

BYLAWS OF THE FACULTY ORGANIZATION
UNIVERSITY OF SOUTH CAROLINA
LANCASTER

Submitted to the USC Lancaster Faculty Organization & Accepted February 3, 2017.

Preamble:

These bylaws are to supplement and to be consistent with the *Palmetto College Campuses Faculty Manual*.

Article I – Powers

The Board of Trustees is the governing body of the University, and the powers of the faculty organization are delegated by the Board in accordance with its policies. The USC Lancaster faculty organization, subject to review of the USC Lancaster Palmetto College Campus Dean, the Palmetto College Chancellor, the Provost, the President, and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, the requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, the discipline of students, the educational policies and standards of the USC Lancaster campus, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members. These policies are expected to be generally consistent with the educational policies and standards of the University and will differ only in meeting the specific requirements of the USC Lancaster campus.

Article II – Membership

Section 1. The USC Lancaster faculty organization shall consist of the Chief Executive Officer and the Deans of USC Lancaster, professors, associate professors, assistant professors, instructors, and such other persons as the faculty organization sees fit to elect.

Section 2. Adjunct professors may attend faculty meetings and speak on matters brought before the faculty organization. However, Adjunct professors are not voting members of the faculty organization. Adjunct professors are defined as any teaching personnel who are not employed by the University on a full-time basis (i.e., on a basis of nine months or more).

Section 3. Only members of the faculty organization, as defined in Sections 1 and 2 of this article, may present motions, hold office, and vote. Also, the President of the University, the Provost of the University, Palmetto College Chancellor, and other senior administrative staff officers of the University shall have privilege of the floor whenever they may be in attendance.

Section 4. Each member of the USC Lancaster faculty is assigned to one of three academic divisions or the library. The divisions are Business, Behavioral Sciences, Criminal Justice, and Education; Humanities; and Mathematics, Science, Nursing, and Public Health. The Business, Behavioral Sciences, Criminal Justice, and Education division includes the following disciplines: anthropology, business administration, criminal justice, economics, education, technology support and training management, psychology, retailing, social work, and sociology. The Humanities division includes art, English, foreign languages, political science, history, journalism, music, philosophy, religious studies, African American studies and theatre and speech. Included in the Mathematics, Science, Nursing, and Public Health division are computer science, engineering, exercise science, mathematics, natural sciences, nursing, and physical education.

Section 5. The voting members of the faculty in each division will hold an election to recommend a full-time faculty member from the division for a three-year term as division chair or until a successor is recommended by such an election. Such a recommendation must then be confirmed by the Dean of the University, who will make the official appointment. If the Dean chooses not to confirm a recommendation, the division will hold elections and recommend candidates until one is confirmed.

Section 6. A division chair may not serve more than two consecutive terms. However, by majority vote of its full-time faculty members, a division may choose to petition the faculty organization for a case-by-case exception to the term limits provision for division chairs. That person would serve for a full 3-year term.

Article III – Officers

Section 1. The officers of the USC Lancaster faculty organization shall be Chairperson, a Vice Chairperson, a Secretary, and a Compiler. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the USC Lancaster faculty organization. The Chairperson, Vice Chairperson and Secretary constitute the Executive Committee of the faculty.

Section 2. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Current officers are eligible for re-nomination and re-election. Procedures for elections are described in Article VI.

Section 3. The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempore. The Chairperson may appoint ad hoc committees as necessary.

The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting.

Section 4. The Compiler shall be a faculty member with tenure or outside the tenure track who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to anonymity standards voted upon by the faculty. The procedures and anonymity standards to which the Compiler must adhere may be found in the document USCL Compiler Policies and Procedures.

Section 5. The officers of the USC Lancaster faculty organization retain their right to vote on any matter (including elections) brought before the faculty.

Article IV – Meetings

Section 1. Regular meetings of the faculty organization shall be scheduled by the Executive Committee of the faculty. The Chairperson of the faculty organization shall construct and distribute a calendar of regular meetings in accordance with the above provision.

Section 2. Special meetings of the faculty organization can be called upon written request of five members of the faculty or at the Chairperson's discretion. Also, the Chairperson shall call a special meeting of the faculty organization upon request from the USC Lancaster Palmetto College Campus Dean.

Section 3. The order of business for regular meetings of the faculty organization shall be as follows:

1. Call to Order
2. Correction/ Approval of Minutes

3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Special Orders
8. Announcements
9. Adjournment

Section 4. A simple majority of the members of the faculty organization shall constitute a quorum.

