of the Spring semester;
- 4) inform students who submitted petitions of the decision of the Committee (completed by the Chairperson); and
- 5) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics.

Rev. 09-15-12; 02-28-13

SCHOLASTIC STANDARDS AND PETITIONS COMMITTEE MEMBERS

		Term Ends
Associate Dean (ex officio)	Karen Edwards	rolling term
HRTM	Jessica Chavis	August 15, 2022
RETL	Mike Watson	August 15, 2022
SPTE	John Grady	August 15, 2023

Student Academic Responsibilities Committee

(Elected)

Policy: EC 104

Policy name: Student Academic Responsibilities Committee

Date reviewed: April 1, 2008

Policy:

The Committee on Student Academic Responsibilities shall consist of one faculty representative elected by each department or program area and two student members. The Dean will appoint the two students who must be of Junior or Senior standing (60 credits or more) and enrolled in the college. Membership shall be for two years for faculty members and one year for each student member.

Responsibilities:

- 1) meet within the first three weeks of the Fall semester to elect a Chairperson, who shall call additional meetings as necessary to conduct committee business;
- 2) elect a secretary during the first meeting whose responsibility will be to record minutes of each meeting, maintain an electronic copy of said minutes, and submit minutes to all committee members present and the HRSM Associate Dean of Academics;
- 3) provide a summary of the committee's meetings, activities, and decisions with the HRSM Associate Dean of Academics. The deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility);
- 4) execute the USC policy of Academic Responsibility – The Honor Code in compliance with University approved policies and procedures (Student Affairs Policy STAF 6.25) which are stated in the *Carolina Community: USC Student Handbook and Policy Guide*; and
- 5) submit electronic copy of the minutes of each meeting to the Associate Dean of Academics.

University of South Carolina Policies
directly related to the
Student Academic Responsibilities Committee

Reviewed on March 23, 2008

***Carolina Community: The on-line USC Student Handbook and Policy Guide
2007-08 Academic Year***

Student Affairs Policy STAF 6.25

Academic Responsibility - The Honor Code

University of South Carolina Honor Code

It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline. The Law School and Medical School have a long-standing history of high academic integrity standards grounded in the ethical obligations of their professions. As such, the Medical School and Law School may adopt procedural rules different from procedures set forth in this current code, but should still report any results to the Office of Academic Integrity.

General Provisions and Definitions

The USC Honor Code is the University's policy regarding incidents involving academic integrity. The Honor Code codifies the values espoused in the tenets of the Carolinian Creed.

This Honor Code applies to all students of the University of South Carolina Columbia.

A "**College Committee**" is defined as the group of faculty and students who hear cases of alleged violations of the Honor Code, and is composed of faculty members selected from a pool of faculty from the college where the alleged violation occurred designated by the Dean of the College and students from the College and/or the Carolina Student Judicial Council. Faculty members are appointed annually by the Dean, and student members are selected annually according to the guidelines set in the Constitution of the Carolina Student Judicial Council, or may be appointed by the Dean of the College.

The "**University Committee of Academic Responsibility**" shall consider appeals cases decided by the college academic responsibility committees when any party to the case formally appeals on grounds set forth in the University Academic Disciplinary Procedures. This committee shall perform any other functions provided for in the Academic Disciplinary Procedures. This committee consists of five faculty members, two undergraduate students, and two graduate students. (University of South Carolina Faculty Manual)

Composition of College Committee

3.1 The College Committee is composed of faculty members selected from a pool of faculty from the college where the alleged violation occurred designated by the Dean of the College and students from the College and/or the Carolina Judicial Council. Faculty members are appointed annually by the Dean, and student members are selected annually according to the guidelines set in the Constitution of the Carolina Judicial Council, or may be appointed by the Dean of the College.

For a hearing, the College Committee shall consist of at least five (5) members: three (3) faculty members selected from the pool designated by the Dean of the College; and two (2) students selected from the College and/or the Carolina Judicial Council.

Carolina Creed

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...



I will practice personal and academic integrity;



I will respect the dignity of all persons;



I will respect the rights and property of others;



I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;



I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves

STUDENT ACADEMIC RESPONSIBILITIES COMMITTEE MEMBERS

		Term Ends
Associate Dean for Academic Programs (ex officio)	Karen Edwards	rolling term
HRTM	Kathy Kim	August 15, 2022
RETL, Secretary	Sang-Eun Byun	August 15, 2023
SPTA, Chair	Tom Regan	August 15, 2023
Student Member		August 15, 2022
Student Member		August 15, 2022

LIBRARY REPRESENTATIVE

1-year term.

Rotation: HRTM, RETL, SPTE

		Term Ends
HRTM	Marketa Kubickova	August 15, 2017
*Paul Cammarata is our library liaison. 777-1327 – paulc@mailbox.sc.edu		

TENURE AND PROMOTION CHAIR

1-year term. All College of HRSM tenured faculty are members of the Tenure and Promotion Committee per the faculty manual.

		Term Ends
HRSM-for college committee	Miyoung Jeong (Chair)	May 1, 2022
SPTE committee	Richard Southall	
RETL		
HRTM	Miyoung Jeong	May 1, 2022

Updated Sam Todd: 8/23/21