

**SOUTH CAROLINA STATE UNIVERSITY**

**FACULTY HANDBOOK**

**NINTH EDITION**

**2018**



**OFFICE OF THE PROVOST**

**DIVISION OF ACADEMIC AFFAIRS**

**EFFECTIVE FALL 2018**

**SOUTH CAROLINA STATE UNIVERSITY**  
**Orangeburg, South Carolina 29117**

**FACULTY HANDBOOK**

**TO ALL FACULTY MEMBERS**

This Faculty Handbook, primarily written by the faculty, provides regulations and procedures for faculty members at SC State University (SC State). The Faculty Handbook will be available to all faculty on the SC State website. Faculty members are governed by the latest version of the Faculty Handbook and should check the University's website for updates accordingly.

Every effort has been made to provide consistency between policies and procedures in this handbook and other University policies. In the unlikely event that the Faculty Handbook is inconsistent with a policy or procedure that appears in the Employee Policies and Procedures Manual or that are approved by the Board of Trustees, the faculty member will be governed by the SC State University *Employee Policies and Procedures Manual* and the policies approved by the Board of Trustees. Questions regarding the Faculty Handbook, including matters not covered by the Faculty Handbook, should be addressed to department heads, Deans, or the Provost.

**THE LANGUAGE IN THIS HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

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The Ninth Edition of the *South Carolina State University Faculty Handbook* represents a significant accomplishment for the faculty at this institution. For this we should all be proud. Thanks again to all who made contributions to this achievement.

Learie B. Luke, Ph.D.  
Provost and Vice President of Academic Affairs

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# I. INTRODUCTION TO THE FACULTY HANDBOOK

## **Purpose**

The purpose of this Faculty Handbook is to detail standard operating procedures for all SC State University faculty members. These procedures are intended to facilitate operations and reporting requirements and should be used in conjunction with other University and departmental guidelines. Additionally, the goal of the Faculty Handbook is to articulate policies and procedures, which provide a conceptual framework for improving and strengthening decision making within the Division of Academic Affairs.

## **Scope**

This handbook applies to those offices and persons administratively assigned to the Division of Academic Affairs, including other University staff/employees that may share an administrative appointment. It is intended for particular use by Deans, Department Chairs, directors, coordinators of academic programs and faculty.

## **Implementation**

All faculty members shall refer to the SC State University website for a copy of the Faculty Handbook upon acceptance of their faculty appointment. Continuing members of the faculty may download copies of the Faculty Handbook from the SC State University website. The Provost shall be responsible for keeping the official record of all revisions to the Faculty Handbook. A copy of the Faculty Handbook with current revisions will be available on the University website and in hard copy in the Office of the Provost.

## **Amendments**

Proposed amendments to the Faculty Handbook will be considered and acted upon as follows:

- The Office of the Provost and the Executive Committee of the Faculty Senate shall appoint a Faculty Handbook Committee as a standing committee in the Fall semester of each year. All recommendations for amendments should be forwarded to this Committee.
- The Faculty Handbook Committee shall consider any proposed amendment. Further, the Committee shall conduct periodic reviews of the Faculty Handbook to consider whether additional amendments are needed. All proposals shall be submitted in writing with detailed reasoning behind the proposal. In all cases, the Committee shall seek to reach a reasoned consensus with all involved parties. The Committee shall file a report with the Faculty Senate President and the Provost within thirty (30) days of receipt of the proposal stating the Committee's recommended action.

- The Provost submits the recommendation to the Educational Policies Council, and it moves through the approval bodies to the President, who in turn, submits it to the Board of Trustees.
- Amendments shall take effect immediately upon approval by the Board of Trustees, unless otherwise specified. Amendments so adopted shall be incorporated into the Faculty Handbook as a permanent revision thereto.
- Certain changes may be made to the University and Faculty Handbook immediately following an approved resolution by the Board of Trustees.

## II. SC STATE UNIVERSITY

### **Mission Statement**

South Carolina State University (SC State) is a historically Black public 1890 land-grant senior comprehensive institution. Located in Orangeburg, South Carolina, SC State University is committed to providing affordable and accessible quality baccalaureate programs in the areas of business, applied professional sciences, mathematics, natural sciences, engineering, engineering technology, education, arts, and humanities. A number of programs are offered at the master's level in teaching, human services and agri-business, and the educational specialist and doctorate programs are offered in educational administration.

SC State University prepares highly skilled, competent and socially aware graduates to enable them to work and live productively in a dynamic, global society. Through technology and traditional methods of teaching and learning, research and service, the University enhances the quality of life of citizens and contributes to the economic development of the state and nation.

(This mission statement was approved by the S.C. State University Board of Trustees on October 9, 2018 and by the South Carolina Commission on Higher Education on 23, 2018.)

### **Institutional Accreditation**

South Carolina State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, educational specialist, and doctoral degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Carolina State University.

### **III. ADMINISTRATION AND GOVERNANCE**

#### **Organizational Structure of the University**

SC State University is one of thirty-three institutions of higher education coordinated by the South Carolina Commission on Higher Education. The legislative, coordinating entities and governing board for SC State University are outlined in title 59, chapter 127 of the South Carolina Code of Laws.

#### **SC State University Board of Trustees**

The Board of Trustees of SC State University was created and established as a body corporate and public by virtue of title 59, chapter 127 of the Code of Laws of South Carolina (1976), as amended. The Board is charged with the operation and management of SC State University. By the powers vested in it by the State of South Carolina, the Board of Trustees is the legal body for SC State University.

#### **President of the University**

The President is appointed by the Board of Trustees and is charged with the managerial and administrative responsibilities for the ongoing operations of the University and carrying out the policies and decisions of the Board. The President serves as the official medium of communication between the Board of Trustees and the University.

#### **Division of Academic Affairs**

The Division of Academic Affairs is one division through which SC State University conducts its business. Housed in the Division of Academic Affairs are the four academic degree-granting colleges/school: the School of Business; the College of Education, Humanities and Social Sciences; the College of Science, Mathematics, Engineering and Technology; and the College of Graduate & Professional Studies. The Honors College is also housed in the Division of Academic Affairs. It is not a degree-granting unit.

The School of Business is comprised of four units: the Department of Business Administration; the Department of Accounting, Agribusiness and Economics; the MBA Program, and the Small Business Development Center.

The College of Education, Humanities and Social Sciences is comprised of five departments: English and Modern Languages, Social Sciences, Educational Leadership, Education, and Visual and Performing Arts.

The College of Science, Mathematics, Engineering, and Technology is comprised of four departments: Biological and Physical Sciences, Civil and Mechanical Engineering Technology and Nuclear Engineering, Industrial and Electrical Engineering Technology, and Mathematics and Computer Science.

The College of Graduate & Professional Studies is comprised of five departments: Family and Consumer Sciences, Health Sciences, Military Science (ROTC), and Human Services. This College houses the Child Development Learning Center within the Department of Family & Consumer Sciences. The College serves as the coordinating body for the admission and processing of all graduate students.

The Honors College was approved by the Board of Trustees in February 2010. The Honors College is designed to provide the best possible education for the exceptional student who is intellectually gifted and talented.

### **Mission Statement of the Division of Academic Affairs**

The Division of Academic Affairs is the vehicle through which the University discharges its mission of providing affordable and accessible undergraduate and graduate degree programs that meet the standards of quality set by their respective national accrediting bodies and professional associations as well as by Southern Association of Colleges and Schools Commission on Colleges. The Division's primary goal is to offer academic programs and services that provide students with the necessary knowledge, skills, and dispositions to compete successfully in the national and global marketplaces.

Consistent with the University's mission, the Division of Academic Affairs is committed to diversity of its students, personnel, course and program delivery, and academic programs to meet the needs of its students. The Division of Academic Affairs embraces the concept that strong programs of research and other creative endeavors provide the basis for strong academic degree programs. Hence, faculty, professional staff, and students engage in creative activities, and conduct and disseminate the results of applied and basic research, often under sponsored programs and through numerous specialized campus institutes, workshops, laboratories and centers of excellence.

### **Provost**

The Provost is the chief academic officer of the University and is responsible to the President for all aspects of administration of academic programs. As the leader of the faculty, the Provost is responsible for the coordination of the academic programs and services that support the academic mission of the University. The Provost makes personnel recommendations to the President for faculty and staff in the Division of Academic Affairs. The Provost is also responsible for the coordination and supervision of the academic budget, for the preparation of the academic calendar, and for class and examination schedules, and other duties assigned by the President.

### **Associate Provost for Academic Affairs**

The Associate Provost assists the Provost in carrying out his/her duties with respect to the operation of the following units: the Miller F. Whittaker Library and Information Services; the Office of the Registrar and Veterans Affairs; the I.P. Stanback Museum and Planetarium; the Office of International and National Student Exchange Programs; and Summer School. The Associate Provost is the Provost's designee to the Commission on Higher Education. These duties may change at the discretion of the Provost.

### **Associate Provost for Sponsored Programs, and Research**

The Associate Provost for Sponsored Programs and Research assists the Provost in carrying out his/her duties with respect to the operation of the following units: Sponsored Programs-Pre-Award, Sponsored Programs-Post Award, Title III, Research Compliance, the Institutional Review Board (IRB), and Intellectual Property. The Associate Provost plays a key role in fostering research in all disciplines and in all divisions. These duties may change at the discretion of the Provost.

### **Deans of Academic Colleges/Schools**

The academic Deans are the chief administrative officers of the Colleges/Schools at SC State University and serve at the discretion of the Provost. The Deans provide leadership in formulating educational policy, including curriculum development and delivery, and serve as their faculty members' agents in the execution of approved policy. College Deans hold faculty rank and engage in the research and service functions of faculty. Deans are also responsible for fundraising, budgeting, increasing enrollment, strategic planning, and staffing. In addition to supervising all Department Chairs within the college, the Dean also performs the following critical activities:

- Provides leadership in the planning, direction, and development of the College and its various academic departments.
- Represents the College at formal functions and in public relations efforts such as speaking engagements and outreach activities in the community.
- Maintains operational procedures, rules, and standards relating to faculty and staff classification standards and the standards of accrediting bodies.
- Promotes College-wide efforts to achieve those appropriate performance indicators specified by the SC Higher Education Act of 1996 (ACT 359, Performance-Based Funding).
- Submits recommendations, with the input from chairpersons, to the Provost.
- Supervises chairpersons in the performance of their duties to ensure quality instruction.
- Provides up-to-date information for the Provost as appropriate regarding working conditions of the faculty and support personnel in the College.

- Prepares an annual budget and report for the College.
- Provides administrative leadership to departments within the College in the absence of the chairperson, or designates someone to perform these functions, subject to the approval of the Provost.
- Reviews and takes appropriate action on curricula and semester schedules of the departments within the College.
- Integrates and coordinates the work of the administrative subdivisions within the College and articulates the work of the College with that of other academic areas of the University. Also, resolves conflicts arising within the College.
- Establishes communication within the College to ensure the dissemination of information from and feedback to the Provost.
- Organizes in-service training sessions on new and innovative methods of teaching, managing and supervising, to ensure the continued viability of the faculty and an effective management-accountability system within the College.
- Performs such other duties as may be assigned by the Provost and the President.
- Promotes sponsored research and other professional activities of all faculty.
- Approves graduate admissions recommended by the college/school Deans and their respective school admissions committees.
- Assists departmental chairs and other college/school Deans in obtaining support for scholarships and assistantships for graduate students.
- Maintains high standards of graduate and undergraduate instruction.
- Collaborates with chairs and other college/school Deans in planning, developing and implementing new graduate and undergraduate programs, and reviews, and modifies existing programs.
- Provides administrative support to the Graduate Studies Council in order to ensure achievement of program and policy development goals for which that body is responsible.
- Engages in fundraising for the College.

The duties listed above may change at the discretion of the Provost.

## **Dean of the Honors College**

Reporting to the Provost as the senior academic and administrative officer of the Honors College, the Dean is responsible for setting strategic, operational, and financial directions. The Dean is also charged with developing an effective collegial environment and plan that supports excellence in teaching, research, and service; facilitating collaboration between faculty members and among programs within the college and University; coordinating the college's efforts with schools, corporations, other universities and communities, and state, federal, and international agencies; and engaging faculty, staff, and students in developing a shared plan for the future of the Honors College and defining its role in the broader mission of the University.

The Dean is responsible to the Provost for all functions and matters relating to academic programs and their support services within the college. In fulfilling the responsibilities of this office, the Dean, in consultation with the Provost and collaboration with the Honors College Advisory Council, shall perform the following essential functions:

- Recruit and retain highly qualified students to participate in honors education opportunities.
- Assist with fundraising and development activities to provide scholarships, grants, and program support.
- Coordinate and promote undergraduate research, university-wide recognition of academic achievement, and selected University honor societies.
- Establish a plan to identify students at the freshman and sophomore level and cultivate them for prestigious national scholarships and awards (Fulbright, Truman, Marshall, and Rhodes Scholarship, etc.) and graduate programs.
- Develop procedures to identify, attract, recruit and award outstanding faculty to teach in the Honors College.
- Provide planning, in conjunction with Deans/chairpersons, for continuous evaluation and upgrading of the curriculum in the college relative to institutional objectives, contemporary educational trends and the needs of students.
- Create and support an intellectual and cultural environment that promotes faculty efforts in teaching, scholarship, and program development.
- Handle administrative activities of the college, including staff supervision, budgeting, strategic planning, and assessment.

The duties listed above may change at the discretion of the Provost.

## **Dean of Library and Information Services**

The Dean is the chief administrative officer of the Miller F. Whittaker Library. This individual is responsible for all activities associated with the acquisition, access, and maintenance of information resources that support the teaching and research requirements of the University. The Dean of the Library reports to the Associate Provost of Academic Affairs. The Dean of the Library is an academic Dean. The performance of the Dean is reviewed periodically by the Associate Provost. The Dean engages in professional development and service functions. The Dean performs the following essential functions:

- Formulates and directs the library's mission statement and its goals and objectives relative to the mission and purpose of the University.
- Coordinates short and long-range planning for library services and resources necessary to support information and research needs and to meet requirements of appropriate accrediting agencies.
- Maintains awareness of developments, trends, and needs affecting academic libraries and applies them, as appropriate, to the Whittaker Library.
- Oversees development of the library's collection, including consideration of access over ownership, in a changing world of information resources.
- Formulates and monitors the library's budget in collaboration with University fiscal officers and library staff.
- Supervises all personnel matters affecting the welfare of the professional and classified staff of the library, including hiring, dismissal, evaluation, professional development, continuing education, tenure and promotion, and compensation, according to the rules, regulations, and policies of the state and the University.
- Develops and maintains open communication between the library and University faculty, students, staff, administrative officers, and the community.
- Represents the library's specific interests on the Deans' Council and other University committees.
- Represents the library at the local, state, and national levels.
- Performs all other duties that may be assigned by the Associate Provost, Provost and the President.
- Coordinates the assessment of all programs and activities in the Library.

The duties listed above may change at the discretion of the Provost.

## **Department Chairs**

As the integral link between members of academic departments and the Deans of the colleges/school, Chairs are responsible for the development and management of academic departments. Department Chairs provide leadership in the departments' development of goals, annual objectives, and curricular and staffing plans. Department Chairs conduct the business of the departments in consultation with their department members. As faculty members, Department Chairs are expected to continue to teach, carry out research and related professional growth activities, and provide service to the College and the community. The extent of this effort shall be negotiated each year with the Dean as a part of the Chair's annual evaluation.

The Chairperson is a key position in the daily operational management of the Division of Academic Affairs at SC State University. The Department Chair must be effective in planning, communicating, coordinating, problem-solving, negotiating, setting goals, and representing the Department, College, and SC State University. The Chair has the ultimate responsibility of ensuring that all departmental activities are effective and efficient. The Department Chair is expected to articulate the goals of the department and maintain adequate records of implementation and pursuit of set objectives, with faculty consultation. The Chair is responsible for reporting this information to the Dean and other administrators. A Department Chair's specific functions include:

- Supervising the department's program of instruction, including scheduling, faculty workload and advising graduate students and majors.
- Recommending faculty appointment, reappointment, tenure, promotion, termination and dismissal.
- Annually evaluating each member of the department's faculty and staff.
- Conducting searches for new faculty.
- Allocating funds from instructional and other departmental budgets and developing and monitoring these budgets.
- Conducting regular departmental meetings.
- Recommending applications for professional travel and sabbatical leave.
- Providing support and orientation for new members of the departments.
- Hearing informal faculty and student grievances.
- Advising new hires of their dates to submit tenure and promotion, and post-tenure review dossiers.

- Carrying out other such duties as shall be assigned by the Dean and/or Provost as described in College policy and department by-laws.

The duties listed above may change at the discretion of the Dean and Provost.

