

FACULTY COMMITTEES (pages 5-17)

Other than student members or ex officio members, only voting members of the university faculty shall be members of faculty committees, whether elected or appointed, unless there is specific provision to the contrary in The Faculty Manual. Deans of colleges and schools are not eligible to serve on faculty committees. Faculty members appointed to administrative positions such as department chair, assistant dean, or associate dean are eligible to serve on committees unless there is specific provision to the contrary in The Faculty Manual. Faculty members appointed to committees by the President or Provost shall serve terms of three years. Faculty members shall be from academic units properly concerned with the functions of the committee.

Special committees are appointed by the Faculty Senate Steering Committee annually, but under no circumstances may an individual be appointed to a special committee for more than three consecutive years. Special committees normally cease to exist after one year; however, justification for their continued existence may be submitted to and approved by the Steering Committee. Special committees shall be listed in [Special Advisory Committees](#), published by the provost.

FACULTY COMMITTEES

Other than student members or ex officio members, only voting members of the university faculty shall be members of faculty committees, whether elected or appointed, unless there is specific provision to the contrary in The Faculty Manual. Deans of colleges and schools are not eligible to serve on faculty committees. Faculty members appointed to administrative positions such as department chair, assistant dean, or associate dean are eligible to serve on committees unless there is specific provision to the contrary in The Faculty Manual. Faculty members appointed to committees by the President, Provost or other administrative unit shall serve terms of three years. Faculty members shall be from academic units properly concerned with the functions of the committee.

Special committees are appointed by the Faculty Senate Steering Committee annually, but under no circumstances may an individual be appointed to a special committee for more than three consecutive years. Special committees normally cease to exist after one year; however, justification for their continued existence may be submitted to and approved by the Steering Committee. Special committees shall be listed in [Special Advisory Committees](#), published by the provost; this document may also include committees appointed by various administrative units.

COMMITTEE ON ACADEMIC RESPONSIBILITY

This committee shall consider appeals of cases decided by college academic responsibility committees when any party to the case formally appeals on grounds set forth in the university Academic Disciplinary Procedures. This committee shall perform any other functions provided for in the Academic Disciplinary Procedures. It shall also review periodically the Rule of Academic Responsibility and Academic Disciplinary Procedures and propose changes to the Faculty Senate.

This committee shall consist of five faculty members, two undergraduate students, and two graduate students. The faculty members shall be elected for staggered three-year terms. No more than two faculty members shall be from the same college. Faculty members shall hear all cases. Undergraduate members shall hear cases involving undergraduate students; graduate members shall hear cases involving graduate students.

COMMITTEE ON ACADEMIC RESPONSIBILITY

The committee shall consider appeals of cases decided by the Carolina Judicial Council regarding Honor Code violations. The committee shall consist of five faculty members ~~be~~ elected for staggered three-year terms. – The committee will assist the Office of Academic Integrity in periodically reviewing the Honor Code and share updates with the Faculty Senate. Members will receive annual training by the Office of Academic Integrity regarding due process, scope, and correspondence, prior to serving on the committee.

COMMITTEE ON ADMISSIONS

This committee shall consider policies on undergraduate entrance examinations, admissions, and readmissions and may recommend changes in policy to the Faculty Senate. To assure conformity with undergraduate admissions policies, the committee may review policies and changes proposed by faculties of the various academic units. The committee shall act on appeals of applicants for admission who fail to fulfill established standards of admission or readmission.

Of the ten members, five shall be elected by the faculty and five appointed by the president. Two faculty representatives shall be elected each year for a term of three years, except every third year, when only one member shall be elected. The director of admissions shall serve as secretary, ex officio.

UNIVERSITY ATHLETICS ADVISORY COMMITTEE

Membership of the committee shall be six elected faculty members; three student members, (one undergraduate student-athlete who serves as either president or president-elect of the Student Athletics Advisory Committee; one undergraduate student appointed by the president of the student body; and one graduate student appointed by the student government with the consent of the Association of Graduate Students); one member of the Intercollegiate Activities Committee of the Board of Trustees appointed by the chair of that committee; and four presidential appointees (one at-large representative from the faculty, the NCAA faculty athletics representative (FAR); one representative from the Division of Student Affairs; and the director of athletics).