Section 5. The faculty organization shall not give a final consideration to any substantive legislative matter unless the matter is submitted to the faculty organization at least ten working days prior to the meeting at which it is introduced, or unless by a two-thirds majority vote the faculty organization shall agree to consider the matter.

Section 6. The faculty organization may by a majority vote go into Executive Session for the conduct of any business. While the faculty organization is in Executive Session, only voting members of the faculty organization and special invitees may be present.

Article V – Committees

Section 1. The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

Section 2. Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

Section 3. Other than those committees determined by appointment or by election by the faculty at large, each standing committee shall include representation from each division.

Section 4. The standing committees of the faculty organization shall be as follows:
[Descriptions of membership and purposes for each standing committees are at the end of this document.]

Academic Advisory Council

Academic Honor Code Council

Admissions, Petitions, and Grade Change Committee

Athletics Advisory Committee

Curriculum Committee

Disciplinary Committee

Evaluation Committee

Executive Committee

Hiring Priorities Committee

Instructor Peer Review Committee

Library Committee

Local Tenure and Promotion Committee

Native American Studies Advisory Committee

Scholarships and Special Awards Committee

Student Affairs Committee

Welfare and Grievance Committee

The composition of these committees shall be determined by a separate act of the faculty organization. Each year the first duty of each faculty committee will be to elect a chairperson for

the year. The election will be presided over by the previous year's chairperson. The chairperson of the faculty organization will preside over these elections in case the previous year's chairperson is unavailable.

Section 5. USC Lancaster is represented on the following committees whose descriptions and membership requirements are governed by bodies outside of the USC Lancaster Faculty Organization. The USC Lancaster Faculty Organization elects representatives to serve on each committee.

[A description of USC Lancaster representation and the purpose of each committee are at the end of this document.]

Columbia Faculty Senate

Palmetto College Campuses Faculty Senate

Palmetto College Campuses Grievance Committee

Palmetto College Campuses Research and Productive Scholarship Committee

Palmetto College Campuses Tenure and Promotion Committee

Provost's Palmetto College Campuses Advisory Committee

Section 6. Each division will elect one representative from its faculty for each faculty search committee with the exception of the division in which the new faculty member will serve, which will have two. The hiring authority may call for up to three additional at-large members (to be selected by the faculty) if there is a need to increase tenured, tenure-track, or non-tenure track committee membership. The search committee will make regular progress reports to the faculty.

Article VI – Elections

Section 1. In the case of officers or other positions which are filled by election by the faculty organization, elections will normally be held at the end of the academic year. Nominations will be taken before the second to last meeting of the year and will be taken from the floor during that meeting, subject to review for eligibility by the executive committee. The election will then be conducted by secret ballot by mail (through faculty mailboxes) between the second to last and last meeting of the year, with ballots due before the end of the final faculty meeting.

Section 2. In the event that an election is necessary at another time of year, the election may be conducted by mail, by email, or during the faculty meeting, as appropriate.

Section 3. A candidate receiving the highest number of votes on the first ballot shall be declared elected.

Article VII – Parliamentary Authority

The current edition of *Robert's Rules of Order* shall serve as the parliamentary basis for the conduct of meetings of the faculty organization except in those cases in which they are inconsistent with these bylaws.

Article VIII – Amendment of Bylaws

These bylaws can be amended at any regular meeting of the faculty organization by a two-thirds majority vote, provided that the amendment has been submitted in writing at the previous meeting.

Committee Descriptions

ACADEMIC ADVISORY COUNCIL

Membership: One representative per division, the Academic Dean, and a library representative.

Purpose: *The Academic Advisory Council examines, discusses, and attempts to resolve faculty concerns regarding academic responsibility and behavior.*

ACADEMIC HONOR CODE COUNCIL

Membership: One representative elected from each academic division, as well as one staff member and one student representative, both administratively appointed. One alternate elected by each academic division, as well as one alternate staff and student representative, both administratively appointed.

Purpose: *The Academic Honor Code Council is charged with hearing and reviewing cases involving USC Lancaster students charged with violations of the Code of Student/Faculty Academic Integrity & Responsibility and will recommend sanctions based on USC and USCL policies and procedures.*

ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE

Membership: One representative per division, the Academic Dean, and up to two administrative appointments.

Purpose: *The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University.*

ATHLETICS ADVISORY COMMITTEE

Membership: One representative per division, the Dean of the Campus or designee, one student representative appointed by the Dean, and one representative each from the athletics program, the Gregory Health and Wellness Center, TRIO, Admissions, and the ASC.