### **Academic Program Coordinators**

Academic Program Coordinators report to their respective academic Department Chairpersons, providing assistance with the functioning, development, and assessment of activities within the specific academic area assigned. The Academic Program Coordinator is responsible for scheduling, budget management in his/her assigned academic program area. In some instances, Department Chairpersons also serve as Academic Program Coordinators for their specific academic discipline. The title of Academic Program Coordinator is the official designation of the position. Academic Program Coordinators are appointed and evaluated by Department Chairs. The Dean and Provost must concur with appointments of Academic Program Coordinators. Academic Program Coordinators are considered administrative faculty. A full teaching load for an academic program director shall be no more than nine semester hours per semester. Exceptions shall be approved by the Department Chairperson and College Dean. The Academic Program Coordinator shall be eligible for all faculty development grants. Among other duties, the Academic Program Coordinator performs the following critical functions:

- Assists the Chairperson/Dean in supervision, curriculum development, administrative management, and budgetary control of his/her unit.
- Assists the Chairperson/Dean in evaluation of program and personnel.
- Identifies significant problems and issues within the area and suggests viable solution and resolutions to the departmental Chairpersons/Dean.
- Provides the Chairperson/Dean with valid internal evaluation data concerning the effectiveness of the instructional programs.
- Provides the Chairperson/Dean with data and means relative to curricular modifications, deletions, and additions.
- Teaches nine (9) semester hours of undergraduate courses, or six (6) semester hours of graduate courses at the master's or specialist level.
- Serves on committees and performs other duties that may be assigned by the Chairperson, Dean, or other executive administrators.

- Academic Program Coordinators will have a nine (9) month appointment with 25% release time.

The duties listed above may change at the discretion of the Chairs, Deans and Provost.

### **Director of Minority Teacher Recruitment**

The Director of Minority Teacher Recruitment reports to the Chair of the Department of Teacher Education. The Director of Minority Teacher Recruitment is responsible for overseeing activities associated with the promotion of teaching as a career choice and the recruitment and retention of minorities into the teaching profession to include:

- Recruitment of African-American males into the teacher education programs.
- Recruitment of African-American females into state declared critical needs subject areas of teacher education.
- Recruitment of non-traditional students-teacher aids and technical college transfer students into teacher education programs.
- Serve as program academic advisor and counselor to students participating in Programs, tracks and maintains data on their academic progress and history of employment upon graduation.
- Schedule Instructional Intervention Seminars, makes logistical arrangements with various academic departments for the scheduling of Evening courses and summer program initiatives, and monitor Evening Program initiatives as needed.
- Provide fiscal management and monitoring of Program's budgets.
- Monitors the recruitment and retention initiatives of the Program and works collaboratively with other state recruitment agencies, as well as provides leadership and supervision for Program employees.
- Prepare status and state-required reports for the S.C. Commission on Higher Education (CHE), Education Oversight Committee (EOC) and South Carolina State University as appropriate.
- Make presentations to SC General Assembly and Higher Education Committees.
- Administration of EIA Forgivable Loan and the African American Teacher Loan programs.
- Monitoring of employment and placement of graduates in South Carolina public schools.
- Collaboration and partnerships with SC public schools and technical colleges to advance the work of the program.

The duties listed above may change at the discretion of the Chair, Dean and Provost.

### **Director of the Child Development Learning Center**

The Director reports to the Chairperson of the Department of Family and Consumer Sciences in the College of Graduate & Professional Studies. This officer performs the following duties:

- Maintains licensing and applies for accreditation by obtaining a regular license of approval to operate a child care facility.
- Submits applications and self-studies.
- Hosts validation visits for accreditation.
- Provides for the fiscal management of the program by submitting a yearly budget; plans for, and monitors expenditures and income.
- Recruits and recommends employment of qualified staff. Assures that the Position Description/Employee Performance Evaluation is submitted in an accurate and timely fashion for each employee being supervised; assures that employees are kept abreast of appropriate policies and procedures; and assures that the policies and procedures are followed.
- Establishes goals and objectives; provides opportunities for individualized instruction (example: child health histories, developmental screening, observations, etc.); establishes systems and timetables for assessing program impact.
- Develops parental participation activities to include parent committees through the parent organization, parent workshops and parent education training sessions and informal interaction group sessions.
- Develops public relations tools and techniques by establishing methods of communicating with the community and disseminate materials to increase program visibility and viability (example: maintains and monitors full center enrollment).
- Secures resources needed to manage the program by securing external and internal funding to meet the needs of staff, families, and children.
- Teaches Family and Consumer Sciences course(s).

The duties listed above may change at the discretion of the Chair, Dean or Provost.

### **Executive Director of the Center for Teaching, Learning and Extended Studies**

The Director of the Center for Teaching, Learning and Extended Studies reports to the Provost. This individual is the chief administrative officer of the unit, which houses the Assessment Center. This officer, in collaboration with Department Chairs, designs, develops, and implements a comprehensive university-wide Distance Education Program with a strong technological infrastructure. Because lifelong learning is one of the

primary tenants that defines the mission of Adult and Continuing Education, the unit head is expected to provide the leadership that allows some facets of the Distance Education Program to support, facilitate, and enhance unit activities on and off campus. These activities include courses delivered through various media. This officer also performs the following critical duties:

- Plans for and sponsors faculty development workshops for training in the development and delivery of distance education courses, and the improvement of faculty pedagogy in general.
- Conducts internal and external need assessments to determine and advise the university community of the demand for distance education, adult and continuing education courses and programs.
- Coordinates the offering of academic courses in off-campus settings with Department Chairs.
- Raises revenue to fund the program and oversees the unit's budget.
- Performs all other duties that may be assigned by the Provost.
- Supervises the Weekend College.

The duties listed above may change at the discretion of the Provost.

### **Director, Office of International and National Student Exchange Programs**

The Director of the Office of International and National Student Exchange Programs, reports to the Associate Provost. Overall, the Director's responsibilities include, but are not limited to, directing, developing, implementing, and budgeting within the parameters of established policy and available facilities and resources. The Director performs the following essential duties:

- Coordinates the various activities related to the National Student Exchange Program (NSE).
- Acts as the guest NSE students' advocate in regards to admissions, registration, fee payment, housing, advisement, and other related campus services.
- Assists the NSE student with the administrative details necessary to return to their home campuses.
- Creates exchange opportunities between SC State University and various international institutions of higher learning.
- Pursues outside funding to assist in satisfying various objectives of the Program.

- Travels to various National and International Universities to negotiate and secure site visits for students and faculty.
- Assists students with securing and executing appropriate documents for travel to international locations.
- Coordinates the Study Abroad Program and serves as chaperone when applicable.
- Plans programs for the celebration of International Awareness Month and other international awareness initiatives throughout the year.

The duties listed above may change at the discretion of the Associate Provost for Academic Affairs and the Provost.

### **Director of Clinical Experiences, Evaluations, and Certification**

The Director supervises all phases of the clinical experiences program and seeks to establish and maintain cooperative relationships among all components and persons concerned with the Teacher Education Program. The Director has the following specific responsibilities:

- Serves as supervisor for every undergraduate component of Teacher Education – admission, retention, pre-clinical experiences (PreStep), and student teaching.
- Evaluates and recommends all students completing the approved Teacher Education Program, Counselor Education and Educational Administration Program for initial certification.
- Works directly with university personnel and representatives of school systems in interpreting the purposes of the Teacher Education Program.
- Identifies and collects comprehensive data on teaching centers, to be shared with university instructors, university supervisors and other identified university personnel in making the best possible match of students enrolled in education courses, student teaching, and teaching centers.
- Effects contractual relationships among students, schools, and the university.
- Provides school representatives with appropriate information concerning the student assigned to the school for pre-clinical and clinical experiences.
- Assists school representatives with identification of criteria for selection of cooperating teachers and centers.
- Advises university Deans, Chairpersons, university supervisors and cooperating center personnel on specific problems involving clinical experiences.

- Maintains a complete Teacher Education Records file for each student teacher duly enrolled in the SC State Teacher Education Program.
- Assumes responsibility for all printed forms and materials required for student teaching.
- Orients students to the general philosophy, competencies, goals, and requirements in teacher education, through prepared forms, handbooks, etc.
- Makes the final decision, after consulting with advisors, instructors, Chairpersons, and supervisors in the identification of the centers and the subsequent placement of students for pre-clinical and clinical experiences.
- Notifies all necessary components, once placement decisions are made.
- Conducts at least two consultative seminars each year for the Teacher Education Council, public school administrators and public school teachers.
- Ensures that Teacher Education Program Policies, Procedures, Standards, and Licensure Standards are maintained and practiced throughout the Teacher Education Program.
- Collects final evaluations for ALL Pre- and Professional Clinical Experience students and maintains a permanent file for each student.

The duties listed above may change at the discretion of the Chair, Dean and Provost.

### **Term Appointments and Release Time for Administrators**

The term of appointment for administrators such as Deans, Department Chairs, academic program coordinators, and other similar positions is one year, subject to at-will employment. Appointments may be renewed each year and are made based upon recommendations from the employing unit.

Department Chairs and Academic Program Coordinators must not assume release time totaling more than seventy-five percent to include their administrative release time, without approval of the Provost.

### **Shared Governance**

The academic community is a system of shared educational goals. All members of the academic community, including students, faculty, administration and alumni, participate in shared governance. Shared goals can only be initiated, cultivated, and preserved in a society of mutual respect. The university community must be willing to work constantly toward the fulfillment of the university's purposes, assume the responsibilities of voicing opinions and subsequently acting on critical issues regarding educational problems, policies, and the general welfare of the institution.

## **Faculty Senate**

The Faculty Senate is an organization consisting of representatives from the academic university community. It is comprised of representatives from academic units of operation, faculty-at-large, and three faculty members appointed by the President of the university. The Faculty Senate of SC State University is committed to academic freedom through a democratic process of shared governance. Consensus is essential for SC State University to remain a competent, progressive, and vital force toward the achievement of higher education in the lives of its students, faculty, administration, and alumni.

The Faculty Senate has legislative powers granted to it by the academic faculty. It may consider policies affecting the academic activities of the university, faculty welfare and discipline, administration, standards of admission, registration, requirements for degrees, granting of degrees, curriculum, instruction, research, extracurricular activities, the educational policies and standards of the university, and all other matters pertaining to faculty affairs, including the discipline of its own members. It may make recommendation(s) subject to review by the University President.

The Constitution of the Academic Faculty and the Faculty Senate of SC State University is located on the University's website and outlines the policies and procedures for membership, functions, officers, meetings, committees, councils, finances, and other information pertinent to the Faculty Senate.

## **University Committees and Councils**

Full faculty participation and faculty jurisdiction over academic programs and academic governance is sanctioned by the University. To maximize faculty participation, the University relies heavily upon such structures as senates, councils, and committees, through which the faculty conducts its work. Such work is done in accordance with procedures established by the President and his Cabinet and the Board of Trustees. SC State University' educational activities include instruction, research, and public service. Faculty members are expected to plan and evaluate each of these activities as part of shared governance over academic programs. All faculty are required to participate in university committee work.

Membership on University committees is recommended to the University President, by the Provost, and President of the Faculty Senate. Participation on all institution-wide committees is an important service to the University and is considered in faculty members' application for promotion in rank, and to tenure, as well as in merit pay decisions. Committee membership will be posted annually on the SC State University website under Faculty/Staff.

### **Deans' Council**

The membership of the Deans' Council consists of all College/School Deans and the Dean of Miller F. Whittaker Library. The Chair of the Deans' Council is the Provost. The Deans' Council members meet periodically to discuss common concerns, to provide the administration with information on their programs, problems, and progress, and to receive guidance. The Executive Director of the Center for Teaching, Learning and Extended Studies may sit with the Deans Council at the discretion of the Provost.

### **Department Chairs' Forum**

The membership of the Department Chairs' Forum consists of all Department Chairpersons. The Chairs' Forum members meet periodically to discuss common concerns, to provide the administration with information on their programs, problems, and progress and receive guidance from the Associate Provost for Academic Affairs. The Associate Provost serves as liaison for the Chairs' Forum to the Provost. At the beginning of each academic year, the membership elects its Chairperson and Recording Secretary.

## **IV. EMPLOYMENT**

### **Definition of Faculty**

The Academic Faculty of SC State University shall consist of the President of the University, the Provost and Associate Provosts in the Division of Academic Affairs, all teaching personnel, Chairpersons, academic and professional librarians, and other persons holding academic rank.

### **Academic and Professional Preparation of Faculty**

“While academic credentials in most cases are the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching” (SACSCOC Resource Manual, p. 44).

For the most part, full-time and adjunct faculty teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. Any exception will be approved by the Provost.

## **Recruitment of Faculty**

The employment of faculty members is one of the most important duties to be performed by the University. The faculty provides the nucleus for all of the activities performed within an academic unit. Thus, the quality of the department is, to a large extent, determined by the quality of the faculty. For this reason, it is imperative that careful attention be given to the selection of faculty personnel.

When a vacancy occurs due to the creation of a new position or for other reasons, a careful review should be made by the Chairperson, in consultation with the faculty, of the department's strengths and weaknesses, as well as projected departmental needs relative to new or revised program objectives. This will provide a determination of how the position may be used to meet existing and emerging needs. This plan should be communicated to the Provost. Every departmental vacancy, whether by creation of a new position or vacated by faculty, must be properly advertised, and a search must be properly conducted. If an emergency requires that a faculty member be replaced immediately, the vacancy can be filled by a non-tenure-track hire while the search is completed. The *PeopleAdmin System* is used to authorize vacancy announcements as well as hiring faculty. Announcements must require of prospective candidates a letter of application, official transcripts of all degrees earned, three letters of recommendation, and curriculum vitae. Positions should be advertised at a time such that the search can be completed, and the position filled in a timely manner. All prospective hires are subject to a background check by the Office of Human Resources before approval.

## **Faculty or Administrative Search Committees**

South Carolina State University has a formal process for recruiting faculty members. In the spirit of shared governance, faculty members' participation in this process is crucial. Thus, faculty members, when appointed to a Search Committee to select their peers, are expected to fully engage themselves in this assignment because of the impact of their decision upon the quality of the educational programs offered by the University.

## **Hiring Procedures and Practices**

The Department Chair shall appoint a search committee of three, five or seven faculty members from the department who are available and willing to attend all meetings and interviews.

The Department Chair may not serve on the search committee. The composition of the search committee should reflect a balance of both senior and junior faculty. If the candidate is expected to teach in more than one discipline, then representatives from the other department(s) should be included in the search committee. Current faculty wishing to apply for the position must submit the required credentials and cannot serve

on the search committee. The committee members shall elect a chair. The duties of the committee chair shall be as follows:

- Acknowledge receipt of applications.
- Notify those whose files are not complete.
- Make copies of files for other committee members.
- Call meetings when necessary to review applications.
- Schedule interviews with the candidates.
- Forward the decision of the committee to the Department Chair.
- Notify other candidates of the closing of the search and thank them for their interest.
- After the announced deadline, the committee shall review all applicants to determine those who will be invited for an interview. Applications received after the announced closing date may not be reviewed. If an inadequate number of applications is received, or if none of the applicants are selected, the position must be re-advertised, and the search re-opened.
- The committee shall choose up to three candidates from the pool who will be recommended to the President via the Department Chair, the Dean of the school/college and the Provost for an appointment. The committee shall write a statement justifying its selection of candidates.

## **Hiring Procedures and Practices for Academic Administrators**

### **College/School Deans**

Deans are appointed by the Provost. The President must concur with appointments of Deans. Deans are considered administrative faculty. There shall be a properly advertised national search for the Dean of a school/college. The search committee will be appointed by the Provost and must include non-administrative faculty members.

### **Department Chairs**

Success in fulfilling assigned responsibilities requires an individual who understands the role of administration and accepts administrative authority and responsibility. The successful Department Chairperson must possess personal qualities such as openness, integrity, and objectivity. Department Chairs are recommended for appointment and are evaluated by the Dean. The Provost and

College/School Dean must concur with appointments of Department Chairs. When considering an appointment, the following guidelines are to be observed:

- The candidates for the Chair will be identified by a departmental search committee, as approved by the Dean and Provost. The search committee shall be comprised of not less than three and not more than seven persons. The majority of the search committee members shall be from within the department. Only full-time faculty shall be part of the selection committee.
- The search committee will recommend up to three unranked finalists to the Dean who will forward a recommendation to the Provost for approval.
- The Dean will forward the name, along with a recommendation for appointment, to the Provost for approval.
- No Chair should serve on an interim basis for more than two years without the University engaging in the search process for a permanent Chair or Dean.

### **Administrative Compensation**

The Provost, in consultation with the President of the University, will determine a Dean's salary based on a twelve-month appointment appropriate to his/her rank and qualifications. Any faculty member on nine-month appointment who is promoted to Dean on an interim or permanent basis shall have a salary adjustment to reflect twelve-month employment. An interim Dean who returns to nine-month faculty status will have his/her salary adjusted accordingly.

