

LAW SCHOOL POLICIES, as of July 13, 2018

Law School policies supplement university policies.

STAFF POLICIES

1. Annual Leave

- During Orientation week, the first week of class (Fall and Spring semesters) and Graduation week, annual leave should not be granted except under special circumstances.
- Annual leave during Thanksgiving week and the week before the Winter break must be coordinated with other staff members to ensure departmental coverage. It may be necessary to alternate employees' leave requests from year to year to ensure fairness.

2. Work Hours

- Normal law school work hours are 8:30 am -5:00 pm, Monday- Friday, with one hour for lunch. To ensure adequate coverage within an office or department, it may be necessary to coordinate lunch breaks with other staff members.
- Employees cannot routinely "work-through" their lunch hour or a portion of their lunch hour to justify late arrival or early departure. The expectation is that each employee will complete his/her day's work 8.5 hours after he/she began work for the day. Flexible hours are allowable, according to the university's Flexible Work Schedule Guidelines, but the change in hours must be for the benefit of the department. Supervisor and Dean approvals are required for work hours that differ from the law school hours of 8:30 am-5:00 pm. According to USC policy (HR1.03), if a non-exempt employee arrives late or leaves early, that time may be recorded as leave time ("however, leave will not be charged in units of less than one-quarter hour"). If the unworked time is not reported as leave time, the non-exempt employee must make-up the missing time (with supervisor approval) so that the employee is not falsely reporting time worked. Non-exempt employees must receive supervisor approval to work overtime.

3. Dress code and Work Space

- We often host those in the legal profession and we want to model professional behavior and dress in the office. Dress should be neat in appearance and consistent with a business-like atmosphere in order to present a positive impression to other employees, students and visitors to the School of Law. Every staff member is expected to present a neat, well groomed, and businesslike appearance during working hours. Similarly, in decorating and outfitting your work space, keep it professional and consider how your space will be perceived by others.
- Staff are encouraged to consult with their supervisor whenever necessary regarding acceptable dress or the maintenance of appropriate work space.

FACULTY POLICIES

1. Faculty Office Assignment Policy

A Faculty member, who is not retired, may not be asked to vacate any office he or she is assigned and occupying except in extraordinary circumstances. Upon termination of employment including retirement, a faculty member must vacate his or her office unless no other faculty member wants it. Normally, retired faculty will be expected to vacate offices during the summer, even if retirement occurs in December. Nevertheless, the Dean retains discretion to determine the timing for vacating offices.

Assignment of vacant or new offices to faculty shall be awarded by the Dean using the following priority:

- 1) Rank of the professor, i.e., full professors before associate professors, associate professors before assistant professors, assistant professors before instructors, and instructors before retired faculty.
- 2) Within rank, seniority based on total time at USC, except for retired faculty.
- 3) If there is a tie under 2, then seniority based on total time in rank at USC.
- 4) If there is a tie under 3, a flip of a coin or some other random selection method.
- 5) A retiring dean may not award or reserve himself or herself an office except as provided herein and in all events not for more than 6 months before the final day of the deanship.
- 6) No faculty member may be assigned more than one office, except in extraordinary circumstances.
- 7) The assignment of offices to retired faculty, including office sharing, shall be in the discretion of the dean, provided, however, special consideration/priority shall be given to retired faculty who have recently retired (within the past 12 months), teach part-time, continue to write, or otherwise make regular use of office space related to the mission of the law school.

Time at USC begins upon a professor's most recent hire date as determined by USC personnel office and shall include time a professor is away on an official, approved leave of absence or sabbatical.

LAW LIBRARY POLICIES

1. Collection Development Policy

http://www.law.sc.edu/library/about/Collection_Development_Policy.pdf

2. Code of Conduct

http://www.law.sc.edu/library/about/Library_Code_of_Conduct.pdf

3. General Rules of Law Library

<http://www.law.sc.edu/library/about/>

ALL LAW SCHOOL POLICIES

1. Signage

Signs shall be posted only in “approved” designated areas of the building. Only directional/building operations signage can be posted on exterior building doors. All Student created signage must be approved by the Director of Student Affairs before posting. All other postings, including outside organization postings, must be approved by the Director of Communications before posting. According to USC policy, solicitations are not allowable.

2. Computers

The Academic Technology department replaces office Dell computers on a four-year replacement cycle; Apple computers are replaced on a five-year replacement cycle.

3. Email

To promote consistency, professionalism, and brand standards in School of Law email communications, all faculty and staff should follow the standards and guidelines outlined below:

General Email Standards:

- Work email should be used for work purposes only.
- As a state agency, every email communication from a School of Law account leaves a trail and is subject to Freedom of Information requests, so don't put anything in an email message that you wouldn't want everyone to see.
- Proofread every message. Outlook has a built-in spell check that you can use to review your messages, but you should always re-read them yourself before hitting 'send.'
- In a professional exchange, it's better to leave humor out of emails unless you know the recipient well.
- Use a clear, direct subject line in the “Subject” field.
- Use professional salutations such as “Hello” or “Dear,” and remember to use proper titles when necessary.
- Refrain from hitting "reply all" unless you really think everyone on the list needs to receive the email.
- Refrain from using background colors or images in the body of the email.
- Refrain from typing in all caps, even if to make a point. Text in all capital letters is considered “shouting” and is not professional.
- Only use standard professional fonts; recommended fonts include: Arial, Calibri, and Times New Roman.
- Avoid using different colored text and highlighting. Black is recommended for email communication as it is the most professional and the most easily read.

Email Signature Standards

Email signatures are found at the bottom of emails and provide the contact information of the sender.

