



UNIVERSITY OF
SOUTH CAROLINA.

FACULTY AWARDS COMMITTEE CODE OF CONDUCT

1. All proceedings and communications (e.g., letters) should be confidential. The number and specifics of the applications are confidential and should only be discussed in the context of the committee meeting. No individual may discuss the names, content of the discussion or any details about the nominees outside the committee. All nomination documents, with the exception of books and manuscripts, should be shredded after the decision has been made and all follow-up committee conversations have ended. Books and manuscripts should be returned to the nominee.
2. A committee member cannot nominate a candidate for an award given by the committee on which the committee member sits. Members with conflicts of interest should abstain from votes and discussions and may remove themselves from the committee. Conflicts of interest include but are not limited to a close personal relationship with any applicant including spousal, partner, and significant collaborator relationships within the last two years.
3. The Faculty Award Criteria should be made available in written form to all members of the committee at the start of the process.
4. Members should not accept membership unless they intend to attend all meetings and perform any outside work in an expeditious fashion.
5. If any member of the award committee feels that an error or impropriety has occurred during any part of the committee process, the committee member and the chair may bring the issue to the Provost's Office for resolution. The decision of the Provost will be final.

September 2009

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