Any faculty member on nine-month appointment who is promoted to Department Chairperson on an interim or permanent basis shall have an appropriate salary adjustment. A Department Chairperson who returns to nine-month faculty status will have his/her twelve-month salary adjusted accordingly.

### **Interviews of Candidates for Faculty Positions**

After a probable salary level has been agreed upon by the Provost in consultation with the Dean and Chair, the candidate selected may be invited for an interview on campus. The employing unit will bear all expenses associated with the interview. In addition to the Chairperson, department members, and interested majors, the interview process shall include the Dean of the respective school/college. The Associate Provost for Academic Affairs and the Provost should be invited. If the position is shared between two units, the Chairperson and Dean of the other unit shall be included in the interview process as well. In the event of a campus interview or via electronic technology, the candidate shall be given a tour of the campus, an in-depth picture of the employing department, an overview of the curriculum of the candidate's subject area and the

courses which the candidate will be required to teach, and information about regulations governing the appointment and tenure. The expectations of the unit relative to performance, work requirements, and the essential matters should be carefully reviewed with the applicant. The candidate may be required to make at least one oral presentation to the faculty, interested majors and Chair of the department in which he or she is making application. This presentation provides an opportunity to evaluate the candidate's proficiency in oral communication. Ideally, the candidate will give two presentations: (a) research presentation describing his or her research, the other (b) a teaching presentation consisting of one lecture from one of the courses that he or she will teach. If time allows for only one presentation, the teaching presentation is preferable. During the interview, the candidate shall be queried by the Chair about the minimum salary acceptable, but no firm commitment shall be made. It is imperative that this procedure be adhered to stringently. The Provost and President determine faculty salaries.

### **Tenure-Track Appointments**

Tenure-track appointees must have a terminal degree in the discipline or related field in which they are teaching. Regular full-time faculty, with academic rank of Assistant Professor or higher, are eligible for tenure-track appointments. Faculty in tenure-track appointment slots are required to serve a probationary period of employment. Tenure-track appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to renewal at the discretion of the University. At the beginning of the fifth year or no later than the beginning of the sixth year of service, with at least three of the six years having been served at SC State, tenure-track faculty shall submit application for tenure. If the tenure-track faculty does not submit an application for tenure in the sixth year, his/her appointment may be changed to non-tenure status at the discretion of the University. It should be noted that tenure cannot be earned at the rank of Assistant Professor. To earn tenure, a faculty member must be an Associate Professor or simultaneously promoted to Associate Professor. If unsuccessful, the faculty shall be given a one-year non-tenure-track appointment. Further employment shall be at the sole discretion of the University.

### **Tenure Appointments**

Appointments with tenure are for regular full-time faculty with academic rank of associate professor or higher who have been recommended by the faculty, approved by the President, and awarded tenure by the Board of Trustees. Tenure appointments include the assurance of continued employment, subject to termination for cause or as a result of financial exigency. In selected instances, the President, in consultation with the Provost, the Dean, the Chair and the tenured faculty of a department, may recommend that the Board of Trustees grant tenure to faculty entering the University with the rank of Associate Professor or Full Professor.

### **Non-Tenure-Track Appointments**

New faculty entering this track shall be appointed to an initial one-year probationary contract. All non-tenure-track faculty shall receive annual evaluations. Non-tenure-track faculty with earned terminal degrees may apply for any available Tenure-Track position. Such faculty may not apply more than three years of non-tenure-track service toward tenure. Faculty who are at the instructor rank and earn a terminal degree at that rank may apply up to 3 years of service after earning the terminal degree to their application for tenure.

### **Special (Temporary) Appointments**

These include Scholar/Artist in Residence, Lecturer or Research Associate, Visiting, and Adjunct positions and may be full-time or part-time. Special Appointment Faculty are non-tenure-track. Service in these categories does not count towards tenure.

### **Scholar/Artist in Residence**

Distinguished scholars or artists who have attained recognition for exceptional achievement in the areas of education, politics, the performing arts, the criminal justice or legal system, etc., may be appointed to the faculty to teach, research, perform, create, and/or supervise research. These individuals are designated as "Scholar in Residence" or "Artist in Residence." Their training and experiences shared with faculty and students should enhance the academic community. Service in this category does not count towards tenure.

### **Lecturer**

This title is assigned to persons with special expertise who do not fit the specific categories relative to educational training, experience, etc. The title of "Lecturer" shall be given to a faculty member in a temporary position carrying a full-time load at the university in a specific area of expertise. Load reductions may be approved by the Provost.

### **Research Associate**

An individual who is temporarily employed to assist the principal investigator in a funded research project shall be given the title of Research Associate. Remuneration is based on the workload. Service in this category does not count towards tenure.

### **Visiting Faculty**

The term "Visiting Faculty" applies to temporary appointments, which may be renewed at the discretion of the Dean, following consultation with the Provost. "Visiting Faculty" may denote a faculty member who has a temporary or permanent association with another institution, but has been hired to teach a full load. Load reductions may be approved by the Provost. Visiting faculty may be employed in the ranks of Visiting

Instructor, Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. However, they must have qualifications similar to the corresponding ranks of Instructor, Assistant Professor, Associate Professor and Professor respectively. Service in this category does not count towards tenure.

### **Full-time Faculty**

Full-time faculty have academic appointments and ranks of instructor, lecturer, assistant professor, associate professor, and professor. These include Department Chairs, Deans, library faculty, associate provosts, provosts, researchers, and directors. In addition, a number of contingent faculty, including those listed as “Visiting Faculty,” work full-time and have departmental responsibilities, such as academic advising and committee assignments similar to their permanently employed colleagues. They also keep office hours and may attend department meetings. Full-time faculty generally carry a full load of 12 credit hours each semester.

Full-time faculty members work in a collaborative manner across disciplines, to support the mission of the University and to strive for the highest academic standards in order to guarantee excellence in teaching, research, and service. For example, full-time faculty in discipline-specific fields such as Biology and History jointly teach courses with Education faculty for programs such as Biology Education and Social Studies Education and are counted as full-time faculty in those programs. Similarly, faculty who are credentialed in research also teach research methodology courses across disciplines. Some programs, such as Communications, require upper-division courses in allied fields, such as English. Since students cannot earn a degree in Communications without taking certain upper-division English courses, English professors are counted along with the other fulltime Communications faculty for those programs. Similarly, Mathematics faculty who teach required upper-division Math courses in the Engineering and Engineering Technology programs are counted along with the full-time Engineering faculty in those programs.

### **Adjunct Faculty**

The term "Adjunct" (e.g., Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor) applies to those individuals who are generally employed to teach less than a full load in the areas of their education and experience. The qualifications for adjunct rank are the same as those for regular faculty ranks. Adjunct appointments are for one semester, or for one year, and may be renewed. Compensation is based on the assigned teaching load and the level of the course(s) taught. Part-time faculty members must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines. Service in this category does not count towards tenure.

Adjunct faculty are provided proper orientation and supervision for work assignments, access to work space outside the classroom, and they are expected to maintain office hours approved by their Department Chairs. This is in addition to the instruction time and preparation time required. Adjunct faculty teaching courses in multiple departments will have compensation documents executed by each department. Adjunct faculty for whom English is a second language are expected to meet the same standards in oral and written language as all other faculty. Appointments of adjunct faculty carry no assurance of reappointment. All adjunct faculty are evaluated in each course by students online, faculty and by the Chair using the *Classroom Evaluation Form*.

### **Faculty Rank**

The traditional academic ranks recognized by SC State University are Instructor, Assistant Professor, Associate Professor, and Professor. Faculty rank assigned to incoming faculty will be consistent with the standards required for that rank as stated in the criteria in the Faculty Handbook. Appointments to the faculty or promotion from one academic rank to another shall be based primarily on education, experience, and effectiveness in teaching, research and service. Promotion to the rank of professor shall be reserved for those members who have demonstrated outstanding performance in their respective fields. The terminal degree is an important factor in promotions, and it is definitely expected that all faculty members will endeavor to earn the terminal degree in their respective fields.

### **Instructor**

Faculty appointed to the rank of instructor shall have a Master's degree from a regionally accredited college or university, in an appropriate discipline, with 18 graduate semester hours in the discipline in the area of teaching assignment which is limited to the baccalaureate level. The appointee should show evidence of potential for excellence in teaching and for a successful academic career. This rank does not carry tenure.

### **Assistant Professor**

Faculty appointed to the rank of assistant professor shall have qualification suggesting a high level of teaching ability and should provide evidence of potential for research, scholarship, or artistic creativity in the field. The terminal degree from a regionally accredited college or university or in exceptional cases, outstanding professional experience and demonstrated contribution to the teaching discipline shall be a requirement for appointment to an assistant professorship. This rank should lead to a review for tenure and promotion.

### **Associate Professor**

Faculty appointed to the rank of associate professor shall have a high level of competence in teaching and should have demonstrated significant research, scholarship, or artistic creativity in the discipline. The terminal degree, from a regionally accredited college or university, or in exceptional cases, outstanding professional experience and demonstrated contribution to the teaching discipline shall be a requirement for appointment to an associate professorship. The appointee should have served the university, the profession, and/or the community in some useful way in addition to teaching and research.

### **Professor**

Faculty appointed to the rank of professor should hold a terminal degree and have demonstrated outstanding research, scholarship or artistic creativity, and a distinguished record of teaching. An appointee awarded this rank upon initial employment possesses the qualifications for tenure

### **Faculty with Special Designations**

In addition to appointment and rank, faculty may be assigned special designations, specifying contributions to the academic unit or the university as a whole. Special Designations include Honors College Faculty, Graduate Faculty, Doctoral Research Faculty, and Professor Emeritus.

### **Criteria for Appointment to the Honors College Faculty**

Faculty members appointed to the Honors College faculty will include those who have the ability to provide intellectual leadership and mentoring for academically talented students, and support the mission of the Honors College. Such faculty should have exceptional teaching and research skills and have a responsibility to maintain their qualifications and status as an Honors College faculty. Applicants for appointment must have, at the minimum an earned doctoral or terminal degree in the teaching discipline from an accredited institution of higher learning; a minimum of three years of post-secondary teaching experience in the appropriate area of teaching assignment; a record of scholarly research, publications, presentations, etc.; a record of teaching excellence; an academic rank of assistant professor or above; and an approved statement on his or her teaching philosophy.

Additionally, the Honors College faculty is expected to engage students in active learning through a rigorous and challenging curriculum. Faculty must be able to stimulate an excitement for learning. To ensure that the mission of the Honors College is accomplished, faculty must have a demonstrated commitment to honors education, the university and student learning; be engaged in continuous faculty development; participate in all Honors sponsored activities; and undergo an annual evaluation.

Applicants to the Honors College faculty may be nominated by their Department Chair, self-nominated, or recruited by the Dean of the Honors College. Each applicant must submit to the Dean of the Honors College, an application for appointment (including supporting documents providing evidence of teaching excellence, scholarly activities, and service), along with three (3) letters of recommendation. An Honors Faculty Credentials & Selection Committee, appointed by the Dean of the Honors College, consisting of three Honors Faculty members and one representative from each of the University schools/colleges, will evaluate all applicants and submit their recommendation to the Dean of the Honors College. In consultation with the Honors College Advisory Committee, the Dean of the Honors College will submit the names of approved applicant(s) to the Provost for official appointment. All approved applications must include the signed approval of the applicant's Department Chair, school/college Dean, Dean of the Honors College, chair of the Honors Faculty Credential Committee, chair of the Honors College Advisory Council and Provost.

Provisional status may be acquired by faculty members (permanent and contingent) if they have specialized experiences or expertise. Provisional exceptions to teach honors courses will originate with the department head. The request will then be forwarded to the Dean of the applicant's college/school and to the Dean of Honors College who will be responsible for the final determination of provisional status.

### **Graduate Faculty**

Faculty members accorded graduate faculty status have both a responsibility and an obligation to maintain their qualifications to maintain their assignments. Such faculty members are required to engage in scholarly activities in each field of specialization that they teach. Furthermore, these faculty members are expected to engage in research and to contribute to the knowledge base of their discipline. While this is an expectation of all faculty, it is a condition of continued employment for graduate faculty. Failure to be productive in the areas of research and scholarly output is cause for termination of the graduate faculty designation. Primary responsibility for designating graduate faculty shall rest with the department Chair or program director and the faculty of each graduate program, with the approval of the Dean of the college/school and concurrence of the Dean of the Graduate School, following the criteria set by the Graduate Studies Council. Each program, department or college may develop criteria supplemental to the above, but may not reduce or alter basic minimum criteria. Applicants recommended by the Graduate Dean must be approved by the Graduate Studies Council, with final appointments made by the Provost. Individual faculty members may submit their own recommendations for Graduate Faculty appointment in writing to their department Chair. He or she must submit evidence required to support the above criteria, appropriate to the level for which he or she applying.

Individuals selected may teach 500-through 700-level courses and may serve on doctoral committees, but are not eligible to chair them. Applicants for appointment must have the following minimum qualifications:

- An earned terminal degree or other outstanding and appropriate credentials in area of teaching.
- Academic rank of Associate Professor or above.
- A minimum of three years of successful teaching experience in post -secondary institutions.
- A minimum of three publications in recognized refereed professional journals, at least one of which published in the last three years; or comparable creative works recognized in such fields as art or engineering; or publication of a text in their field.
- Experience in directing master's theses, conducting field studies and/or research projects and/or having served as a member on such committees.

The procedure for selecting Graduate Faculty shall be as follows:

- Recommendations for appointment, along with supporting documents, shall originate at the departmental level and be submitted to the Graduate Studies Council for approval.

### **Doctoral Research Faculty**

Individuals accorded this status are eligible to teach courses in their academic disciplines at all graduate levels, 500-800. Applicants for appointment to this status must have the following minimum qualifications:

- An earned terminal degree appropriate for the area of teaching assignment.
- Academic rank of associate professor or above.
- A minimum of five years of successful teaching experience in post-secondary institutions.
- A minimum of six publications in recognized refereed professional journals or publication of a recent book in their field.
- Experience in directing or co-directing doctoral dissertations and/or holding membership on doctoral committees.
- Established record of credible research.
- Evidence of ongoing involvement in research and other scholarly activities.
- Evidence of effective leadership skills.

- Must meet the criteria of a graduate faculty.

### **Research Faculty Designation**

SC State University recognizes the necessity for innovative research in the university community. Innovative research, whether scientific, scholarly, or creative requires a significant amount of time spent outside the classroom for the purpose of exploration and documentation. The research designation is for two (2) years, with possible continued appointment at the discretion of the University. The tenure and promotion committee is the adjudicating body to make decisions on research designation.

### **Guidelines**

Faculty at SC State University may choose to apply for a Research designation during the Promotion, Tenure or Post-Tenure review process. It is the responsibility of the Department Chair to evaluate each faculty member based on Research criteria and to advise the faculty member if his/her contributions do not meet standards.

Faculty applying for the Research designation must be tenured. The standard teaching load for faculty with a Research designation is 9 credit hours per semester or 18 credit hours per year, with the exception of release time already granted. Credit hour calculations may differ for specific laboratory, studio, or applied experience courses. Faculty granted the Research designation must be reviewed every two (2) years [in the fall] by the University Promotion and Tenure Committee to maintain the designation. A review summary should be submitted to the committee via the Department Chair. Portfolios are due on the third Monday in September.

Faculty who earn the research designation may conduct and develop research projects for two (2) years. Each college/school will have one faculty research designation, to be rotated every two years. Faculty who need to do so may apply for a one-time, one-year extension, approved by the Chair, Dean and Provost, to complete their research projects. Once earned, faculty must wait six (6) years before reapplying for Research designation. There can only be one faculty with Research designation from each of the academic colleges/school in any one year.

Faculty with the Research designation are expected to exceed performance requirements for research contributions and must meet performance requirements for teaching and service as outlined in Evaluation Guidelines for Tenure and Promotion. A minimum of five significant scholarly contributions from the examples listed below must be produced within the most recent five-year period. At least two contributions must come from Tier I and three or more from Tier II.

