



CELEBRATING DIVERSITY

UNIVERSITY OF SOUTH CAROLINA

DIVERSITY RESOURCE MANUAL

UNIVERSITY OF SOUTH CAROLINA
OFFICE OF EQUAL OPPORTUNITY PROGRAMS





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STATEMENT FROM THE PRESIDENT



The University of South Carolina, as the state's flagship University, has a unique and diverse history. Today, as we move this University forward, we can reflect on that history and look at the tremendous progress this University has made in promoting diversity by our actions and our deeds. This is in direct contrast to where we were historically when blacks and women were prohibited by law from attending the University.

One of my first acts upon becoming president of the University was to task our executive leadership team, along with our faculty, staff, and students, with the development of a new focused strategic plan for diversity. Over the next several months, I will work with this task force to ensure our strategic plan for diversity is fully implemented. We must do this to ensure we can continue to meet the needs of an increasingly diverse population and a global economy in which we must be prepared to compete as a great University.

We proudly note that our mission is the education of the state's diverse citizens and students through teaching, research, and service. The diversity of the University of South Carolina today includes and reflects the presence of different cultures, languages, ethnicities, races, genders, sexual orientations, and religious groups. We must value our differences, and we learn and grow by encouraging interaction in the greater University community. We are fully committed to creating an inclusive environment and institutional climate at the University of South Carolina where multicultural perspectives and relationships can develop and create learning opportunities, as we strive to fulfill our mission of teaching, research, and service.

At the University of South Carolina, we have developed programs, policies, and procedures that promote diversity and equal opportunity while addressing discrimination in both academic and non-academic arenas. We know that by fully embracing diversity we will continue to attract world-class faculty, staff, and students. This diversity resource manual details our current policies, procedures, and on-going programming that demonstrates our support and commitment to diversity.

As president of the University, I envision the University of South Carolina as a place where our diversity is not only measured in numbers, but also in the inclusive and welcoming climate that we put on display each and every day in our community.

A handwritten signature in dark ink, appearing to read 'H. Pastides'.

Harris Pastides
President

INTRODUCTION

The University of South Carolina was chartered in 1801 and today serves as the state's flagship university, with three senior campuses and four regional campuses located strategically around the state. The University of South Carolina is a global institution/enterprise that serves the state, the nation, and the world through its outreach and public service. As an institution of research and higher learning, our community is composed of faculty, staff, students, and alumni from around the world. We view this diversity of backgrounds and cultures as an asset, and we are committed to creating an environment in which equity and mutual respect for our differences flourish and enrich our University community.

We are especially proud of the fact that our diversity initiatives have been recognized by the *Journal of Blacks in Higher Education* and by *Diverse Magazine* as it relates to flagship universities in America with the highest percentage of African-American students (14.7 percent) and degree recipients. We are also among the leading flagship universities in America in the diversity of our African-American faculty and staff. In addition, *Latin Trade* magazine ranks the University of South Carolina's Moore School of Business among the top five business schools in the world for MBA programs for Latin Americans. We believe that these success stories reflect that we have in place at the University resources to fully support our diversity efforts and demonstrate our commitment to the future.

Key components of our diversity resource manual include training and development programs and services for our faculty, staff, and students on access, mentoring, and retention issues. Access involves, but is not limited to, recruitment and supportive services, and our mentoring programs enhance our retention efforts for our faculty, staff, and students as we grow the University. Diversity services are provided by varied offices on campus and provide support for faculty, staff, and students.

The University of South Carolina's commitment to diversity is best demonstrated in the Carolinian Creed, which describes us as a "community of scholars dedicated to personal and academic excellence" where we "will practice personal and academic freedom, ... will respect the dignity of all persons, ... will discourage bigotry, striving to learn from differences in people, ideas, and opinions ... and discourage behaviors which threaten the freedom and respect all University of South Carolina community members deserve." The Carolinian Creed, which is provided to all students upon their admission and serves as our code of civility, best exemplifies the type of institutional climate that we strive to achieve with our diversity efforts. We believe it is every member of the University family's responsibility to support a climate of respect for others and civility and to ensure equity in both the academic and nonacademic arenas. Finally, we believe that our commitment to diversity is evident in our actions and our deeds and is today an integral part of our institutional culture at the University of South Carolina.