The chair shall be a member of the faculty. The chair and the NCAA faculty athletics representative (FAR) shall sit with the Intercollegiate Activities Committee at its meetings, ex officio.

COMMITTEE ON ADMISSIONS

This committee shall consider policies on undergraduate entrance examinations, admissions, and readmissions and may recommend changes in policy to the Faculty Senate. To assure conformity with undergraduate admissions policies, the committee may review policies and changes proposed by faculties of the various academic units. The committee shall act on appeals of applicants for admission who fail to fulfill established standards of admission or readmission.

Of the ten members, five shall be elected by the faculty and five appointed by the provost. Two faculty representatives shall be elected each year for a term of three years, except every third year, when only one member shall be elected. The director of admissions shall serve as secretary, ex officio.

UNIVERSITY ATHLETICS ADVISORY COMMITTEE

Membership of the committee shall be six elected faculty members; three student members, (one undergraduate student-athlete who serves as either president or president-elect of the Student Athletics Advisory Committee; one undergraduate student appointed by the president of the student body; and one graduate student appointed by the student government with the consent of the Association of Graduate Students); one member of the Intercollegiate Activities Committee of the Board of Trustees appointed by the chair of that committee; the NCAA faculty athletics representative (FAR); one representative from the Division of Student Affairs; and the director of athletics and one at-large representative from the faculty, appointed by the president .

The chair shall be a member of the faculty. The chair and the NCAA faculty athletics representative (FAR) shall sit with the Intercollegiate Activities Committee at its meetings, ex officio.

FACULTY BUDGET COMMITTEE

The committee shall consist of ten members: three elected members, the current and immediate past

chairs of the Faculty Advisory Committee and the Welfare Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost shall serve ex officio.

This committee serves as a liaison between the university administration and the university faculty (through the Faculty Senate) on matters pertaining to the university budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the university budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee shall have input into university budget policy in two ways. First, the chair of the Faculty Budget Committee, the other two elected members, and the chair of the Faculty Senate will be welcomed to attend the president's budget hearings. Second, the chair of the Budget Committee, the immediate past chair of the Budget Committee, and the chair of the Faculty Senate shall serve on the University Finance Committee.

FACULTY BUDGET COMMITTEE

The committee shall consist of ten members: three elected members, the current and immediate past chairs of the Faculty Advisory Committee and the Welfare Committee, the chair of the Faculty Senate, and the past chair or the chair-elect of the Faculty Senate; the provost and a representative of the Division of Administration and Finance shall serve ex officio.

This committee serves as a liaison between the university administration and the university faculty (through the Faculty Senate) on matters pertaining to the university budget, advocates the faculty perspective on matters of budget and budgetary policy, and provides a venue for discussing faculty questions and concerns about the university budget and budgeting process. To accomplish its purpose, the Faculty Budget Committee shall have input into university budget policy in two ways. First, the chair of the Faculty Budget Committee, the other two elected members, and the chair of the Faculty Senate will be welcomed to attend the president's budget hearings. Second, the chair of the Budget Committee, the immediate past chair of the Budget Committee, and the chair of the Faculty Senate shall serve on the University Finance Committee.

COMMITTEE ON CURRICULA AND COURSES

This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law, medicine and pharmacy. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, there shall be one member appointed by the president to serve ex officio, one representative from the regional campuses, and two student members.

COMMITTEE ON CURRICULA AND COURSES

This committee shall consider, and recommend to the faculty, action on all requests for new or revised curricula leading to any formal recognition other than graduate degrees or first professional degrees in law, medicine and pharmacy. The committee shall also consider, and recommend to the faculty, action on all requests for the institution, modification, or deletion of courses and of any prescribed programs of study that do not fall within the purview of the graduate faculty. The committee shall review the various university curricula with special attention to duplication or obsolescence of courses. The committee shall consist of eight faculty members, elected for terms of three years. In addition to the members elected by the faculty, there shall be one member appointed by the provost to serve ex officio, one representative from the regional campuses elected by the Palmetto College Campuses Faculty Senate, a representative of the Office of the University Registrar and two student members.