## Tier I

- Published Scholarly Book, Monograph, or Literary Work
- Solo Exhibitions, Performances, or Productions on a regional or national level
- Published Refereed Journal Articles
- Primary Investigator for Research, Program or Creative Grants
- Patent Issue
- Professional Paper/Presentation or Conference Papers

## Tier II

- Published Refereed Journal Articles
- Published chapters in books
- Published textbooks
- Edited books or Book reviews
- Edited professional journals articles
- Fellowships
- Technical reports
- Conducting professional workshops and seminars
- Other contributions as outlined in Unit Specific Criteria

## V. EVALUATION OF FACULTY

### **Performance Review System**

SC State University has established the Performance Review System, an annual evaluation of the performance of its faculty members. The purpose of the Performance Review System is to provide a means whereby all teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments at SC State University shall have an identifiable, systematic, publicly stated performance appraisal/professional development evaluation procedure. The Performance Review System includes the following:

For Faculty:

- Faculty Planning Document
- Faculty Evaluation Instrument
- Instructor Evaluation Instrument
- Classroom Evaluation (Chair)
- Peer Evaluation
- Peer's Classroom Evaluation
- Faculty Evaluation Summary

For Library Faculty:

- Library Faculty Planning Document
- Library Faculty Evaluation Instrument
- Library Faculty Evaluation Form
- Peer Evaluation of Library Faculty
- Course Presentation
- Library Faculty Evaluation Summary

Performance evaluations shall be used for, but not limited to, the following:

- To provide opportunities for reflection, feedback, and professional growth by objectively evaluating the performance of each faculty member and informing him/her of areas of strengths and deficiencies, as well as professional development needs and expected improvements.
- To determine the faculty member's potential for promotion.
- To determine the faculty member's potential for tenure.
- To assess the faculty member's continued professional development and contributions in the areas of teaching, research, and service.
- To conduct post-tenure review of faculty.
- To determine the faculty member's eligibility for salary increases.
- To maintain a documented history of the faculty member's performance.

### **Faculty Planning Document**

The faculty member reviews the departmental objectives with the Chair at the beginning of the academic year and submits a Planning Document, which details the faculty member's professional objectives for the evaluative year. The faculty member and department Chairperson will jointly develop criteria on which the faculty member will be evaluated. The final Planning Document will become the basis for the faculty member's performance evaluation and must be approved by the Chair and Dean.

### **Faculty Evaluation Instrument**

The Faculty Evaluation Instrument is a two-part evaluation process that involves both self-evaluation and a supervisor's/Chairperson's evaluation. The faculty member evaluates his/her own performance for the year in **Part A**, the Faculty Report of teaching research and service. The evaluation should include documentation of teaching research

and service activities. The faculty member's immediate supervisor/Chair evaluates the Faculty Report and completes **Part B**, the Chair/Supervisor's Evaluation. The Chair will also complete a Classroom Observation as part of the assessment. Faculty will receive one of the following ratings:

- Exceeds Performance Requirements - work is characterized by exemplary accomplishment; performance considerably and consistently exceeds normal requirements. This performance level warrants consideration for promotion, tenure, and/or merit increases.
- Meets Performance Requirements - work is characterized by satisfactory accomplishments; performance meets and occasionally exceeds normal requirements.
- Needs Improvement in Meeting Performance Requirements - Work is characterized by periodic and sporadic satisfactory accomplishments. This performance level warrants immediate professional development and improvement.
- Does Not Meet Performance Requirements - Little or no work accomplishments, performance is below job requirements. This performance level warrants immediate professional development and improvement and/or notification of non-reappointment.

### **Student Evaluations of Faculty**

The Office of Institutional Research coordinates student evaluations. Evaluations should include Fall semester of current academic year and the Spring semester of the previous academic year. The student evaluation process is an on-line process, and it is available for students to complete at any computer on-campus or off-campus during the evaluation administration period. Students will anonymously complete the evaluation online. The results will be analyzed and made available to faculty electronically via the SC State University Evaluation Management System.

### **Peer Evaluations**

Internal peer evaluations should be completed at least every three years for tenure-track faculty. The internal peer evaluation is defined as evaluation of faculty by their peers within SC State University. One internal peer evaluator will be selected from a pool of three names submitted by the faculty member being evaluated. The Chair will make the final selection. Internal evaluators will also complete a Peer's Classroom Evaluation as part of the assessment.

Evaluators should submit a copy of the Peer Evaluation of Faculty Member form to the Chair and to the evaluated faculty member after completion. The Department Chair, the evaluator, and the faculty member may hold a conference to discuss the results of the assessment no later than March 15<sup>th</sup>. Results become a part of faculty member's personnel file.

## **Faculty Evaluation Summary**

An evaluation score will be computed based on results of self-evaluation, student evaluations, peer evaluations (when applicable), and supervisor's evaluation as the final result of the Faculty Evaluation Instrument. The Department Chair will schedule an appointment with the evaluated faculty member to review and discuss the assessment. The final evaluation must be signed by the faculty member, the Chair/Supervisor, and the Dean or Provost. The final evaluation may not be changed by the faculty member. Faculty may attach additional comments to the evaluation and may take documented exception to any part of the evaluation. If the faculty member refuses to sign the evaluation, a notation should be made in writing of the refusal with a witnessed signature. A copy of the final evaluation must be provided to the faculty member at the completion of the evaluation process. The performance evaluation, attachments, and all documentation related to it becomes part of the faculty member's permanent personnel file.

## **Post-Tenure Review**

When a tenured faculty member receives an overall rating of "Does Not Meet Performance Requirements" on the post-tenure review, the faculty member is immediately subject to a development process, jointly developed by the Department Chair and faculty member, whose mutual aim is to restore satisfactory performance. The development process must include a written three-year plan approved by the Dean and Provost. The plan must specify performance goals in deficient areas. If the faculty member does not meet performance requirements even after the period of development process is completed and reviewed s/he shall be moved to non-tenure-track status.

## **Performance Evaluation Appeals Procedure**

If a faculty member feels that the evaluation is unfair or arbitrary, he/she has five business days after receipt of the evaluation to petition the Dean for a School/College level review. Within five business days of notification of appeal, the Dean will appoint an Evaluation Review Committee made up of three faculty members as follows:

- One member of the faculty member's department chosen by the Chair.
- One member chosen by the faculty member.
- One member from the school/college chosen by the Dean.

The Committee will review all evaluation documents and meet with the faculty member and Department Chair. The Committee shall submit its findings and recommendations

to the Dean by September 30. The Dean informs the faculty member and the Chair of the Committee's findings.

### **Deadlines for Faculty Evaluation Instruments**

Faculty Planning Document	Due Date: September 30th
Faculty Evaluation Instrument (Part A)	Due Date: March 30th
Peer Evaluations	Due Date: March 30th
Faculty Evaluation Instrument (Part B)	Due Date: April 30th
Faculty Evaluation Summary	Due Date: April 30th

### **Evaluation of Academic Administrators:**

#### **Dean**

The performance of each School/College Dean is reviewed annually by the Provost, who will solicit input from the Department Chairs and the faculty in the respective colleges/school prior to the completion of the evaluation.

#### **Department Chair**

The Dean shall be responsible for evaluating the Department Chair's effectiveness as both a leader and an administrator by the end of the calendar year, using both the Faculty Evaluation Instrument (Part A) as well as the relevant EPMS form. The Dean will solicit input from the faculty in the respective departments at least one month prior to the completion of the evaluation. At any time during a Chair's term of appointment, a majority of members of the department may submit a petition to the Dean requesting removal of the Chair.

### **Removal of Chairs and Deans by Petition of the Faculty**

With the concurrence of the President of the University, academic administrators may be removed for non-performance of duties and responsibilities. Faculty in a department may seek to remove the Chair by a petition to the Dean. The petition must include substantiated claims, and be supported by at least two-thirds of the voting faculty. In such instances, the Dean will conduct an investigation and forward a recommendation for removal to the Provost if it is determined to be in the best interest of the department or the University. If a Chair does not complete a term, the Dean, with the concurrence of the Provost, shall appoint an acting Chair until the replacement process is completed.

### **Promotion and Tenure Principles, Policies, Procedures**

All faculty at SC State University shall be categorized into one of three types of employment positions: tenured, tenure-track, or non-tenure-track. Only tenure-track faculty are eligible for tenure. SC State University's Promotion and Tenure Policies, Practices

and Procedures have been established to protect academic freedom. Granting promotion and tenure to faculty members are perhaps two of the most important decisions made by SC State University.

Granting promotion in academic rank is a means to the end of achieving the University's mission. Faculty who excel in their teaching, research, and service help the University fulfill its mission and are rewarded with promotion. Granting promotion encourages faculty to continue to grow professionally. The University's Promotion Policy contributes to an academic climate that is characterized by intellectual activities and accomplishments, as well as aspirations. Tenure granted to competent faculty provides them with the freedom to teach and research, and grants them economic security. "Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligation to its students and to society" (AAUP, 1940 Statement of Principles). Tenure decisions impact the quality of the faculty that the University is able to attract and retain. Tenure shall be granted only to those faculty members who demonstrate a commitment to the purpose for which the University was established and who have the intellectual capacity to make worthy contributions in this regard through their teaching, research, and service. Tenure is not transportable across academic disciplines, therefore, a tenured faculty member can expect renewed appointment only within the discipline in which tenure is granted. Tenured faculty shall continue to perform in the same exemplary manner demonstrated prior to their being granted tenure.

Granting tenure and promotion are the primary means by which the university maintains a productive faculty in research, scholarship, and creative activity as well as in teaching and student advisement service and in promoting the University's overall mission. All faculty are expected to keep abreast of current developments in their respective fields, provide public service and service to the University, advise and mentor students, and to perform other departmental duties which may be assigned to them. The awarding of tenure or promotion is a significant development in a faculty member's professional life. Therefore, it is essential that faculty members are treated fairly and granted due process in the tenure and promotion procedure. The procedures set forth below shall govern tenure and promotion decisions of all faculty members at SC State University. The procedures are designed to assure fairness throughout the review process. Included among them are the appeals procedures to be followed in the event of disagreements over promotion and tenure recommendations.

### **Promotion and Tenure for Fulltime Administrators**

Administrators who move to full-time faculty positions will be allowed an additional 125% of the time they spent as administrators before they are required to submit applications for promotion and tenure or applications for post-tenure review. For example,

if an associate professor moved to an administrative position such as the Dean of a college one year before he/she was to apply for tenure, and remained in that administrative role for two years, when he/she returns to a full-time faculty position in an academic department, he/she would be allowed 3 1/2 years before being required to submit an application for tenure. The maximum time allowed is four years.

### **Promotion and Tenure Eligibility**

Faculty applying for promotion or tenure must have:

- Earned the appropriate terminal degree from an accredited university (relevant to the assignment, department and college). The terminal degree must be an earned doctorate if such is widely accepted by the higher education community as the terminal degree.
- Accumulated at least three continuous years of full-time professional experience at SC State University.

To be eligible to apply for promotion from assistant to associate professor, the faculty member must have:

- Earned the appropriate terminal degree from an accredited university.
- Met performance requirements in annual Chair's Evaluation of Teaching, Research, and Service.
- Held the rank of assistant professor for at least four years.

To be eligible to apply for promotion from associate professor to professor, a faculty member must have:

- Earned the appropriate terminal degree from an accredited university.
- Met performance requirements in annual Chair's Evaluation of Teaching, Research, and Service.
- A substantial record of teaching and research contributions.
- Held the rank of associate professor for at least four years.

To be eligible to apply for tenure, the faculty member must:

- Hold a tenure-track position.

- Have served the university in a faculty position for at least four years.
- Hold the rank of associate professor or higher or have applied for promotion simultaneously.
- Have earned the appropriate terminal degree from an accredited university.
- Have met performance requirements in annual Chair's Evaluation of Teaching, Research, and Service.

### **Evaluation Criteria for Promotion and Tenure**

Annual evaluations are taken into consideration when awarding promotion and tenure. The possible levels of performance which a faculty member may receive on his/her annual performance review are: (a) Exceeds Performance Requirements; (b) Meets Performance Requirements; (c) Needs Improvement in Meeting Performance Requirements; and (d) Does Not Meet Performance Requirements.

Faculty members pursuing tenure or promotion are expected to perform at the highest possible levels in the basic areas prescribed by the University and in their own niche. Faculty of any rank serving the probationary period shall be evaluated each year by peers, students, and the Department Chair (or other appropriate administrative head), in order to establish progress toward meeting departmental, college/school categories for evaluation of faculty for purposes of tenure and promotion. The evaluating criteria are:

#### **1. Teaching Effectiveness and Creating a Learning Environment**

Teaching is the primary responsibility of faculty at SC State University. The effective teacher provides students with sound academic advice. Course materials are well-organized, well-conceived, and well-written. Students are exposed to current debates, scholarship, and research in the field, when appropriate. Teaching is 50% of a candidate's evaluation. Candidates should be evaluated according to five (5) broad categories: course materials, pedagogy theory and practice, mentoring and advising, use of instructional technology, and professionalism. Evidence of teaching effectiveness and creating a learning environment includes, but is not limited to, the following:

- Chair's and peers' evaluations.
- Written statement regarding pedagogy and accomplishments in teaching, mentoring and advising, and other similar activities (with documentation when possible).
- Teaching materials such as course syllabi, examinations, assignments, and supplementary materials.

- Direction of graduate or undergraduate student research.
- Innovations in course design or implementation.
- Use and development of instructional technology.
- Use and development of appropriate teaching aids, such as manuals, notes, study guides, etc.
- Instructional innovation grants.
- Course or curriculum development.
- Participation in interdisciplinary courses and programs.
- Students' evaluations.
- Advising student groups and special assignments.
- Participation in pedagogical conferences or workshops.
- Professionalism.
- Courses taught in the last five years.

## **2. Scholarly and Professional Development**

Research and professional development are necessary for faculty members to maintain the integrity of the University and to carry out the University's mission. Evidence of scholarship and creative activity may include, but is not limited, to the following:

- Faculty member's written statement regarding research and professional development activities.
- Colleague's statements regarding research and professional activities.
- Published scholarly books, journal articles, chapters in books.
- Edited books.
- Book reviews.
- Research or creative grants.

- Monographs and research reports.
- Editorship, service on editorial boards, and reviewing manuscripts for professional journals and scholarly books.
- Fellowships and rewards.
- Technical reports.
- Professional or conference papers.
- Creative exhibitions, concerts, performance or other creative works.
- Service as an officer or member of a professional organization.
- Conducting professional workshops and seminars.

### **3. University and Community Service**

Service to the University and the community is part of the mission of the University and therefore a part of the responsibility of a faculty member. Evidence of service activity may include, but is not limited, to the following:

- Service on University, College, and Departmental committees. This includes preparedness and attendance at meetings.
- Appointment to and work on the Faculty Senate.
- Special projects or programs within the University or sponsored by the University, etc.
- Creativity, leadership, and service as a committee chair.
- Advising or sponsorship of student organizations or activities.
- Involvement in organizations or activities, which contribute to the economic, cultural, civic, or religious development of the community region, and state.
- Testimonials from respected third parties about service contributions listed above.

### **Procedures for Promotion and Tenure Application and Review**

Discussion of tenure and promotion procedures for new faculty should begin during the first year of employment. The candidate for tenure or promotion should seek advice from the Department Chair and may choose to consult with the Dean regarding eligi-

bility for tenure or promotion. It is the responsibility of the Department Chair to communicate policies, monitor progress, and to provide timely and continuous coaching to each faculty member with regard to promotion and tenure. It is also the faculty's responsibility to seek such guidance. At the end of a tenure-track faculty member's third year of employment, the faculty member must request and receive a third-year review by the Department Chair and Dean. This will allow the faculty member to receive a written statement stating if he/she is on track for the desired goal. The statement by the Chair and Dean in no way implies or constitutes a guarantee of promotion or tenure.

### **Third-Year Review**

All faculty in tenure-track positions are required to participate in a formal review during the spring semester of the third year of their probationary appointments. Faculty who plan to use two years of prior service at another accredited institution will participate after completing one year at SC State University. The purpose of the review is to familiarize faculty members with the process of promotion and tenure review and to allow an ad-hoc committee established by the Dean to provide constructive feedback to probationary faculty members and their departments regarding progress toward promotion and tenure. The following materials are to be forwarded to the Dean's Office by the department Chair on the Third Monday in February:

- A portfolio, prepared by the Faculty member in accordance with the SC State Evaluation Criteria for Promotion and Tenure. See the Promotion and Tenure Application Form available on the SC State University Faculty/Staff webpage.
- Annual departmental evaluations and a comprehensive summative and formative evaluation from the department's Chair, as well as unit-specific promotion and tenure criteria.
- A statement by the faculty member under review regarding professional goals for ensuing years leading up to the tenure and promotion review.
- Supplemental material which documents scholarly activity, teaching excellence and university and community service.

The ad-hoc Committee will prepare a written evaluation and recommendation regarding progress toward promotion and tenure to be presented to the probationary faculty member and the Chair of the department by April 15<sup>th</sup>.

### **Assemblage and Submission of the Portfolio**

The candidate should maintain a file of supporting materials. Tenure candidates must provide supporting materials from the entire probationary period. Promotion candidates must provide supporting materials covering at least the four most recent years of

his/her current rank. The completed file must include documentation of performance in teaching, research, and service. See the Promotion and Tenure Application Form available on the SC State University Faculty/Staff webpage. A candidate's application materials are the basis for review at all levels of the promotion and tenure review procedure. It is important that they are prepared and include a record of the candidate's achievement of research, scholarship, and creative activity; teaching and student advisement; and service. Appropriate documents, copies of published works, published reviews of his/her work, and information about the nature and term of any funded research must be included.