For further information on diversity services listed in this manual, please visit the University's Web site at www.sc.edu. Select the "A to Z Index" link in the left-hand navigation bar to access an alphabetical listing of departments and programs. You can also contact the Office of Equal Opportunity programs at 803-777-3854.

DIVERSITY INITIATIVES AND RESOURCES

FACULTY AND STAFF RESOURCES

OFFICE OF EQUAL OPPORTUNITY PROGRAMS

Equal Employment Opportunity (EEO) Grievance/Complaint Processing Procedures—The Office of Equal Opportunity Programs is mandated by the president of the University to develop EEO grievance/complaint processing procedures to ensure that applicants for employment, employees, prospective students, and enrolled students at the University of South Carolina are provided equal opportunity and equal access and are protected against illegal discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, and veteran status. These complaint processing procedures are made available to all faculty, staff, students, prospective students, and the general public online at the Office of Equal Opportunity Programs Web site. Persons who feel that they have been subjected to illegal discrimination or denied equal opportunity in employment or regarding any program, services, or service offered by the University are encouraged to consult the Office of Equal Opportunity Programs.

Access and Equity—The Office of Equal Opportunity Programs houses the University Access and Equity Program. Through grant funding, the Office of Access and Equity develops programs and services designed to address the issues of access and declining enrollment of minority and disadvantaged students. These programs and services create academic enrichment and career development opportunities for minority and underrepresented students. One such initiative is the Graduate Incentive Scholarship Program (GIS). As a need-based scholarship program, GIS provides tuition assistance for minority and disadvantaged graduate students. Access and equity funding is provided by the South Carolina Commission on Higher Education, and the University provides matching funds through the Office of the Provost.

Affirmative Action—The University of South Carolina is required to have an approved affirmative action plan by state and federal law. The Office of Equal Opportunity Programs is responsible for the development and updating of this plan on an annual basis and for submitting a goal achievement report to the South Carolina Human Affairs Commission as required by the South Carolina General Assembly. In South Carolina, all state agencies, such as the University, are required to track the hiring and promotion of all employees with specific goals being established for underrepresented groups on the basis of race and sex.

Diversity Training and Development—The Office of Equal Opportunity Programs, in partnership with the Division of Human Resources Professional Development Office, offers an ongoing series of classes on the topic “Diversity in the Workplace.” Designed to enhance employees’ understanding and development of cultural competence, the classes are offered each semester. In addition, the staff from the Office of Equal Opportunity Programs presents workshops for individual departments and offices on request and, based upon need, diversity training and development for faculty, staff, and students.

Equal Opportunity (Staff and Faculty Searches)—The Office of Equal Opportunity Programs assists academic departments that are searching for qualified potential faculty members. The Office of Equal Opportunity Programs provides hiring committees with underutilized statistics and publishes a recruitment manual, *Strengthening Academic Excellence Through Affirmative Recruiting*. Representatives from the Office of Equal Opportunity Programs also meet regularly with hiring committees to discuss important issues involved in hiring and promotion and provide technical assistance on request.

Training—The Office of Equal Opportunity Programs conducts EEO/Affirmative Action and diversity training on these relevant issues to educate USC’s faculty, staff, and students. By providing ongoing personal and professional development training opportunities, our overall goal is to help increase the University’s faculty, staff, and student awareness and effectiveness—and their ability to contribute to the success of the University.

DIVERSITY INITIATIVES AND RESOURCES

FACULTY AND STAFF RESOURCES

Diversity Outreach Programs—The Office of Equal Opportunity Programs is charged with developing a series of diversity outreach initiatives. These initiatives seek to increase the number of minority and disadvantaged students who are pursuing higher education careers as well as pursuing degrees in areas wherein minorities are underrepresented, such as math, science, medicine, and engineering. One such initiative is the Grassroots Initiative to Foster Talented Students (the GIFTS Project).