FACULTY GRIEVANCE COMMITTEE

This committee shall consider individual grievances, including grievances regarding salary matters (see also "Terms of Employment"), brought before it by members of the faculty including full-time and part-time members, research professors, lecturers, and visiting professors. When, in its judgment, a grievance is determined to be well-founded, the committee shall attempt to resolve the matter through mediation or other appropriate action. See also "Academic Grievance Procedures." The committee shall consist of nine elected members for staggered three-year terms and one ex-officio member from the Faculty Salary Equity Oversight Committee appointed by the provost. All members of the committee shall be tenured full professors or tenured librarians, and, at the time they commence a term of service on the committee, a year shall have elapsed since their last service, if any, on the University Committee on Tenure and Promotions. Faculty members appointed to administrative positions such as department chair, assistant dean, or associate dean are not eligible to serve on this committee.

FACULTY GRIEVANCE COMMITTEE

This committee shall consider individual grievances, including grievances regarding salary matters (see also "Terms of Employment"), brought before it by members of the faculty. When, in its judgment, a grievance is determined to be well-founded, the committee shall attempt to resolve the matter through mediation or other appropriate action. See also "Academic Grievance Procedures." The committee shall consist of nine elected members for staggered three-year. All members of the committee shall be tenured full professors or tenured librarians, and, at the time they commence a term of service on the committee, a year shall have elapsed since their last service, if any, on the University Committee on Tenure and Promotions. Faculty members appointed to administrative positions such as department chair, assistant dean, or associate dean are not eligible to serve on this committee..

FACULTY SENATE INFORMATION TECHNOLOGY COMMITTEE

The Faculty Senate Information Technology Committee provides a faculty voice in assessing and planning Information Technology (IT) services, resources, and infrastructure for administration, instruction, and research at the University of South Carolina. The committee shall consist of eight members of the voting faculty; one graduate student representative; one undergraduate student representative; and no more than six ex-officio representatives, typically one each from the University Technology Services (UTS), Research Cyberinfrastructure (RCI), the University Libraries, the Office of the Vice President for Research (VPR), the Office of the Provost, and the Office of the University Registrar. The composition of the committee shall reflect the need for expertise in the complex field of IT and general interest of the University faculty.

Specific charges to the committee are:

- 1) To survey periodically faculty, staff, and students regarding the efficacy of IT resources including general services, resources and infrastructure that support the missions of teaching, research, and service.
- 2) To assess the compatibility of available and planned IT services, resources, and infrastructure with the University's ambition as a locally, nationally, and internationally-regarded teaching and research institution.
- 3) To ensure that faculty have a meaningful role in future development of IT at the University of South Carolina by: maintaining and publishing a list of all standing committees related to IT.
- 4) To make recommendations to the Faculty Senate for changes in IT services, resources, and infrastructure based on the information, assessment, and analysis resulting from the committee's work in points 1-3 above.

FACULTY SENATE INFORMATION TECHNOLOGY COMMITTEE

The Faculty Senate Information Technology Committee provides a faculty voice in assessing and planning Information Technology (IT) services, resources, and infrastructure for administration, instruction, and research at the University of South Carolina. The committee shall consist of eight elected members of the voting faculty; one graduate student representative; one undergraduate student representative; and no more than six ex-officio representatives, typically one each from the University Technology Services (UTS), Research Cyberinfrastructure (RCI), the University Libraries, the Office of the Vice President for Research (VPR), the Office of the Provost, and the Office of the University Registrar. The composition of the committee shall reflect the need for expertise in the complex field of IT and general interest of the University faculty.

Specific charges to the committee are:

- 1) To survey periodically faculty, staff, and students regarding the efficacy of IT resources including general services, resources and infrastructure that support the missions of teaching, research, and service.
- 2) To assess the compatibility of available and planned IT services, resources, and infrastructure with the University's ambition as a locally, nationally, and internationally-regarded teaching and research institution.
- 3) To ensure that faculty have a meaningful role in future development of IT at the University of South Carolina by: maintaining and publishing a list of all standing committees related to IT.
- 4) To make recommendations to the Faculty Senate for changes in IT services, resources, and infrastructure based on the information, assessment, and analysis resulting from the committee's work in points 1-3 above.