The Promotion/Tenure file represents the faculty member's professional growth and development. First time applications for promotion or tenure are expected to be complete representations of all teaching, research, and service activities since appointment to SC State University; however, relevant activities from an earlier appointment may be included. Obvious omissions reflect poorly on the application. Publications should be provided in full text. Any gaps in teaching and Chair evaluations should be fully explained in the application. The candidate's integrity is his or her most important professional asset, and the portfolio should reflect this. It is important to represent all work accurately. For example:

- Work that has not appeared in a peer-reviewed venue should not be represented as such.
- Published notes and abstracts should not be listed as articles.
- Articles in professional journals that were not peer reviewed should be represented appropriately, as should self-published works, as should artwork exhibited without jurying or professional invitation.
- Candidates who were second authors, or committee members on studies written under another's name, should represent their roles accurately.

Candidates who engage in deliberate obfuscation of professional records not only violate the principle of integrity but tacitly acknowledge to the committee that the record in question is not worthy of promotion or tenure; their portfolios will be evaluated accordingly.

The application and supporting materials are submitted to the Chair's office in the Fall semester by the third Monday in September of the year eligible. See the Procedural Flow Chart for Promotion and Tenure available on the SC State University Faculty/Staff webpage.

## **Promotion and Tenure Review Process**

From the Chair's office, the file is submitted to the College/School Peer Review Committee, the Dean, the University Peer Review Committee, the Provost and the President. The Board of Trustees gives final approvals for promotion and tenure based on the President's recommendation. Notification of official decisions is given by June 15<sup>th</sup> or as soon thereafter once the Board of Trustees' decision has been made. For a complete list of deadlines, see the Procedural Flow Chart for Promotion and Tenure available on the SC State University Faculty/Staff webpage.

The College/School Peer Review Committee is made up of peers from the same college as the applicant in disciplines similar to those of the candidates. The College/School Peer Review Committee will follow university guidelines for evaluation categories stated in the Evaluation Criteria for Promotion and Tenure, as well as approved unit-specific criteria in evaluating applications. Faculty serving on these committees will be knowledgeable about university policies and criteria as well as discipline-specific criteria. Each College/School Peer Review Committee will consist of five (5) faculty members, representing each department in the College, elected for staggered, 3-year terms. Each member of the College/School Peer Review Committee must be elected by faculty members in their College. Only tenured faculty possessing the rank of associate professor or full professor are eligible for membership on this committee. Committee chairs are responsible for collecting the Promotion and Tenure Evaluation Forms for the College and University Peer Review Committees.

The University Peer Review Committee is responsible for judging fairness and uniform application of University policies and guidelines during the College Peer Review. This committee will take into account the recommendation of the Dean and the College/School Peer Review Committee when making its recommendations. Only tenured faculty, possessing the rank of associate professor or full professor are eligible for membership on this committee. The University Peer Review Committee will have eleven (11) faculty members, elected for staggered terms. Each member of the University Peer Review Committee must be elected by faculty members from each College/School. Committee chairs are responsible for collecting the Promotion and Tenure Evaluation Forms for the College and University Peer Review Committees. Representatives from each of the Colleges/School should be as follows:

School of Business	2
College of Science, Mathematics, Engineering and Technology	3
College of Education, Humanities & Social Sciences	3
College of Graduate and Professional Studies	3

Serving on the College or University Peer Review Committees is a serious responsibility. Acceptance of election to these committees mandates that the member diligently study

all candidates' materials, become familiar with all applicable school and university promotion and tenure policies as well as specific unit criteria, and accept compliance with all relevant timetables. Members must be willing to speak openly in committee deliberations but treat as strictly confidential all such deliberations and all other matters related to candidates' applications. Each Committee member will evaluate the applicant based on Evaluation Criteria for Promotion and Tenure. The proceedings of the University Promotion and Tenure Committee are confidential with respect to all written materials reviewed and all discussion of individual cases by the committee. The committee has the authority to remove members who fail to maintain confidentiality.

**Salary Increase for Promotion in Rank and Tenure Status**

Promotion in academic rank is recognition of the professional achievement of a faculty member. Promoted faculty will receive the one-time salary increase or additional compensation as follows:

<b>From</b>	<b>To</b>	<b>Promotion Salary Increase</b>
Assistant Professor	Associate Professor	8%
Associate Professor	Professor	8%
Tenure-Track	Tenured	\$2,500
Post-Tenure Review (Exceeds Performance Rating)		\$2,000

**Appeal Procedure for Denial of Promotion or Tenure**

Any faculty member who is reviewed for and denied promotion or tenure may appeal that decision to the Faculty Hearing Committee. The Faculty member shall follow the procedure of that committee in requesting a hearing. The written request for a hearing shall be filed within twenty business days of receipt of the written decision denying promotion or tenure.

Appeal of the denial of promotion or tenure shall be on the following grounds only:

- Failure to follow established procedures and practices that are so serious as to amount to a violation of due process.
- Denial of academic freedom.
- Unlawful discrimination based upon race, religion, gender, national origin, age, handicap or other impermissible factor.
- Evidence that indicates the denial of promotion or tenure was unfair, arbitrary, and capricious. A determination is arbitrary and capricious only if it is one no reasonable mind could reach.

Only full professors can hear appeals by faculty applying for promotion to full professorship.

### **Post-Tenure Review**

Post-tenure review is a process which ensures that faculty continuously perform at optimal levels in the areas of teaching effectiveness, scholarly and professional development, and university and community service. Tenured faculty are evaluated annually in accordance with the university's Principles of Promotion and Tenure. The post-tenure review is conducted every six years, and it is specifically designed to monitor the effectiveness of tenured faculty. Post-tenure review is a summative evaluation of a faculty member's performance to include the results of annual evaluations for the five previous years. See the Post-Tenure Review Application form available on the SCSU Faculty/Staff webpage.

In the fourth year after receiving tenure or a positive post-tenure review, candidates for post-tenure review are encouraged to confer with their Department Chair about their progress towards their next post-tenure review. It is the faculty's responsibility to seek such guidance.

Every six years each tenured faculty member will be reviewed (See exceptions to this six-year cycle in the section "Exceptions/Exemptions" and "Promotion and Tenure Policy for fulltime Administrators.") It is the Faculty member's responsibility to prepare and submit the portfolio by the deadline without reminders from senior University officials. Faculty members who do not submit post-tenure review portfolios by the deadline without approval from the Provost before the deadline will be moved to non-tenure status at the discretion of the University. Requests to submit portfolios after the deadline are allowable in cases of major illness or other uncontrollable situations. However, such requests must be made in writing 30 days in advance and approved by the Chair and Dean.

Teaching faculty will submit a document file to his or her Chairperson that will include annual performance evaluations for the previous five years. These annual performance evaluations will include: supervisor's evaluations, peer evaluations, and student-course evaluations. The supervisor will evaluate the post-tenure review file and forward to the College/School's Post-Tenure Review Committee.

Each faculty member will receive, from the Post-Tenure Review Committee, a rating based upon the content of his/her portfolio along with written commentary, as appropriate. The ratings will be as follows: "Exceeds Performance Requirements" (for exemplary performance, 90% or more), "Meets Performance Requirements" (for satisfactory performance, 70%-89%), and "Does Not Meet Performance Requirements" (for below

job performance, 69% or less). A faculty member who received an "Exceeds Performance Requirements" (for exemplary performance) rating will receive a merit raise equivalent to the award made for earning tenure.

A tenured associate professor's successful review for promotion will constitute a successful post-tenure review.

A teaching faculty member who receives a rating of "Does Not Meet Performance Requirements" (for below job performance) must, in consultation with his or her Chairperson, prepare a written plan that includes specific performance goals for improvement in deficient areas. The faculty member may also choose to appeal the rating to the Hearing Committee. The improvement plan must be developed within 30 days of the issuance of the "Does Not Meet Performance Requirements" rating. This plan must be approved by the departmental Chairperson and the Dean of the faculty member's college/school and the Provost. The plan will begin by the Fall semester of the next academic year and run for three consecutive academic years. The faculty member must submit a portfolio to the Post-Tenure Review Committee in the fall semester of the fourth academic year on the 1<sup>st</sup> Monday in September. The Post-tenure Committee will complete its evaluation by December 15<sup>th</sup> and submit its recommendation to the faculty member, the Chair, Dean and Provost. The goal of the improvement plan is to encourage the faculty member to meet University standards for academic and professional performance. It will include:

- Specific goals to be achieved.
- Means by which achievement of goals is to be measured.
- Peer evaluation.
- Initiation of or collaboration on research and other scholarly activities.
- Participation in faculty development seminars, distance education and professional meetings.
- Other developmental activities as specified in the improvement plan.

If the employee's performance is acceptable by the evaluation period, tenure shall continue in the position. If the performance is unacceptable, the faculty member will be given until November 30<sup>th</sup> of the following year to resubmit the dossier to the Post-Tenure Review Committee. The Committee will complete its evaluation by the second Monday in the following March. If the faculty member's performance is rated as unacceptable, the faculty will be placed in non-tenure status from the next academic year.

### **Exceptions/Exemptions (Post-Tenure Review Process)**

Tenured faculty who are participating in a leave of absence or sabbatical leave, or a development/improvement process during the sixth year post-tenure review period are provided an additional year for each full year away for a maximum of four years.

A tenured associate professor's successful review for promotion will constitute a successful post-tenure review.

### **Post-Tenure Review for Full-Time Administrators**

Tenured faculty members who move into or are currently serving in full time administrative positions (University President, Provost, Associate Provosts, Vice Presidents, Associate/Assistant Vice Presidents, Deans and Directors) will not be required to participate in the post-tenure review process until their return to the classroom in a half-time or greater teaching position. Administrators who move to full-time faculty positions will be allowed an additional 125% of the time they spent as administrators before they are required to submit applications for promotion and tenure or applications for post-tenure review for a maximum of four years.

### **Faculty Recognition**

In recognition of exceptional service and performance, the University has established faculty recognition awards including College/School Professor of Year, University Professor of Year, and Professor Emeritus.

### **Professor of the Year**

At the departmental level, candidates may be self-nominated, peer-nominated, or nominated by committee. Each candidate should submit no more than three typewritten pages on "My Beliefs About Good Teaching" and a Vita to the chairperson. When writing the essay, consider contributions to the following: communication, student motivation, innovations and creativity in teaching and work done during the past two years. Candidates should also take into consideration the SC Commission on Higher Education (CHE) Professor of the Year criteria (<https://www.che.sc.gov/>). For specific guidelines on submitting the Vita, contact the Office of the Provost.

Faculty members appointed to the departmental Professor of the Year Committee review the submissions and vote on a candidate to represent the department. The name of the departmental candidate for Professor of the Year is submitted to the Deans by the chairpersons.

Each Dean appoints a Professor of the Year review committee of faculty and students and designates one faculty member as the chairperson. This committee reviews the essays, vitae, and interviews the candidates. Each committee member rates each candidate

to determine the candidate to represent that particular college. The chairperson of the committee submits the candidate's name to the Dean of his/her college. Each Dean submits the name of the candidate representing his/her particular college to the University Professor of the Year Selection Committee. A folder consisting of the essay and vita for each nominee must also be included.

The University Professor of the Year Committee reads the essays and interviews the candidates. Committee members should also take into consideration the CHE Professor of the Year criteria (<https://www.che.sc.gov/>). Each committee member rates the candidates to determine the University's Professor of the Year. This committee consists of faculty and students. Students selected to participate on the committee should possess leadership abilities, academic aptness, etc.

### **Professor Emeritus**

In recognition of faithful and exceptional service, the title of Professor Emeritus may be conferred on associate professors and full professors who have a minimum of fifteen years of service at the University. Various privileges may be extended to the Emeriti faculty upon retirement, including the use of an on-campus parking space, the use of the Library, the privilege of purchasing tickets at faculty rates, attendance at the Faculty Senate meetings as nonvoting members, an email address, and the use of University recreational facilities at faculty rates. Emeriti faculty may request of the appropriate Dean the use of available office and/or laboratory space. To facilitate the above privileges, each Emeritus faculty member is issued a permanent special identification card.

Proposals for Emeriti designation must be initiated by a faculty member or department and forwarded by the department's Chairperson to the Dean and the Provost. Each proposal must provide substantial evidence that the person is worthy of the designation and must include three recommendations and the candidate's current vita. The President grants final approval for Emeritus status.

### **Termination and Notification**

Special (temporary) appointments, Non-tenure-track appointments, and Tenure-Track appointments provide no commitment of reappointment, promotion, or tenure. When the decision is made not to reappoint a tenure-track faculty member, written notification will be given six months prior to the date of termination. The faculty are also subject to termination according to the Progressive Disciplinary Policy in the University's *Employee Policy and Procedures Manual*.

### **Voluntary Separation**

Faculty members should submit their notice of resignation as soon as possible so the University may adjust and prepare accordingly.

## **Procedures for Termination of Tenured Faculty**

- (1) It is the policy of SC State University that complaints which could be grounds for involuntary termination of a tenured faculty member should be directed to the Department Chairperson or to the Dean of the College/School in which the faculty member serves. The Chair, Dean, and Human Resources Director shall discuss the allegation(s). The faculty member's Chair and Dean shall submit a written recommendation of the disciplinary action, if any, to the Provost.
- (2) After consultation with the General Counsel, the Provost shall issue the decision no later than fifteen (15) business days after receiving the recommendation. Prior to the Provost issuing the decision, the Provost shall meet with the faculty member to discuss the allegations and allow the faculty member an opportunity to explain his or her position.
- (3) If the Provost's decision includes termination, then the Provost shall issue the Letter of Intent to terminate, which shall include a statement of charges and the right to request a hearing before the Faculty Hearing Committee.
- (4) The faculty member shall request a hearing before the Faculty Hearing Committee by informing the Provost and the chair of the Faculty Hearing Committee in writing of the request. Failure to request a hearing within 5 working days of receipt of notification of the intent to terminate constitutes a final decision on the termination, and a written notice of termination will be sent thereafter.
- (5) After a request for a hearing, the Provost must provide a letter to the Faculty Hearing Committee containing the following:
  - a. Statement of specific enumerated charges against the faculty member which led to his/her termination; and
  - b. Factual basis or background of these charges.
- (6) The Faculty Hearing Committee shall inform the President, Provost and faculty member of the decision, in writing within 10 business days of the conclusion of the hearing. If the Faculty Hearing Committee determines that termination is warranted, the faculty member shall be informed of his right to appeal to the President within 5 working days of receipt of the decision.
- (7) Once the President is informed of the decision by the Faculty Hearing Committee that termination is appropriate, the President shall inform the faculty member

of his/her decision to uphold or reverse the committee's decision within 15 business days. The faculty member will have 14 calendar days to appeal the President's decision to the SC State University Board of Trustees.

### **Termination for Financial Exigency**

If the Board of Trustees determines that a condition of financial exigency exists at South Carolina State University then the furlough, layoff, reassignment, or termination of tenured faculty, non-tenured faculty, or other contract employees before the end of their contract terms shall be authorized.

Upon a declaration of financial exigency by the University Board of Trustees, the Provost, in consultation with the President, VP of Finance, and academic leaders, shall determine whether furloughs, layoffs, reassignments, or terminations are required and how faculty members will be affected.

The President and Provost shall set up procedures for terminations, furloughs, layoffs, and/or reassignments should Financial Exigency be declared.

### **Termination**

Termination or dismissal of tenured faculty members shall only be for cause. For purposes of this policy, cause shall be defined as:

- Incompetence or dishonesty in teaching or research.
- Conviction of a crime of moral turpitude of a serious nature.
- Violation of the University's nondiscrimination or Title IX policy.
- Sexual misconduct.
- Reductions in Faculty not related to financial exigency based on discontinuation or reduction in size of an academic program or instructional unit.
- Prolonged inability to perform duties and responsibilities.
- Lapse or withdrawal of license or certification if the license is required or is necessary for the performance of one's academic duties.

## **VI. ACADEMIC PROCESSES & PROCEDURES FOR FACULTY**

### **Academic Freedom and Professional Security**

All members of the faculty are entitled to academic freedom as described in the AAUP

## 1940 Statement of Principles on Academic Freedom and Tenure:

- *Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding and consent with the authorities of the institution prior to engagement.*
- *Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.*
- *College and university faculty are citizens, members of a profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.*

## Professional Ethics

The following statement serves as a guideline for faculty and is based on the Statement on Professional Ethics, adopted by the AAUP Council, and endorsed by the Seventy-third Annual AAUP Meeting in June 1987 and reaffirmed in 2009:

- *Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. This primary responsibility to their subject is to seek and to state the truth as they see it. To this end they devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members should practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*
- *As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and advisors. Professors make every reasonable effort to foster honest academic conduct, and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They*

*acknowledge significant academic or scholarly assistance from them. They protect the academic freedom of their students.*

- *As colleagues, faculty have obligations that derive from common membership in the community of scholars. Faculty do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.*
- *As members of an academic institution, professors seek, above all, to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the institution, and give due notice of their intentions.*
- *As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.*

### **Professional Responsibilities**

The faculty have the primary responsibility for the content, quality, and effectiveness of the curriculum. Accordingly, each faculty member shall develop and maintain an academic atmosphere conducive to the spirit of free inquiry and academic integrity. In this regard the faculty member shall comply with the following:

- Meet all classes on time and hold the class for the duration of the period.
- Consistently follow all administrative requirements in relation to class rosters, student learning, and grading practices.
- Clearly state the course goals and student learning outcomes, and inform students of testing and grading systems. These systems should be consistent with the rules and regulations of the academic division and the University.