Statistical Reporting (Federal and State)—The Office of Equal Opportunity Programs regularly provides departments, colleges, and campuses of the University statistical data on applicant availability and underutilization. In addition, the office provides EEO reports and related data to both federal and state regulatory agencies as it relates to the employment of all faculty and staff on the basis of race, sex, disability, and veteran status.

Staff Support for Search Committees—The Office of Equal Opportunity Programs offers staff support for search committees by creating an updated statistical worksheet of underutilized faculty members in specific colleges and work areas and meets with search committees in an advisory capacity to answer any questions that may arise during the search committees process as it relates to hiring and promotion.

Complaint Processing—The Office of Equal Opportunity Programs conducts timely investigations of complaints that are filed, examining equal opportunity reporting and administrative policies to set new strategies for a positive impact on diversity and the elimination of discrimination of any kind in the workplace or classroom.

PRESIDENT'S OFFICE

President's Community Advisory Committee—The President's Community Advisory Committee is made up of community leaders that are involved in political, social, civic, legal, and advocacy work. This committee focuses on diversity issues and advocates for faculty, staff, and students. This committee meets on a quarterly or as-needed basis to discuss diverse issues that the president would like to have addressed. These issues may include, but are not limited to, academic issues, athletic issues, employment issues, access and equity issues, and business development and procurement issues. Membership also includes appointed staff and faculty members who provide staff support and resource information on an as-needed basis.

OFFICE OF THE PROVOST

Affirmative Action Advisory Committee—This committee is appointed to advise the president, the executive assistant to the president for equal opportunity programs, and other key administrators on matters relating to equal employment opportunity and affirmative action efforts and achievement at the University.

Disability Affairs Committee—This committee addresses and advises the University administration concerning accessibility issues on campus. Its goal is to ensure fair and equal access to all University resources for students, faculty, and staff who have disabilities as defined by state and federal law.

Committee on Religious Affairs—This committee oversees the religious life programs on campus and makes such recommendations to the president as may be appropriate to ensure all religious views and beliefs are accommodated in a nondiscriminatory manner at the University.

DIVERSITY INITIATIVES AND RESOURCES

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Retention Committee—This committee provides campus leadership in the study and promotion of student retention, progression, academic success, and degree completion at the University.

Veteran's Advisory Committee—This committee serves as an advocate for faculty and staff members who are veterans of the armed forces by monitoring policies and procedures that may impact veterans of the armed forces who are enrolled at the University.

Women's Issues Advisory Committee—This committee serves as an advocate for female faculty, staff, and students by monitoring the status of women on campus and recommending policy and actions that promote equity and improvement in the quality of the campus climate for women at the University.

University Ombudsman—The University ombudsman functions on an informal basis by receiving from and providing information to faculty members when there is reason for the faculty member not to work through his or her department chair or dean. The ombudsman serves as a designated neutral, remaining unaligned and impartial while striving for fairness and objectivity in the treatment of faculty and consideration of faculty issues at the University.

Faculty Salary Equity Oversight Committee—This committee was created to be an advisory committee to the provost regarding matters of salary equity for faculty. On an annual basis the Office of Institutional Assessment and Compliance performs a statistical analysis of faculty salaries. This committee uses the results of the analysis to identify faculty whose salaries appear to be below those expected for individuals of similar rank, discipline, time in service, and other characteristics. Respective deans are then asked to explain these cases. The committee then submits a report to the provost, who in turn reports to the faculty of the University summarizing the findings. The committee consists of six members; three are administrators selected by the president, and three are faculty members selected by the provost. Where appropriate, salary equity adjustments may be made.

Faculty Grievance Committee—This committee, which is based in the Office of the University Ombudsman, considers individual grievances, including grievances regarding salary matters, brought before it by members of the faculty. When a grievance is determined to be well-founded, the committee attempts to resolve the matter through mediation or other appropriate action. This committee consists of nine elected members for staggered three-year terms and one ex-officio member from the Faculty Salary Equity Oversight Committee appointed by the provost.