COMMITTEE ON INSTRUCTIONAL DEVELOPMENT

This committee shall initiate studies and make recommendations to the faculty and administration on enhancing the practice and status of teaching.

The membership of the committee shall include nine faculty members elected for staggered three-year terms. The provost shall appoint six other faculty members, for staggered three-year terms, to guarantee broad representation of the colleges and academic ranks. The president of the student body with confirmation of the Student Senate and the Graduate Student Association, respectively, shall appoint one undergraduate and one graduate student to one-year terms. A representative from the provost's office shall serve ex officio.

INTELLECTUAL PROPERTY COMMITTEE

This committee shall consider cases involving intellectual property, including patent and copyright matters, and shall be the intellectual property advisory body within the university. In addition to the six elected faculty members, there shall be three members appointed by the president. The director of the Technology Commercialization Office, or a representative of that office, shall serve ex officio.

COMMITTEE ON INSTRUCTIONAL DEVELOPMENT

This committee shall initiate studies, make recommendations to the faculty and administration on enhancing the practice and status of teaching, and review distributed learning course proposals for compliance with best practice benchmarks as defined by the university and accreditation bodies. The committee shall then recommend compliant distributed learning course proposals for approval.

The membership of the committee shall include seven faculty members elected for staggered three-year terms. The provost shall appoint four other faculty members, for staggered three-year terms, to guarantee broad representation of the colleges and academic ranks. The president of the student body with confirmation of the Student Senate and the Graduate Student Association, respectively, shall appoint one undergraduate and one graduate student to one-year terms. Ex officio members may include representatives from the Office of the Provost, Distributed Learning Support Services, Center for Teaching Excellence and Graduate School.

INTELLECTUAL PROPERTY COMMITTEE

This committee shall consider cases involving intellectual property, including patent and copyright matters, and shall be the intellectual property advisory body within the university. In addition to the six elected faculty members, there shall be three members appointed by the provost. The director of the Technology Commercialization Office, or a representative of that office, shall serve ex officio.

COMMITTEE ON LIBRARIES

This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries.

The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the regional campuses elected by the Senate; three Regional campuses faculty presidential appointees; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.

COMMITTEE ON LIBRARIES

This committee shall consider and review matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries.

The committee shall consist of eleven members: seven elected from the faculty, including one member of the teaching faculty of the regional campuses elected by the Senate; three regional campuses faculty elected by the Palmetto College Campuses Faculty Senate; and the dean of libraries, ex officio. No college shall have more than two elected members, and no department shall have more than one elected member.

UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS

This committee shall publish guidelines for departmental tenure and promotion criteria and procedures, approve departmental tenure and promotion criteria and procedures, review all tenure and promotion cases, and make tenure and promotion recommendations to the president. It shall be composed of twenty-four tenured full professors, fifteen elected by the faculty and nine appointed by the president. No more than three elected members may be from any single college or school except the College of Arts and Sciences, which may have up to nine elected members. Of the nine appointed members, no more than two may be chosen from any single college or school.

The elected members shall be nominated by a committee composed of the members of the Faculty Senate Steering Committee, and the eight persons completing their terms on the Tenure and Promotions Committee. The nominating committee shall nominate a slate of ten, from which the voting members of the faculty shall elect five persons. Each voting faculty member may vote for up to five nominees. No person shall serve more than three years consecutively, and no department chair, assistant or associate dean, or dean shall be a member of the committee.

TENURE REVIEW BOARD

This board conducts hearings and rules on cases involving the dismissal of tenured faculty members for cause. It also resolves disagreements between the provost and any unit over the content of unit post-tenure review standards and procedures. The seven members of the board shall be tenured faculty, two appointed by the president and five elected by the faculty for staggered three-year terms.