- Develop and assess measurable student learning outcomes for courses taught ensuring curriculum coherency and alignment.
- Submit syllabi in accordance with University syllabi guidelines to the Department Chair and distribute to the class during the first week of instruction.
- Remain available to students for academic advisement and mentoring, and announce and keep office hours that are convenient to both students and teacher.
- Academic advisors to students must be proficient in using the current student information system, such as Banner, to advise students using their online records. They must also keep their advisees' records current, including a record of advisement sessions.
- Participate in faculty development workshops aimed at enhancing pedagogy and providing instruction using distance education delivery methods.

### **Professional Responsibilities for Graduate Faculty**

In addition to the professional responsibilities above, Graduate and Doctoral Research Faculty are also required to be actively engaged in research, scholarly activity, and public service. These faculty members are also responsible for including research, scholarly activities and advanced professional training in the curriculum. Such activities must demonstrate the faculty members' respect for and value of library resources as documented in their course requirements. All Graduate Faculty or Doctoral Research Faculty must demonstrate the use of technology as an instructional tool and as a tool for making themselves accessible to their students outside of classrooms and outside the office complex.

### **Graduate Curriculum**

Academic Administrators and faculty members are responsible for planning and delivering graduate instruction, which is characteristically and substantially different from that offered at the undergraduate level. Faculty are obligated to offer instruction that meets the following criteria:

- Graduate study must be at a level of complexity and specialization that extends the knowledge and intellectual maturity of the student.
- It must require graduate students to analyze and explore old and new knowledge and skills.
- The graduate curriculum must afford the depth of education, the specialized skills, and the sense of creative independence that will allow the graduate to practice in and contribute to a profession or field of scholarship.

Faculty members and academic administrators are responsible for and are held accountable for implementing and monitoring the graduate curriculum policy for all of its approved academic programs. Such monitoring begins with the individual faculty member in complying with this policy, but this is an institution-wide process through which programmatic and curricular changes are systematically coordinated. Faculty, when appointed, are required to serve on such committees and councils that exist for these purposes. These include: the Teacher Education Council, the Graduate Studies Council, and the Education Policies Council. Faculty, through these councils, are responsible for facilitating frequent, systematic evaluations of the University's graduate curricula and program requirements.

### **Graduate Instruction**

Faculty must use the University Standard Course Syllabus Format to communicate to students course expectations and requirements, grading procedures, and library and other assignments. Faculty instruction must be evaluated each semester by the faculty member, students, peers, and the respective departmental Chairs. If appropriate and needed, based on these evaluations, faculty are required to revise their instructional process. Faculty and academic administrators must, through practices and procedures, comply with all aspects of this policy.

### **Graduate Advising**

Faculty are responsible for conducting a systematic, effective program of graduate academic advising. Graduate faculty or Doctoral faculty are assigned as academic advisors to graduate students and should monitor their progress. Assignments are based on the faculty members' experience in directing theses, dissertations, and research projects.

Academic advisors to graduate students must be proficient in using the student information system to advise students using their online records. They must also keep their advisees' records current, including a record of advisement sessions

### **Course Syllabus**

The University has adopted a common course syllabus format that captures the common components required in any syllabus. All faculty members shall provide a course syllabus to each student in their classes by the end of the first week of class. A copy of each syllabus shall be provided to the departmental office. Faculty are free to add to the format, but they must follow the sample syllabus and the guidelines outlined below:

The purpose of the class syllabus is to inform students about the class. A course syllabus shall include the following information:

- The name of the University and the name of the department.
- Complete course title and number; professor's name; semester, year.
- Faculty member's office hours, office telephone number and e-mail address.
- Prerequisites (if any) for the course.
- Course description as listed in the Undergraduate or Graduate Catalogs, objectives, and requirements and due dates.
- Student Learning Outcomes.
- Grading policy: how the final grade is determined and weights assigned to each course requirements.
- Any important class policies, which could include, but should not be limited to policies on academic honesty, grading, extra credit, makeup exams, tardies, class disruption, extensions of class deadlines, list of text(s) or other required course materials.
- A statement indicating the course syllabus is a general plan for the course, but circumstances may necessitate changes. Changes should be documented in writing, discussed and disseminated to the students.
- A statement inviting students with disabilities to meet with them in a confidential environment to discuss making arrangements for accommodations. The following is an example of a syllabus disability statement that can be used or adapted for your course syllabi: “Any student who feels he/she may need an accommodation based on the impact of a documented disability should contact the Office for Disability Services to coordinate reasonable accommodations.”
- A statement encouraging students who feel overwhelmed by academic, personal and professional concerns to visit the Counseling and Self Development Center.
- A statement encouraging students who are not performing well academically to contact the Student Success and Retention Programs office.

### **Curriculum Proposal, Review, and Evaluation**

As is the case in all matters pertaining to the academy, the undergraduate curricula, as well as the graduate curricula, are governed by the faculty. All faculty are expected to participate in curriculum proposal, review and evaluation.

### **Process for Proposing Curriculum Changes**

The creation of new courses or programs, or the deletion of those regarded as obsolete, is initiated by the specific academic department. Notwithstanding, academic programs can be recommended for deletion by the Provost and President to the Board of Trustees if they do not meet the program productivity criteria established by the South Carolina Commission on Higher Education, or if they no longer contribute to accomplishing the mission of the University. The process for proposing curriculum changes involves the following:

- New courses, revised courses, and new and revised programs or curricula policies originate at the departmental level from individual faculty members or the Chair. The lead faculty member creates a proposal following the Procedure for Policy, Program, or Course Change/Addition/Deletion. See Educational Policies Checklist for Proposed Changes Available on the SCSU Faculty/Staff webpage. The proposal is submitted to the Department Chair for approval. The Chair places the proposal on the agenda of a formal faculty meeting. The lead faculty member presents the proposal to department faculty and answers any questions.
- Once the proposal is approved at the departmental level, it is submitted to the Dean of the College/School, the College/School Curriculum Committee, the Teacher Education Council (if applicable), the Graduate Council (if applicable), and the Dean of the Library, and the Registrar.
- It is then reviewed by the Provost and/or Associate Provost who provides feedback, if necessary, to the faculty member and Chair of the originating department. The proposal is then placed on the agenda of the Educational Policies Council.
- After the Educational Policies Council approves the education proposal, it is sent for approval to the Faculty Senate, where it is presented and defended by the faculty and administrator of the academic department of its origin.
- After approval by the Faculty Senate, the Faculty Senate President signs the proposal which is then sent to the Provost who forwards it to the President, who in turn forwards it to the Board of Trustees for approval, if necessary. After final approval by the President or Board of Trustees, the proposal is returned to the Provost who forwards it to the Registrar and co-chair of the Catalog Committee for inclusion in the student information system and catalog pending approval by the SC Commission on Higher Education and SACSCOC, if necessary.
- Proposals leading to curriculum revisions and new degrees must be approved by the Board of Trustees and follow the guidelines mandated by the Commission on Higher Education, and SACSCOC prior to implementation.

NOTE: All curricula changes initiated before Fall 2018 do not need approval from the College/School Curriculum Committees since such committees were not established prior to that time.

## **Process of Reviewing Curricula**

Curricula review is also an orderly process, which is decentralized and takes the following steps:

- A college/school-wide Curriculum Committee assumes the responsibility of reviewing the curriculum for each program offered to determine the extent to which each is in compliance with standards set by state, regional, and national accrediting bodies, as well as with standards set by the college/school and the individual department.
- Standards set by the college/school and implemented in the department include developing course syllabi using a common format. This format includes identifying specific competencies for which a course will assume responsibility for introduction, reinforcement, and/or mastery. The department reviews all course syllabi periodically to ascertain their compliance with standards. The entire faculty engages in the curriculum-review process.

### **Textbooks**

Textbook selection is the prerogative of the faculty member. When departments have common textbooks for multiple-section courses, full-time faculty teaching the courses shall select the textbook. In those cases, all faculty teaching sections of those courses must use common textbooks. Faculty members are responsible for selecting textbooks that are generally recognized in their discipline as representing a high level of academic standards. Faculty members are encouraged to use and develop Open Education Resources.

### **Class Meeting Times**

All faculty members are required to meet, teach, and dismiss their classes according to the scheduled time frame and place. No faculty member should change the time and place of the scheduled class. If this must be done, it must not force any student to drop the class and should only be done by the Chair with notification to the Registrar's Office.

### **Uniform Class Schedule**

SC State University has a Uniform Class Schedule for the regular academic year. This is done for the purpose of freeing up a block of time for university-wide meetings for both faculty and students. Department Chairs, in scheduling classes, should adhere to this Uniform Class Schedule. The Deans should monitor Chairs to ensure that classes for the regular academic year are scheduled according to the following schedule.

### **Three Credit-Hour Classes**

Three credit-hour classes should meet according to the days and times below.

Monday/Wednesday/Friday (3 Days a Week)		Tuesday/Thursday (2 Days a Week)	
Class Time	Military Time	Class Time	Military Time
08:00 am - 08:50 am	0800 – 0850	08:00 am - 09:20 am	0800 – 0920
09:00 am - 09:50 am	0900 – 0950	09:30 am - 10:50 am	0930 – 1050
10:00 am - 10:50 am	1000 – 1050	11:00 am - 12:20 pm	1100 – 1220
11:00 am - 11:50 am	1100 – 1150	12:30 pm - 01:50 pm	1230 – 1350
12:00 pm - 12:50 pm	1200 – 1250	02:00 pm - 03:20 pm	1400 – 1520
01:00 pm - 01:50 pm	1300 – 1350		
02:00 pm - 02:50 pm	1400 – 1450		
03:00 pm - 03:50 pm	1500 – 1550		
04:00 pm - 04:50 pm	1600 – 1650		
Monday, Wednesday, or Friday (1 Day a Week)		Evenings (1 Day a Week)	
Class Time	Military Time	Class Time	Military Time
08:00 am - 10:50 am	0800 – 1050	05:30pm - 8:20 pm	1730 - 2020
11:00 am - 01:50 pm	1100 – 1350		
02:00 pm - 04:50 pm	1400 – 1650		

### Two Credit-Hour Classes

Two credit-hour classes can meet twice per week using the Monday/Wednesday/Friday times or the Tuesday/Thursday times posted above. Classes must maintain the same start times as three credit-hour courses.

The 3:30-5:00 p.m. time block on Tuesdays and Thursdays is reserved for meetings. No classes are to be scheduled during this time frame.

### Classroom Supervision

Faculty members are responsible for arriving at their classes promptly. It is the instructor's responsibility to be present during the regularly scheduled class meetings. Under no circumstances should students be left unsupervised in classrooms or laboratories in which potentially dangerous equipment or substances are being used.

### Hazardous Waste Policy

Faculty who generate hazardous waste in their laboratories are responsible for adhering to the Hazardous Waste Policy. They must also attend scheduled training relating to hazardous waste. Contact the Provost for copies of the Hazardous Waste Policy and for relevant training schedules.

### Facilities and Equipment

Faculty members are expected to exercise good stewardship over the equipment and facilities used by them in the instructional process. If the equipment is to be used by students, faculty are expected to instruct them on how to use the facilities or equipment appropriately. Such instruction should also include discussions of safety measures when handling dangerous materials and chemicals which may be part of the learning activities. Any problems with facilities or equipment should be reported promptly to the Department Chair and University Facilities Management staff.

SC State University locks its buildings at approximately 7:00 p.m. each night Monday through Friday. All buildings are generally locked on the weekends. However, faculty members who have authorized keys have access to their offices, even after hours. When leaving the building after hours or on weekends and holidays, all faculty are responsible for turning off lights and locking the doors through which they entered and exited. Faculty members are welcome to contact campus police for an escort at any time.

Faculty who go to their offices after 7:00 p.m. or on weekends and remain or plan to remain there beyond one-half hour should inform campus police (803-536-7188).

### **Class Rosters**

The Registrar's Office posts official class rosters in the Student Information System called Banner for each faculty member and for each course taught. All faculty are expected to monitor enrolled students' attendance in their courses. Students whose names are not listed should be informed and advised to see the Registrar's Office. Under no circumstance should a student be allowed to remain in the class if the student's name is not on the official roll in Banner or the current student information system.

### **Class Roll Action Form Procedure**

All faculty are obligated to follow the directives from the Registrar relating to submission of names of students who never attended via the Class Roll Action Form Procedure.

### **Assessment of the General Education Curriculum**

All faculty who teach General Education Curriculum courses are required to assess the achievement of the competencies of the General Education Curriculum as directed by the Associate Provost for Academic Affairs and the Provost.

### **Exams**

All faculty members are responsible for measuring the extent to which their students have mastered their course content and competencies. Thus, all faculty should construct periodic assessments based on the objectives and expected measurable student learning

outcomes of their courses. Such tests should be scheduled and administered frequently enough to give a good representation of the students' achievement. All faculty members are required to post mid-term and final grades by the deadlines set on the University calendars.

### **Grading System**

SC State University is on a 4.0 grade point grading scale. The following grades shall be utilized in the determination of the Grade Point Average:

A = Excellent (4.0)

B = Good (3.0)

C = Satisfactory (2.0)

D = Passing (1.0)

F = Failure (0.0)

I = Incomplete

NG = Not Graded (this grade is submitted by the Registrar when a faculty member fails to submit a grade at the end of the term. It is computed as a grade of "F" in the students grade point average).

P = Pass

S = Satisfactory

U = Unsatisfactory

UF – Unofficial Withdrawal

An exception to the above grading scheme applies to graduate-level courses for which a grade of "D" and a grade of "F" are both considered failing grades. Additionally, there may be discipline-specific exceptions for which a grade of "D" will not be accepted as satisfying curriculum-specific course requirements for undergraduate-level courses.

When a student drops a class or withdraws from the University before the last day to drop classes or withdraw from the University without receiving a grade penalty, the appropriate grade shall be a "W." When a student drops a class or resigns from the University after the last day to drop classes or withdraw from the University without academic penalty and the student is passing the course, the appropriate grade shall be "WP." If the student is failing, the appropriate grade shall be "WF." No quality points are awarded for WPs and WFs. (The Academic Calendar establishes the last day of the semester in which a student can receive a withdraw passing grade.). "WF" grades calculate as "F" grades in the student's GPA.

### **Unofficial Withdrawal Grade Procedure**

If a student stops attending a class(es) or misses three consecutive class sessions without providing an excuse to the instructor after each session, those absences constitute an

Unofficial Withdrawal. If the student does not attend classes again before the semester ends, the student would be considered to have dropped the course by unofficially withdrawing from the course because he/she has not followed the proper procedures for withdrawing from a course. He/she will be assigned a grade of “UF.” A grade of UF will be computed as a grade of “F” in the student’s grade point average. Students must see the Office of Financial Aid for financial implications.

### **Class Records Reporting Grades and Last Date of Attendance**

All faculty members are expected to monitor enrolled students' attendance in their classes. Faculty members may keep spreadsheets on their students' performance and attendance or record grades in a roll book. Faculty members separating from the University, for whatever reason, must submit their official records pertaining to attendance, grading, and roll books to their respective Department Chairpersons.

Faculty are responsible for reporting the last date of attendance for all students in their courses. The last date of attendance for each semester or summer term includes the last date of email communication from the student to the faculty member teaching a course, if that email relates to attendance or coursework.

Faculty members are responsible for recording student grades, submitting hard copies or electronic copies to the Department Chair, and submitting grades online on or before the date and time scheduled by the University calendar.

### **Incomplete Grades**

An “I” grade is given in cases for which specific permission has been granted by the instructor for cases such as illness or additional time to complete an active research paper assignment. A student’s neglect of coursework during the semester may not be used as justification for this temporary grade. In order to submit a grade of I, the instructor completes and signs an “Incomplete Grade Contract” form which is available on the Registrar’s web page. The student must complete the requirements for the course by the deadline indicated on the contract. The overall time used to complete the incomplete is not to extend beyond one year from the term in which an incomplete grade is given. Change of Grade forms must be accompanied by a letter of explanation and a copy of student performance record. Change of Grade forms are available in the Registrar’s Office.