Provost Fund—This fund was created to ensure college deans are provided additional one-time resources to make competitive offers to outstanding potential faculty who may be classified as being from an underrepresented group for which the college dean is attempting to recruit. These funds are considered as extra incentive funds.

African American Professors Program—The African American Professors Program is an initiative sponsored by the University of South Carolina, the W.K. Kellogg Foundation, and the South Carolina General Assembly and is designated to recruit, train, and prepare African American students to become college and university professors by assisting them to obtain doctoral degrees. This program originated in the Department of Educational Leadership and Policies in the College of Education and is now housed in the Office of the Provost.

DIVERSITY INITIATIVES AND RESOURCES

FACULTY AND STAFF RESOURCES

DIVISION OF HUMAN RESOURCES

International Support for Faculty and Staff—This office supports international exchange and ensures compliance with various federal requirements for international faculty and staff at the University. This office provides comprehensive consultation, counseling and support services for U.S. and foreign faculty and staff throughout the eight-campus University system, including the School of Law, School of Medicine, and affiliate institutes.

Professional Development—The Office of Professional Development supports the development of knowledgeable, skillful, and productive University employees through lifelong learning. The University's professional development programs are designed to improve individual and organizational performance and help the University achieve overall institutional goals. Training programs have been carefully developed to help employees increase their effectiveness by building and refining job skills and by gaining greater knowledge of University operations. Developmental programs prepare personnel for increased or new responsibilities and broaden individuals as a whole.

Employee Relations—The Employee Relations Office deals with a variety of issues surrounding the work environment of employees on all campuses of the University. Employee relations services include, but are not limited to:

- providing independent counseling to employees and/or supervisors to resolve work-related problems that may related to performance- and/or discipline-based issues
- mediating disputes and advising all sides involved in matters relating to employee relations and human resources policies
- coordinating Employee Assistance Program (EAP) services
- administering the staff grievance process
- monitoring the Employee Performance Management System (EPMS)
- counseling and reviewing reduction-in-force plans (RIF)
- administering the University's unemployment insurance program.

Issues or problems that arise in the workplace may be addressed with the immediate supervisor, department chair, or dean. Employees also can visit the Employee Relations Office to receive advice, counseling, and suggestions on how to deal with any workplace issue, personal concern, or problems with coworkers and/or supervisors.

Salary Administration Data—The Salary Administration Office directs the day-to-day operations and long-range planning for all University personnel records management and data storage, staff classification and compensation, faculty and other unclassified compensation, FTE management, all aspects of temporary nonstudent employment, and all means of extra compensation.

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STUDENT RESOURCES

PROFESSIONAL/GRADUATE AND UNDERGRADUATE SERVICES AND SUPPORT

Office of Disability Services/Educational Support—The Office of Disability Services (ODS) assists students with disabilities in their college life experience through an integration of on-campus services. The staff is available to assist students in coordinating and obtaining services available through a variety of University departments and service areas.

- **Deaf/Hard of Hearing**—Those deaf/hard of hearing students who use sign language are provided interpreters for any University-sponsored program or service. The Office of Disability Services contracts with appropriate agencies for interpreting services. Students who do not use sign language are provided note-takers. It is recommended that students present their academic schedules to the Office of Disability Services in advance and upon completion of registration.
- **Learning Disabilities**—Students with learning disabilities are eligible for a variety of resources designed to accommodate their learning needs, based on current documentation of their disability.
- **Mobility Impaired**—The University of South Carolina is program-accessible to mobility-impaired students. Limited modified housing is available in various residence halls across the campus. Adapted transportation is available for mobility-impaired students to all academically related activities from 8 a.m. to 5 p.m. Monday through Friday.
- **Visually Impaired**—The Office of Disability Services provides assistance to students with visual impairment. Readers and note-takers are recruited as requested by students each semester. Books may be ordered by students from Recordings for the Blind and Dyslexic, and information about other library services is provided upon request.
- The University of South Carolina's policy is to provide students a prompt and equitable method of resolving complaints alleging any action prohibited by the U.S. Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990.