Email signatures are not required, but if you choose to use one, it should conform to the following standards:

Signatures should include:

- Name
- Title
- Address
- Phone number(s)
- Email address (work only)
- Optional web-link pertaining to your job (SSRN, professional twitter handle, job-related webpage). When appropriate, links should be embedded into the text. For instance, using “Twitter: [@uofsclaw](https://twitter.com/uofsclaw)” instead of “<http://twitter.com/uofsclaw>”
- Signatures should follow the same font and font size as the body of the email. Again, Arial, Calibri and Times New Roman are recommended.
- Signatures should all use the same font and font size.
- Signatures should not use different color fonts.

Signatures should not include:

- Any images or graphics except for the linear School of Law logo:



- The logo should not be appropriately sized to match the font size you are using. The logo should be crisp and unpixellated, and should not be manipulated (stretched vertically or horizontally, or have its colors changed).
- If you have questions or need a copy of the logo for your signature, please contact the director of communications.
- It is recommended that the logo be placed at the bottom of your signature, underneath all other information.
- Any quotes or sayings except for official University or School of Law taglines, such as “No Limits” or “Putting Our Passion Into Practice.”

Example of properly formatted signature line:

John Doe
Executive Assistant
University of South Carolina School of Law
1525 Senate Street, Rm. 250
Columbia, SC 29208

(803) 777-4155

johnd@law.sc.edu

giving.sc.edu/SupportLaw



UNIVERSITY OF
SOUTH CAROLINA
School of Law

4. **Communications**

To ensure compliance with University and School of Law trademarks and licensing and to ensure no dilution of Communication department messaging, Director of Communications approval is required before publishing any communications material for external audiences.

5. **Building hours, Academic Year**

Building Hours (hours in which doors will be unlocked)			
	Monday–Friday	Saturday	Sunday
Senate Street entrance	7 AM–9 PM	9 AM–9 PM	1 PM–9 PM
Gervais Street entrance	7 AM–6 PM	9 AM–6 PM	1 PM–6 PM
The main Senate Street and Gervais Street exterior doors are accessible 24/7 to current law school students, employees and emeritus faculty.			
All other exterior doors are not accessible for entry			
Interior Doors	Group	M-F	Weekends/holidays
Classrooms	public/employees/students	unlocked 7 am- 9 pm	locked
Classrooms	students	card accessible 7 am- 11 pm	
Classrooms	employees	card accessible 24/7	
Dean's suite	public/employees/students	unlocked 8 am-5 pm	locked
Dean's suite	employees	card accessible 8 am-6:30 pm	locked
Dean's suite	Dean's suite employees	card accessible 24/7	
Faculty Suites	public/employees/students	unlocked 8 am-6 pm	locked
Faculty Suites	employees	card accessible 24/7	
Faculty Conference Room	public/students	locked 24/7	
Faculty Conference Room	employees	card accessible 24/7	
Student Affairs/Registrar Suite	public/employees/students	unlocked 8 am-6 pm	locked
Student Affairs/Registrar Suite	Suite employees	card accessible 24/7	
Clinics	public/employees/students	locked 24/7	
Clinics	Clinics faculty, clinic students	card accessible 24/7	
Commons	public/employees/students	follow Senate Street door hours	
Commons	employees/students	card accessible 24/7	
Student Journal Offices	public/employees/students	locked 24/7	
Student Journal Offices	Journal faculty/staff, Journal students	card accessible 24/7	
Student Workroom	public/employees	locked 24/7	
Student Workroom	all students	card accessible 24/7	
Law Library hours are found at:	http://libcal.law.sc.edu/hours.php#!m/1332/		

During holidays, the main Senate Street doors follow the Law Library schedule and the main Gervais Street doors are locked.

Summer hours vary from those in affect during the academic year.

6. Hate or Bias Incidents at the Law School

The law school is committed to providing a safe and inclusive atmosphere for all students, faculty, and staff. If a hate or bias incident occurs, it is imperative that we be in a position to take immediate corrective action.

To help us accomplish that objective, we have prepared the following checklist (which is largely consistent with the approach followed at other universities). The goal is not to anticipate specific problems but to provide general guidelines.

We understand that experiencing or witnessing a hate- or bias-motivated incident can be difficult and distressing. We encourage you to take care of yourself. We also recommend that you report the incident immediately.

Make sure you are safe.

Get to a safe location. If you feel endangered or threatened, please contact University Police at 803-777-4215. For emergency assistance, please dial 911.

Get medical attention if necessary.

If you need immediate assistance, call 911. If you have been a victim of a physical attack, we encourage you to go to a hospital.

Report the incident.

Please notify Dean Wilcox of bias or hate incidents at wilcoxrm@law.sc.edu or (803) 777-6857. We also encourage you to submit a Bias and Hate Incident Form, which can be found at:

[https://www.sc.edu/about/offices_and_divisions/diversity_and_inclusion/
report_an_incident/index.php](https://www.sc.edu/about/offices_and_divisions/diversity_and_inclusion/report_an_incident/index.php).

The Office of Diversity and Inclusion and the Office of Equal Opportunity Programs will investigate all reported incidents. Bias incident reports may be submitted anonymously.

We recommend that you report the incident even if you decide not to press charges because your report can help the police build a file about the incident, which may help prevent the incident from happening to someone else. Your report will also inform the police and University officials about the prevalence of hate or bias incidents in the SC campus community.

Take care of yourself.

Talk to a friend, family member, or someone you trust. Consider contacting a counselor to aid you in processing the incident emotionally and aid in your healing.