### **CHANGE OF GRADE PROCEDURE**

If a faculty member wishes to change a grade, he/she must secure a Change of Grade form from the Registrar’s office, complete it and attach a score sheet showing the performance of the student in the class. He/she should also write an explanation of the

reason for the grade change. These documents should be submitted to the Chair for review and processing.

### **Credit Hour Policy and Procedures**

SC State adopts the SACSCOC definition of a credit hour which is in keeping with the Federal regulations relevant to the awarding of Federal Financial Aid. “A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates (1) not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or (2) at least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours” (<http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>).

At SC State a credit hour conforms to the standard set by the Integrated Postsecondary Education Data System (IPEDS) as a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term (or a minimum of 700 minutes per term). This definition includes students spending, for each hour of credit, at least two hours of out-of-class work such as reading, research, or completion of assignments. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. This guideline applies for on-ground as well as online courses. (<https://surveys.nces.ed.gov/ipeds/Downloads/Forms/IPEDSGlossary.pdf>)

Regular Fall and spring semester courses meet for 15 weeks, excluding holidays, fall/spring break, but including the week of final exams. All three-credit hour courses that meet three days per week meet for 50 minutes per class session. All three-credit hour courses that meet two days per week meet for a minimum of 75 minutes per class session. One-credit laboratories and field work meet for a minimum of two 50-minute class periods (or the equivalent amount of time) each week.

As part of the approval process at SC State, when courses and academic programs are reviewed, the Education Policies Council ensures that the credit hours and program length comply with the policy laid out above. All courses and programs are then approved by the Faculty Senate and the President. Further, all academic programs and curricula changes are approved by the Board of Trustees.

### **Distance Education Policy**

Distance education is a means by which South Carolina State University extends its resources in the areas of instruction, research, and service to the citizens of the state of South Carolina, the nation, and the world. The Distance Education Policy approved by the Board of Trustees is intended to promote rigor and quality in South Carolina State University's distance education initiative and pertains exclusively to academic distance education courses and programs. Contact the Provost for copies of this policy.

### **Academic Dishonesty**

SC State University's academic community, for the purpose of this policy, is defined as academic administrators, members of the faculty, and students. The policy statement on Academic Dishonesty applies equally to all of the citizens comprising the academic community. Academic dishonesty as defined by the University refers to:

- Cheating during an examination, quiz, or similar activity.
- Plagiarism, i.e., the illegal use of a person's written work without giving full credit to the author and source of materials (see also the "Student Code of Conduct").
- Unauthorized use of previous term papers, research paper, projects, or reports.
- Any other category of false representation, e.g., a student taking an exam for another student.

As members of the academic community, faculty are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that faculty be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that faculty refrain from any and all forms of dishonorable conduct in the course of their academic work. The purpose of the policy statement on Academic Dishonesty is to establish general standards of academic responsibility for faculty at SC State University.

It shall be the responsibility of every administrator, faculty member, student, and staff member of the University to uphold and maintain the academic standards and integrity of SC State University. Each instructor is encouraged to give each class a clear statement of the student's obligation to academic honesty during the first week of classes of each semester or summer session. Any member of the University community who has reasonable grounds to believe that a faculty member has violated intellectual and academic integrity has an obligation to report the alleged violation to the Provost.

### **English Fluency**

The first language of the majority of the students enrolled at SC State University is English. In accordance with South Carolina Code of Laws 59-103-160, every faculty member is expected to deliver instruction in English that can be fully understood by all students, with the exception of foreign language courses.

1. Any student who feels he/she is unable to understand the spoken English of a particular instructor may petition, in writing, the Dean of the College in which the instructor works to convene an Ad Hoc English Fluency Grievance Committee to investigate the student's complaint.
2. The petition must be filed no later than the end of the third week of the semester during the regular academic year or by the end of the first week of the summer school session.
3. The committee shall be comprised of two faculty members from the College involved, three students from the same College and one Speech Arts faculty member.
4. The committee shall conduct an investigation/hearing within three (3) business days upon receipt of the grievance to determine the instructor's relative proficiency in oral communication. This investigation may include audio and/or video recordings of the instructor's class.
5. By majority vote, the committee shall communicate its recommendation to the Dean of the College and Provost. It is the responsibility of the Dean to implement a swift and adequate resolution and report the resolution to the Provost.
6. If the student is not satisfied with the process or resolution, the student may appeal to the Provost. The written notice of appeal must be received within two (2) business days of receiving the Dean's decision.

### **Office Hours**

All faculty members are required to schedule, post, and keep a minimum of five office hours per week to meet with students. These hours should vary, if possible, and should allow students to see their instructors during mornings or afternoons. Faculty are encouraged to hold additional office hours and should also make themselves accessible to students via email, voicemail and other methods of electronic communication.

### **Academic Advising**

All faculty members must make academic advisement one of the highest priorities, and abide by minimum standards for such as outlined by the Provost. New faculty members should be oriented to the academic advisement process before they are assigned full

responsibility for a given list of student advisees. However, it is the responsibility of each faculty member to learn as quickly as possible the curriculum, its requirements, and all admission, retention, progression, and exit standards. All faculty must have sufficient training in the Banner registration system. New faculty should be paired with faculty experienced in serving as academic advisors and will be assigned student advisees when the mentor recommends them to their respective Chairs. This may be within a few weeks of training, but should not be longer than one semester of training.

Faculty are also responsible for making themselves available to their advisees, especially during pre-registration and registration periods. As academic advisors, faculty shall document the content of their advisement sessions by dating the curriculum advising session and getting the signature and date of the student advisee, or email confirmation from them if the advising session was conducted over the phone or by some other electronic communication system

### **Student Assessment of Instruction**

The Office of Institutional Research coordinates student evaluations. The evaluation process is an online process, and it is available for students to complete anonymously online during the evaluation administration period. The results will be analyzed and made available to faculty electronically via the SC State University Evaluation Management System.

## **VII. RIGHTS AND RESPONSIBILITIES OF FACULTY**

### **Orientation**

Orientation for new faculty, including adjunct faculty, shall be provided primarily by the Department Chair. Through the Center of Teaching, Learning and Extended Studies, the Office of the Provost also provides orientation particularly at the Faculty Institutes held at the beginning of each semester. In addition, the Faculty Senate provides orientation as it deems necessary. The Department Chair provides orientation regarding all academic policies and procedures; more specifically, the Department Chair acquaints new faculty members with University regulations, performance standards, academic advising processes, and evaluation procedures. All faculty are obligated to attend relevant orientation and professional development session offered by the University.

### **Teaching Load Policy**

A teaching load at SC State University is determined by the level of instruction, the number of course contact hours per week, the number of preparations, and the number of students enrolled. The normal teaching load for:

- Faculty teaching full-time undergraduate courses is 12 semester hours.
- Faculty teaching a combination of undergraduate and graduate courses is 12 semester hours.
- Faculty teaching master's and specialist's courses is 9 semester hours.
- Faculty teaching in the doctorate degree program with six or more students in dissertation writing stage is 6 semester hours.
- Faculty who are Academic Program Coordinators is nine (9) semester hours of undergraduate courses, or six (6) semester hours of graduate courses at the master's or specialist level.

### **Teaching Load for Academic Administrators:**

#### **Deans**

It is generally expected that the optional teaching load for a Dean shall be no more than three semester hours, or the equivalent, in each semester. A workload of administration, research/scholarship or teaching, as appropriate, shall be negotiated by the Dean and the Provost.

#### **Department Chairs**

Department Chairs have teaching loads commensurate with other duties and responsibilities and have release time for administrative duties and responsibilities. Chairs are considered administrative faculty. A full teaching load for a Department Chairperson shall be no more than six semester hours for fall, six semester hours for spring and three semester hours for summer, or the equivalent of 15 hours per year. Department Chairs are expected to teach at least 3 credit hours during the summer. If the program or department in which the Chair works does not offer summer courses, he/she is to teach the 15 credit hours within the fall and spring semesters. With permission of the Dean, the summer credit hours may be taught in the fall or spring semester. The Department Chairperson shall be eligible for all faculty development grants.

### **Summer School Policies**

Summer school session courses are designed to provide an opportunity for students to shorten the time necessary to earn a degree; remove deficiencies in their academic programs; and earn credit or renew certificates. Summer School consists of two major sessions, five weeks each. However, shorter terms and a full term (10 weeks) may also be offered.

Summer School schedule of courses is determined by each academic department and the schedule is published on the webpage of the Office of Summer School. Faculty teaching during the summer sessions must have the same qualifications as faculty teaching during the regular academic year.

The rate of compensation for summer school courses is determined by the Office of the Provost.

### **Time Blocks for Summer School Courses**

The hours listed in this block are based on 3-credit hour courses. In the block, there are 20 class days including the final exam day. Classes scheduled in this block meet Monday through Thursday.

<b>Monday – Thursday (Sessions I and II)</b>	
<b>Class Time</b>	<b>Military Time</b>
07:30 am - 09:45 am	0730 – 0945
09:55 am - 12:10 pm	0955 – 1210
12:20 pm - 02:35 pm	1220 – 1435
05:30 pm - 07:45 pm	1730 – 1945
07:55 pm - 10:10 pm	1955 – 2210

### **Release Time for Research**

Faculty teaching a full load and wishing to engage in sponsored research can reasonably expect a reduction in his/her teaching to accommodate his/her research interest. Department Chairs have authority over course load assignments, and are responsible for balancing individual and departmental needs and resources. Twenty-five percent release time for research by a full-time faculty teaching 12 semester hours of undergraduate coursework or a faculty teaching a combination of undergraduate and graduate courses would equate to having the teaching load scaled back to 9 semester hours. Thirty-three percent release time for research by a full-time faculty teaching 9 semester hours of graduate courses would equate to a faculty load of 6 graduate courses per semester.

## **Intellectual Property and Copyright Policy**

The Intellectual Property and Copyright Policy as approved by the South Carolina State University Board of Trustees covers all applicable royalties received by the University. Contact the Provost for copies of the policy.

## **Compensation for Overloads**

It is SC State University's general policy to compensate faculty for teaching an overload as follows:

<u>Course Level</u>	<u>Stipend</u>
Undergraduate 1 credit course or lab	\$1,000
Undergraduate 2 hr. lecture course	\$1,700
Undergraduate 3 credit course	\$2,500
Undergraduate 4 hr. lecture course	\$3,200
Undergraduate 12 credit clinical experience	\$3,500
Graduate 1 hr. course	\$1,100
Graduate 1-6 hr. lab	\$2,000
Graduate 3 credit course	\$2,700
Graduate 6 credit course	\$3,500
Graduate 12 credit clinical experience	\$3,500

Requests for Course Overload Compensation must be submitted on the Additional Compensation Form (P-11) along with a copy of the "Faculty Detail Schedule," the teacher's course schedules for the fall and spring semesters, and a justification of the request.

Requests should be submitted to the appropriate officer in the Division of Academic Affairs 15 business days prior to the start of classes, except the faculty is taking over a course at short notice due to unforeseen circumstances. While compensation calculation is based on FTEs, the Division of Academic Affairs still expects faculty to carry requisite teaching loads based on their profile for the academic year. Each faculty must reach at least 1.1 FTE before requesting compensation for overload. The University is not obligated to pay for overloads until approved by the Vice President for Finance.

## **Attendance at Assemblies, Convocation, and Commencement**

All faculty are required to attend the University-wide and faculty meetings held each semester. Faculty are also required to attend and participate in Fall Convocation, Founders' Day Convocation, Honors and Awards Convocation, Fall and Spring Faculty Institutes, and Commencement. Commencement exercises are very special events for

members of the graduating class, their parents, relatives and friends and deserve an appropriate decorum on the part of University faculty and administrators. Therefore, faculty and administrators should dress appropriately. Faculty members are expected to be present in proper academic regalia for official academic functions such as Founder's Day, Fall Convocation and Commencement. Absence from the above required events must have the approval of the Dean.

### **Faculty Role in Institutional and Academic Accreditation**

SC State University, a public comprehensive-teaching institution, is committed to providing affordable and accessible quality undergraduate and graduate degree programs. All institutional policies, practices, and procedures must be consistent with this mission. The University takes seriously its responsibilities for achieving and maintaining state approval, regional and national accreditation for its educational enterprises. Critical to the process are faculty commitment to, and involvement in, the program approval and accreditation process at each level. Thus, policies and procedures are established to communicate clearly to faculty the University's expectation regarding their role and responsibilities in all matters pertaining to program approval and accreditation.

### **Participation in Self-Study**

SC State University supports the right of faculty members to teach, investigate, and publish freely. However, no faculty member may exercise these rights to the point of overriding the institution's obligation to offer its student body a quality education as defined by the University, agencies of the state of South Carolina, SACSCOC and other relevant accrediting bodies. Hence, all faculty are required to participate initially and periodically in self-studies designed to ensure the University's compliance with established standards of quality and to assess its status in achieving its mission and educational goals. Each faculty assigned to a self-study committee must be a contributing member, committed to the accreditation process and the need to complete assigned tasks within the established timeframe.

### **Participation in Application of Accrediting Standards**

The University sanctions full faculty participation and faculty jurisdiction over academic programs and academic governance. Thus, the faculty's role in the application of and compliance with criteria established by accrediting bodies is critical. Each faculty member must not be a party to or participate in making substantive changes in academic programs, except in accordance with accreditation criteria. Additionally, no faculty member shall make any substantive change in any academic program that would put the institution in violation of policies established by the State Department of Education, the South Carolina Commission on Higher Education or SACSCOC. Faculty members and academic administrators shall not, knowingly or unknowingly, violate any accredi-

tation standards. Academic Chairs and Deans are responsible for reviewing accreditation standards with their respective faculty members to make certain that they are knowledgeable of those criteria over which they have obligations.

### **Participation in Developing University Mission Statement**

Formulation of the University's mission or statement of purpose represents a major educational decision. Faculty members are expected to provide input in its development.

### **Participation in Institutional Research**

SC State University regularly evaluates the effectiveness of its institutional research process and uses its findings for improvement. Faculty members and academic administrators are required to participate in the following activities: requests for ongoing data collection, feedback on analyzed data, using external studies and reports in preparing proposals for external funding, developing position papers, making changes in instructional procedures, participation in the design and implementation of internal studies related to variables that impact teaching and creating an effective learning environment, and participating in developing large databases to be used for longitudinal studies and statistical analyses to effect planning, evaluation, and management of educational programs.

### **Grievance Procedures and Hearings**

This procedure provides a means whereby a faculty member who feels that he or she has been subjected to unfair or discriminatory treatment may secure a hearing in response to the grievance or appeal. Two committees facilitate this process. They are the Faculty Grievance Committee and the Faculty Hearing Committee.

### **Faculty Grievance Committee**

The Faculty Grievance Committee shall hear cases regarding any disciplinary action imposed on a faculty member, a dispute regarding an administrative decision that the faculty member believes is a violation of faculty rights, academic freedom, or failure to apply university policies and procedures fairly. The Faculty Grievance Committee does not have jurisdiction on matters related to promotion, tenure, termination of contracts, or non-renewal of employment contracts at the end of the contract term.

All South Carolina State University colleges/schools shall be represented on the Faculty Grievance Committee. The Faculty Grievance Committee shall be composed of seven tenured or tenure-track faculty members, with at least one representative elected from each college/school; two of its members must be appointed by the President and one of its members must be elected from the Faculty Senate. Six alternates shall also be

elected, one from each college/school and one appointed by the President. Each member of the committee must have served at least three years on the faculty at South Carolina State University. Each Committee member shall be elected for a two-year term. Members of the committee shall elect the committee chair for a one-year term. Any member of the committee involved in any way with the grievance before the committee shall be disqualified and replaced by an alternate from the school of the committee member that is disqualified. If the disqualified faculty member was appointed by the President, then the replacement shall be the alternate appointed by the President. The grievant or the administrator directly involved in the case may challenge the impartiality of any member via a written request to the committee to disqualify a faculty member from considering the grievance. If the committee concedes the request, a faculty member from the same college/school shall replace the disqualified faculty member.

The procedure for requesting a hearing is as follows:

1. The faculty member must begin the grievance process with his/her Department Chair.
2. If the grievance is not resolved with the Department Chair, the faculty member may appeal the process to discuss it with the Dean of his college/school.
3. If the grievance is not satisfactorily resolved after the appeal to the Dean, the faculty member must make a written request for a hearing to the Chair of the Faculty Grievance Committee within 10 working days of the Dean's decision.
4. The statement requesting a hearing must include the person or persons responsible for the act, the factual basis for the complaint, and the relief sought. The faculty member must also indicate preference for a closed or open hearing.
5. The Faculty Grievance Committee chair must convene the committee within ten business days after receiving the written request. The purpose of the meeting is to determine if the specific grievance is within the jurisdiction of the Faculty Grievance Committee. The Faculty Grievance Committee may only conduct its business when it has a quorum. A quorum shall be a majority of its members. As presently constituted, a majority shall be four (4) members. The decision regarding jurisdiction shall be determined by a majority vote of the Faculty Grievance Committee members who are present and voting. If the specific grievance is within the Faculty Grievance Committee jurisdiction, then it must hear the case.