Adapted Housing—In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of South Carolina provides adapted housing for students with physical disabilities. Students with physical disabilities who have been fully admitted to the University must make their needs for adapted housing known to the Department of Housing and provide documentation of the disability justifying the need for adapted housing to the Office of Disability Services. If a student with a physical disability requires minor changes in a room to accommodate special needs, the Office of Disability Services will recommend the needed adaptations to the Department of Housing and the Office of Student Judicial Programs.

Multicultural Student Affairs—The Office of Multicultural Student Affairs provides programs and services in order to produce positive effects on multicultural student retention and success. These cultural support services contribute to the holistic student development and diversity education for the University of South Carolina. Through cultural programming and diversity education initiatives, the office promotes an inclusive environment while fostering an appreciation for each student's individuality. The office staff members serve as advisors to several support groups. These organizations are housed in the department and include the Association of African American Students, National Association for Advancement of Colored People, Students Association for Latin America, The Chosen Gospel Ensemble, The Brothers of Nubian Descent, SAVVY, Minority Assistance Peer Program, EMPOWER, Venture Scholars Program, the African American Male Institute, TRIO, Chic Naissance, and the Bisexual, Gay, Lesbian, and Straight Alliance.

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The Carolinian Creed—The Carolinian Creed was authorized by the Division of Student Affairs and approved by the Faculty Senate, the Student Senate, and the Board of Trustees. The Carolinian Creed is a code of civility that requires commitment to personal and academic excellence. Students choosing to attend the University are obligated to a code of civilized behavior and must sign the creed upon admission. As a Carolinian, membership in the Carolina Community is not without its obligations. It is assumed or understood that joining is evidence of a subscription to certain ideals and an agreement to strive for the level of achievement and virtue suggested by the Carolinian Creed:

- 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.

Speech and Hearing Center—The Speech and Hearing Center provides diagnostic and therapeutic services for students who suspect a hearing, speech, or language problems.

Religious Life—Many and varied opportunities for religious worship, study, and activity are provided. Ordained chaplains, other University-recognized religious counselors, and student leaders from various denominations, faiths, and organizations serve the campus and are available to students as pastors, mentors, and counselors. The members of Carolina Campus Ministries are professional ministers and directors of religious groups, either housed in their own centers or using space on campus for their events; others are students in the University who direct and coordinate activities among their peers. Activities and events are open to all students without regard to religious beliefs.

Committee on Academic Responsibility—This committee considers hearing appeals of cases decided in college academic responsibility committees when either party to the case formally appeals on the grounds that (a) the decision was contrary to the evidence; (b) the sanction imposed is unreasonable, unjust, or inappropriate; or (c) the hearing procedures were violated. The committee is made up of five faculty, two graduate students, and two undergraduate students and addresses purely academic grievances.

Sexual Assault Policies and Services—As a matter of policy, the faculty, staff, and students that comprise the University community will not tolerate sexual assault. The Office for Sexual Health and Violence Prevention, which may be utilized by all members of the University, is open 24 hours a day, seven days a week. This office will assist members of the University with identifying resources for victims/survivors of sexual assault with crisis intervention, judicial processes, and provide educational programs. This office also assists in coordinating all other related services for victims.

Student Retention Committee—The purpose of this committee is to monitor student retention and develop an understanding of why a certain number leave the University each year and to support programs to keep students in attendance. The committee members are composed of 10 faculty and staff members and four students, and the student body president and vice president serve as ex-officio members.

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Student Ombudsman—The Student ombudsman serves as the liaison with academic and service units on student academic issues and grievances; coordinates divisional and institutional responses on routine, nonacademic grievances; and counsels students on policies and procedures for both academic and nonacademic concerns. They send out notices to faculty when a student is absent from class for medical reasons, due to death in the family, family emergencies, etc.