UNIVERSITY COMMITTEE ON TENURE AND PROMOTIONS

This committee shall publish guidelines for departmental tenure and promotion criteria and procedures, approve departmental tenure and promotion criteria and procedures, review all tenure and promotion cases, and make tenure and promotion recommendations to the president. It shall be composed of twenty-four tenured full professors, fifteen elected by the faculty and nine appointed by the president or designee. No more than three elected members may be from any single college or school except the College of Arts and Sciences, which may have up to nine elected members. Of the nine appointed members, no more than two may be chosen from any single college or school.

The elected members shall be nominated by a committee composed of the members of the Faculty Senate Steering Committee, and the eight persons completing their terms on the Tenure and Promotions Committee. The nominating committee shall nominate a slate of ten, from which the voting members of the faculty shall elect five persons. Each voting faculty member may vote for up to five nominees. No person shall serve more than three years consecutively, and no department chair, assistant or associate dean, or dean shall be a member of the committee.

TENURE REVIEW BOARD

This board conducts hearings and rules on cases involving the dismissal of tenured faculty members for cause. It also resolves disagreements between the provost and any unit over the content of unit post-tenure review standards and procedures. The seven members of the board shall be tenured faculty, two appointed by the president or designee and five elected by the faculty for staggered three-year terms.

FACULTY WELFARE COMMITTEE

This committee shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees. The vice president for finance and CFO or designee shall serve ex officio.

FACULTY SENATE OFFICERS

The senate elects its chair and secretary from among voting members of the university faculty. The secretary may vote in the Faculty Senate only if also a senator. The chair may vote in the Faculty Senate only to break a tie. The chair shall serve a two-year term and shall be elected at the beginning of the second year of the preceding chair's term. The secretary shall serve a three-year term and shall be elected at the beginning of the third year of the preceding secretary's term.

FACULTY WELFARE COMMITTEE

This committee shall consider university policies and the enforcement of policies regarding the welfare of the faculty, such as faculty salaries, other compensation and benefits, and any matters affecting the workplace environment. The committee may recommend appropriate changes or the enforcement of existing policy, propose new policies, or comment upon proposed university action affecting faculty welfare. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to the provost, president, or Board of Trustees. A representative of the Office of the Provost shall serve ex officio.

FACULTY SENATE OFFICERS

The senate elects its chair and secretary as defined in the Faculty Senate By-laws. The secretary may vote in the Faculty Senate only if also a senator. The chair may vote in the Faculty Senate only to break a tie. The chair shall serve a two-year term and shall be elected at the beginning of the second year of the preceding chair's term. The secretary shall serve a three-year term and shall be elected at the beginning of the third year of the preceding secretary's term.

GRADUATE COUNCIL

The council shall be composed of 20 regular and associate graduate faculty members and one student member:

- Nine members selected by the graduate faculty;
- Nine members appointed by the president of the university;
- One student member representing the Graduate Student Association;
- The dean of the Graduate School (ex officio); and
- The senior associate dean of the Graduate School (ex officio), who serves as secretary.

No more than six members may have associate graduate faculty membership.

The council acts in an advisory capacity to the dean of the Graduate School and to the administration, takes action on graduate students' petitions, and performs other duties assigned to it by the Graduate Faculty or the administration of the university.

TERMS OF EMPLOYMENT (page 45)

All faculty members shall be available from the fourth calendar day before the start of classes through May 15th.

GRADUATE COUNCIL

The council shall be composed of 20 regular and associate graduate faculty members and one student member:

- Nine members selected by the graduate faculty;
- Nine members appointed by provost upon recommendation of the Graduate School;
- One student member representing the Graduate Student Association;
- The dean of the Graduate School (ex officio); and
- The senior associate dean of the Graduate School (ex officio), who serves as secretary.

No more than six members may have associate graduate faculty membership.

The council acts in an advisory capacity to the dean of the Graduate School and to the administration, takes action on graduate students' petitions, and performs other duties assigned to it by the graduate faculty or the administration of the university.

TERMS OF EMPLOYMENT

All faculty members shall be available from August 16th through May 15th.