6. If the committee decides that the appeal should be heard, the chair shall set the date for the hearing in consultation with the parties involved within twenty business days of the committee meeting. The committee, in consultation with the parties involved, shall decide if the hearing should be open or closed. If the hearing is closed, attendance shall be limited to the committee members, the faculty member, the faculty member's advisor, the university representative or legal counsel, and witnesses while answering questions. If the hearing is open, the only persons excluded are the witnesses, who shall not attend until after the conclusion of their testimony.
7. The Faculty Grievance Committee shall be given all relevant information and have the right to call relevant witnesses and take sworn testimony.
8. The hearing shall be recorded.
9. During the hearing, the grievant may have an advisor present. Advisors, even if legal counsel, shall not speak openly during the hearing and may only advise the faculty member. The hearing is not a court proceeding and will not follow rules of evidence or other courtroom decorum. The grievant administrator, or committee members may question any witnesses.
10. The Faculty Grievance Committee shall make its recommendation to the Provost, with supporting documentation, within thirty business days of the hearing.
11. Within ten (10) business days following the recommendation of the Faculty Grievance Committee, the Provost shall present a written decision regarding the matter to the faculty member, with copies to the Department Chair, Dean, and Faculty Grievance Committee chair.
12. The decision of the Provost may be appealed to the President within ten (10) business days after notification by the faculty member, the Department Chair, or the Dean. The President's decision shall be made within ten business days after notification of the appeal. Copies of the President's decision shall be sent to the faculty member, Provost, the Department Chair, the Dean, and the Grievance Committee.

### **Faculty Hearing Committee**

The Faculty Hearing Committee hears cases related to promotion, tenure, termination of contracts or non-renewal of employment contracts at the end of the contract term. This body shall hear cases regarding non-tenured faculty members against whom the

University has made formal charges which could lead to their termination, cases of tenured faculty members against whom the University has made formal charges which could lead to termination for cause, cases involving alleged discrimination in denial of tenure, termination, promotion, work assignment, or compensation, cases involving alleged violation of due process, and any other matters not under the jurisdiction of the Faculty Grievance Committee.

All South Carolina State University colleges/schools shall be represented on the Faculty Hearing Committee.

The Faculty Hearing Committee shall be composed of seven tenured faculty members, one representative elected from each college/school, two appointed by the President, and one elected from the South Carolina State University Faculty Senate. Six alternates shall also be elected, one from each school and one appointed by the President. Each member of the committee must have served at least three years on the faculty at South Carolina State University. Each Committee member shall be elected for a two-year term. Members of the committee shall elect the committee chair for a one-year term.

Any member of the committee involved in any way with the grievance before the committee shall be disqualified and replaced by an alternate from the school of the committee member that is disqualified. If the disqualified faculty member was appointed by the President, the replacement shall be the alternate appointed by the President. The grievant or the administrator directly involved in the case may challenge the impartiality of any member via a written request to the committee to disqualify a faculty member from considering the grievance. If the committee concedes the request, a faculty member from the same college/school shall replace the disqualified faculty member.

The procedure for requesting a hearing is as follows:

1. Formal proceedings for a faculty grievance shall commence by the faculty member filing a Statement of Grievance in writing to the chair of the Hearing Committee and to the Provost for a hearing within twenty (20) business days of the alleged act prompting the complaint.
2. The Statement of Grievance shall include the person or persons involved with the act, the factual basis for the complaint, and the relief sought. The faculty member shall also indicate the preferences for a closed or open hearing.
3. The chair of the committee shall notify members of the committee of the appeal and the specific procedures governing the hearing.

4. The chair must convene a meeting within ten business days after receipt of the Statement of Grievance. The purpose of the meeting is to determine if the specific grievance is within the jurisdiction of the Faculty Hearing Committee. The Faculty Hearing Committee may only conduct its business when it has a quorum. A quorum shall be a majority of its members. As presently constituted, a majority shall be four (4) members. The decision regarding jurisdiction shall be determined by a majority vote of the Faculty Hearing Committee members who are present and voting. If the specific grievance is within the Faculty Hearing Committee's jurisdiction, then it must hear the case.
5. If the committee decides that the appeal should be heard, the chair shall set the date in consultation with the parties involved within twenty business days of the committee meeting. The Faculty Hearing Committee, in consultation with the parties involved, shall decide if the hearing should be open or closed. If the hearing is closed, attendance shall be limited to members of the committee, the faculty member, the faculty member's advisor, the university representative or legal counsel, and witnesses while answering questions. If it is an open hearing, the only persons excluded are the witnesses, who shall not attend until after the conclusion of their testimony
6. The faculty member shall be suspended during the proceedings only if immediate harm to the faculty member or others is threatened by the faculty member's continuance. All suspensions are without pay.
7. The Faculty Hearing Committee may hold joint pre-hearing meetings with both parties to clarify the issues, exchange information and the names of witnesses to be called, and to achieve other pre-hearing objectives to make the hearing fair and expeditious.
8. If the faculty member intends to have legal counsel at the pre-hearing and hearing the faculty shall inform the committee within five working days of the hearings.
9. The hearing shall be recorded.
10. During the hearing, the grievant may have an advisor present. Advisors, even if legal counsel, shall not speak openly during the hearing and may only advise the faculty member. The hearing is not a court proceeding and will not follow rules of evidence or other courtroom decorum. The grievant administrator, or committee members may question any witnesses.
11. The findings and recommendation will be based only on the hearing record.

12. Within ten (10) business days after the hearing, the Provost, the President and the faculty member shall be notified of the committee's recommendation in writing and will be given a copy of the record of the hearing.
13. The President shall inform the Faculty Hearing Committee, the faculty member, and other involved parties in writing within ten (10) working days after receiving the committee's recommendation of his/her decision.

### **Employee Policies and Procedures Manual**

Responsibility for the publication, distribution, and interpretation of the South Carolina State University Personnel Policies and Procedures Manual (<http://www.scsu.edu/facultystaff/humanresources/employeeoliciesandproceduresmanual.aspx>) is assigned to the Office of Human Resource Management. Current University policies covering Recruitment & Employment, FLSA & Classification and Compensation Administration, Method of Compensation, Holidays and Leave, Employee Services and Benefits, Employee Development and Assistance Programs, Employee Relations, Personnel Records, and Separation, etc. can be found on the Human Resources website (<http://www.scsu.edu/facultystaff/humanresources.aspx>). The Office of Human Resources is the source for benefits policies and procedures. Faculty are also subject to the Progressive Disciplinary Policy cited in the Employee Policies and Procedures Manual.

### **Leave Policies**

All academic administrators are required to administer the leave regulations consistent with the policies outlined in the Personnel Policies and Procedures Manual. Any questions regarding leave should be referred to the University's Office of Human Resources Management (OHRM). Requests for leave must be in writing and must be approved by the faculty member's Chair (or Dean if the Chair is away). Requests should be made in advance, if possible, on the appropriate South Carolina State University Employee's request for leave form. In cases of emergency that may occur due to illness, personal problems or other situations, which prevent advance application, Chairs and/or Dean should be notified by the employee's starting work time. Chairs and Deans shall notify OHRM immediately of any absences in excess of three days and any absences involving leave without pay.

### **Faculty Access to Personnel Files**

There shall be two official files on all faculty members one located in the offices of Human Resources Management and one located in the Office of the Provost. Documents dealing with initial appointment of faculty and faculty qualifications, promotion and tenure are maintained by the Provost. Copies of annual reviews, are maintained by

the Department Chair and/or by the Dean of the College/School; promotion and tenure records are also maintained by the Office of the Provost. All contract documents are maintained by the Office of Human Resources Management. Documents related to health, life and disability insurance, retirement and social security benefits, federal and state tax withholding are maintained in the Office of Human Resources Management. When a faculty member has a change in personal information such as address, phone number, or educational data, he/she must notify the Office of Human Resources in writing with supporting documentation for information that would affect their employment status.

A faculty member is free to examine his/her files in the presence of the administrator of the file. If the file contains incorrect information, the faculty member may request correction, with documentation. A faculty member may request corrections or deletions in his/her academic personnel records by making a written request to the Provost that a statement of fact be corrected; that a statement by the affected faculty member be included in the record; and/or that specific material be deleted from such record because the material had been improperly included in the record and because neither correction nor a responsive statement would adequately deal with the impropriety. Within a reasonable time period not to exceed thirty (30) calendar days, the Provost shall determine whether the request to change the personnel records will be made. The faculty member has the right to have his/her challenge heard before the Faculty Grievance Committee. If approved, corrections must also be made to the OHRM personnel file.

## **VIII. PROFESSIONAL DEVELOPMENT FOR FACULTY**

South Carolina State University provides its faculty members the opportunity to continue their professional development during their time at the institution. This is facilitated through leaves of absence for study and research, additional graduate work in the discipline, participation in professional meetings, and training to develop specific skills in the workplace.

### **Professional Development and Training**

The Office of Human Resources Management (OHRM), and the Center for Teaching, Learning, and Extended Studies (CTLES) offer training for the professional and personal development of University faculty and staff. Faculty members should contact the University Computing and Information Technology Services department (UCITS) for additional training in computer software.

## **Faculty Development Program**

Primary responsibility for the development of the faculty rests with the Department Chair and school Dean. Providing opportunities for professional development of faculty is a key measurement of the effectiveness of the leadership ability of the Chair and Dean. In addition to working with the Division of Academic Affairs' Faculty Development Program, the Department Chair and school Dean should provide for:

- Adjusting teaching schedules and responsibilities that allow for suitable time and opportunity to pursue scholarly research activities.
- Assigning of senior faculty to junior faculty to provide mentoring support.
- Assigning faculty to department and school committees, task forces, activities that ensure their professional growth.
- Ensuring that all faculty are apprised of opportunities for advancement, especially as they relate to tenure, promotion, or as institutional administrators.
- Holding at least one consultation session per year with each faculty to gauge their progress and needs in terms of teaching, research, service and other professional development and interests.

The Division of Academic Affairs' Faculty Development Program supports the professional development of faculty members. It provides funds to support several types of activities in which faculty may strengthen and broaden scholarship, expand expertise, pursue new and innovative ideas to improve the quality of instruction, and stimulate exploration of new areas to increase their visibility in the scholarly community. Support is also available to help faculty shift directions or retool in teaching, research, and administration. The program will not support activities considered to be a normal part of faculty responsibilities. From time to time, special initiatives may be designated for a particular competition. It should be especially noted that this faculty development activity should not become a continuous source of funds for faculty to perform research and other scholarly endeavors that could be funded via the more appropriate mechanisms: proposal writing and submission to outside funding sources. Grant awards will be made on a competitive basis depending on need and availability of funds. Faculty release time, faculty replacements, or summer salary will be provided with appropriate justifications. Funds may be used for project-related expenses as described and approved in the proposed faculty development plan/project description. Such expenses include tuition and fees, room and board, books, materials and supplies, travel, secretarial or technical assistance, publications, copies, etc.

Applicants for faculty development grant awards may include those with non-tenure-track status if they are applying for funds to complete a terminal degree. Otherwise faculty must be tenure-track or tenured full-time members of the faculty. Priority shall be given to untenured faculty pursuing tenure. Faculty on visiting, part-time or adjunct appointments are ineligible to participate. Each applicant or group of collaborating applicants may apply for only one type of faculty development per competition.

### **Travel**

Faculty members are encouraged to attend relevant professional and educational conferences. Departmental operating budgets may include funds for such purposes. However, funding is not guaranteed. Faculty members are to attend professional and educational conferences and other professional development events with or without University funding. Requests by the faculty member to attend professional meetings must be submitted by completing a travel request form in a timely manner so that it will be approved by the Provost in time to be submitted to the Office of Accounts Payable no later than fourteen (14) working days before the requested time to leave. Allocation of departmental funds is the responsibility of the Department Chair. Reimbursement for travel is subject to state law and University regulations. Subject to approval, international travel is permitted as it is related to research programs, international professional meetings, and for the development of international programs. All international travel must be approved by the Provost.

A travel authorization form for all travel from the campus is required and must be requested on the appropriate University form(s). Faculty members desiring leave from the campus during regular working hours will complete copies of the travel forms and submit them to the Department Chairperson who will sign and submit them to the Dean of the school. After the Dean's approval, the request must go to the Provost. If the request for travel is denied, the travel request will be returned to the faculty member initiating the proposal. Travel request forms should be sent through administrative channels in a timely manner so that it will be approved by the Provost in time to be submitted to the Office of Accounts Payable at least fourteen (14) working days prior to the date the travel is to begin.

The faculty member requesting leave is responsible for making arrangements for all of their teaching assignment in their absence. Class disposition forms must accompany the request for leave. The Department Chairperson's signature will serve as confirmation that he or she is informed and approves these arrangements. Brief local trips from the campus during working hours require no formal approval.

The Chairs and Deans shall be responsible for establishing priorities for approving requests for travel funds. Examples of travel requests that may be approved include, but are not limited to those listed below:

- To present an original paper or report on research.
- To serve as an officer of a professional organization.
- To contribute in another major way to a program of a professional organization.
- To travel as a representative of the University on assignment by the President or Provost.
- To serve on a panel of a professional program.
- To participate in regional or national committee planning session.
- To chair a session of a professional organization.
- To attend state committee planning sessions or meetings.
- To attend professional meetings, even though one is not presenting a paper or chairing a panel.
- For service on boards, commissions, etc.

### **Research Incentives**

South Carolina State University continues to seek ways in which it may reward faculty for outstanding scholarly work and research productivity through the Research Incentive Plan (RIP). Faculty members are the primary generators of proposals requesting funding from external agencies for research and research-related educational activities. The recovery of indirect costs associated with these activities provides a unique source of revenue to support such deserving faculty. Guidelines regarding Research Incentive Plan are available in the Office of the Provost. The RIP is subject to the availability of funds.

The Research Bonus Payment Plan (RBPP) is for SC State University's Faculty/Staff who are involved in Sponsored Program activities. In order to enhance the research productivity of the faculty, South Carolina State University provides the rewards and incentives. It is the responsibility of the administration to identify and commit funds to make faculty salaries competitive with other institutions. The RBPP will proffer faculty/staff at South Carolina State University an opportunity to supplement their salary. Guidelines regarding research and the RBPP are available in the Office of the Provost. The RBPP is subject to the availability of funds.

## **Sabbatical Leave**

Sabbatical leave may be granted to individual faculty members in recognition of a substantial record of teaching, research, and service who produce a credible plan for in-depth research. The purpose of sabbatical leave is to facilitate the pursuit of significant research projects, formal study, professional growth and development, or other projects that will enhance future contributions to the mission of the university. Such leaves, therefore, are not granted automatically upon completion of the necessary period of service. The number of sabbatical leaves granted each year is contingent on successful applications and funding. The guidelines for submitting Sabbatical Leave requests are as follows:

- Faculty members must have served the University for a minimum of six years and be tenured at the time of application. Faculty members that have been granted sabbatical leave previously are only eligible to re-apply after another six-year cycle of service. Priority will be given to successful applicants who have not yet been granted sabbatical leave.
- Faculty members must apply for sabbatical leave one year in advance of the planned leave.
- In addition to the application, faculty must submit a concise proposal describing the project, the goals, objectives and outcomes, the contribution to the department, college, University, or community, and the faculty member's qualifications for undertaking the activity. The application should also include the applicant's curriculum vita. Faculty may apply for one semester at full pay or two consecutive semesters at half pay.
- Applications must include a recommendation from the Department Chair and Dean of the College before being submitted to the Faculty Development Committee. The Committee reviews and ranks the applications on the following criteria:
  - Clarity of the proposed project or endeavor
  - Contribution the project will make towards the professional development of the faculty member
  - Contribution the project will make towards the mission of the University
- Faculty members that have been granted sabbatical leave must submit an activity report to the committee and copies to the Chair, Dean and Provost no later than two weeks after their return to the university. Faculty members are required to return regular service for a minimum of one contract year after returning from sabbatical.

## **IX. EMERGENCY PLANNING AND GUIDELINES**

Administrators, faculty, students, and staff are expected to follow correct procedures, which have been designed to minimize danger to and loss of life and/or property in the event of an emergency, disaster, or life-threatening situation. The University President or his/her designee serves as the overall Emergency Director during a major emergency or disaster. Details of the University Emergency Operations Guide, and the Fire Safety Manual can be found on the University's website:

<http://www.scsu.edu/files/EmergencyOperationsGuide.pdf>

<http://www.scsu.edu/files/Fire%20Safety%20Manual.pdf>

Each academic office (Department Chair, Dean, Director) should have a printed copy of each in their office for quick referral in case the website is down.