Sexual Harassment Policy—Academic and employment discrimination on the basis of race, color, religion, national origin, gender, age, and disabling conditions violates federal law, state law, and University policy. “Sexual harassment” is a particular form of gender discrimination, distinctive in both characteristic and quality. The purpose of this policy is to define sexual harassment in both the University employment and academic contexts, to provide procedures for the investigation of sexual harassment claims, and to ensure that violations are fully remedied, while also protecting the constitutional and academic rights of every member of this community.

Illegal Harassment Policy—See EEO policy that prohibits harassment based upon race, color, religion, national origin, sex, sexual orientation, disability, or veteran status.

Veterans Services—Institutions of higher learning having students enrolled who are pursuing an educational objective and receiving educational assistance from the Veterans Administration (VA) under the provisions of Chapters 30, 31, 32, 35, or 106, Title 38, United States Code, are required by Federal VA Regulations to set standards of progress and submit them to the License Division of the South Carolina Commission on Higher Education for approval. The standards of progress are:

- grading system
- probationary period
- condition for dismissal and reentry
- conduct of students and circumstances for dismissal
- records kept by the school
- attendance policy.

Academic standards of progress and attendance are covered under school standards of progress as specified by the South Carolina State Approving Agency (SAA) and required by the U.S. Department of Veterans Affairs (DVA). The University’s Office of Veterans Services ensures compliance with these policies.

DIVERSITY INITIATIVES AND RESOURCES

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Student Grievance Committee (nonacademic)—The purpose of this committee is to review the problems that students have concerning various issues. The committee members consist of five faculty and staff members and two students who handle nonacademic grievances.

Women's Student Services—More than half of the students at the University of South Carolina are women. A special office designed to address the needs and concerns of female students both on and off campus is the Office of Women's Student Services. This office provides a central point on campus for information, referral services, and educational programs related to gender issues. Programs include Connections, a women's mentoring program, and Women's History Month. The Women's Student Association is also advised through this office.

International Programs for Students—International Programs for Students provides a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities. The office is staffed by professionals with specialized training and expertise in working with international students at the University.

Study Abroad—International Programs for Students offers a great variety of study abroad and exchange opportunities for students who wish to study in another country. Such study programs are available for both undergraduate and graduate students. The length of the study abroad program may be for the academic year, one semester, or a short-term program during the summer. The Study Abroad Office provides guidance to students considering study abroad and maintains a resource library with information about program offerings and financial aid at the University.

DIVERSITY GOALS

The University of South Carolina, consistent with its academic mission of educating the state's diverse citizens and students through teaching, research, and service, is committed to achieving excellence through diversity. As a community made up of diverse faculty, staff, and students engaged in research, scholarship, teaching and learning, we shall continue to be a global enterprise that creates and fosters an environment that enhances the human potential of all members of our community as it relates to the achievement of our mission.

The University of South Carolina has made great progress in the area of diversity during the past 30 years; however, we realize we have much more to accomplish, and we are dedicated to building upon our progress through the establishment and refinement of our on-going goals.

GOAL 1

We will continue to build and maintain a campus environment that is inclusive, safe, and respectful for all persons and one that fully embraces the Carolinian Creed.

GOAL 2

We will continue to enhance and provide equal access and equal opportunity to all our academic programs, facilities, and services, including employment, for all persons without regard to race, color, creed, religion, national origin, sex, age, disability status, veteran status, or sexual orientation.

GOAL 3

We will continue to provide diversity education, orientation, training, and learning experiences that enhance our awareness of multicultural issues and improve our interpersonal skills and provide cross-group-learning for our faculty, staff, and students.

GOAL 4

We will continue to aggressively recruit, employ, and retain a diverse community of faculty, staff, and students that is consistent with our academic mission and create an environment in which teaching, research, and service will flourish free from racism, sexism, and other forms of prejudice, intolerance, or harassment.





UNIVERSITY OF
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