Purpose: *The Athletics Advisory Committee serves as a liaison between the athletics department and faculty/staff at USCL, oversees the academic, public-image, and athletic development of the student-athlete at USCL, promotes proper advisement for the student-athlete at USCL, and ensures that proper policies and procedures are upheld. The chair is elected for a two-year term or until a successor is elected.*

COLUMBIA FACULTY SENATE

USCL Membership: Elected from faculty for a term of three years or until a successor is elected. The number of senators is determined by the Columbia *Faculty Manual*.

Purpose: *The University Faculty has legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies, and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members. The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the University Faculty except for those powers specifically reserved by that body to itself, provided that the University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.*

CURRICULUM COMMITTEE

Membership: One representative per division, the Academic Dean, a library representative, Director of Enrollment Management or designee, and up to two administrative appointments.

Purpose: *The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. Additionally, the committee will annually review and update the lists of Carolina Core courses offered at USCL that appear in certain USCL degree plans. The committee may also investigate various other issues concerning the curriculum at USCL.*

DISCIPLINARY COMMITTEE

Membership: Academic Dean (ex-officio chair), Director of Campus Security, one faculty representative, one staff representative, one student representative (all administratively appointed to one year terms).

Purpose: *The Disciplinary Committee hears and reviews cases involving USCL students charged with violations of the USCL Code of Student Conduct and will impose sanctions based on USC and USCL policies and procedures.*

EVALUATION COMMITTEE

Membership: One representative per division, the Academic Dean, and faculty chair appointment(s).

Purpose: *The Evaluation Committee determines methods of evaluation of faculty. This committee proposes or revises formal procedures and instruments for review as needed, offering guidelines for all levels of review in accordance with local campus procedures and the Palmetto College Campuses Faculty Manual.*

EXECUTIVE COMMITTEE

Membership: The faculty chairperson, vice-chairperson, and secretary, elected yearly by the faculty organization.

Purpose: *The Executive Committee represents the interests of the faculty in all matters related to the campus community. The committee initiates action when appropriate and responds to questions and concerns directed its way. The chairperson presides over faculty meetings and consults with the other officers on an as-needed basis.*

HIRING PRIORITIES COMMITTEE

Membership: One representative per division, a library representative, a representative from Human Resources, and up to two administrative appointments.

Purpose: *The Hiring Priorities Committee studies campus hiring priorities for the short and long terms, and makes recommendations that address the staffing implications of retirements, and changes in academic programs and enrollments.*

INSTRUCTOR PEER REVIEW COMMITTEE

Membership: Six members elected by the faculty. Each member must be at the rank of instructor with at least five consecutive years' full-time experience at USC Lancaster. No one who participates in administrative review of candidates may be elected to this committee.

Purpose: *The committee conducts the annual peer review of instructors reviewed without scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member.*

In addition, the committee will review files submitted by candidates for appointment to Senior Instructor. This review will follow the USCL Office of the Dean's Policy and Procedures for Senior Instructor Appointment and the USC Lancaster Senior Instructor Appointment Procedures. Using the candidates' files for support, the committee will vote and forward the names of recommended candidates to the Dean for consideration. The minimum number of senior instructors necessary for voting on a candidate is six. In the event that there are not six senior instructors available, additional members shall be appointed by the instructor peer review committee, in consultation with the local dean.

LIBRARY COMMITTEE

Membership: One representative per division, librarians, a representative from the Academic Success Center, and up to two administrative appointments.

Purpose: *The Library Committee acts as an advisory body on matters such as library hours, security, computer policies and procedures, and materials budget allocations.*

LOCAL TENURE AND PROMOTION COMMITTEE

Membership: Six tenured members elected by the faculty. No one who participates in administrative review of candidates or who serves on the Palmetto College Campuses Tenure and Promotion Committee or Palmetto College Campuses Grievance Committee may be elected to this committee.

Purpose: *The Local Tenure and Promotion Committee has several primary responsibilities. The first duty is the consideration of tenure and promotion applications from our campus, using the Palmetto College Campuses Faculty Manual for the procedures to follow. Secondly, the committee conducts the annual peer review of tenure-track faculty and instructors with scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member. Finally, the other responsibilities are to conduct first-year review, third-year review, and post tenure review of the faculty.*

NATIVE AMERICAN STUDIES ADVISORY COMMITTEE

Membership: One representative per division, the Native American Studies Director and up to three of his or her appointments, and up to two administrative appointment(s).

Purpose: *Native American Studies Advisory Committee advises the Native American Studies Director.*

PALMETTO COLLEGE CAMPUSES FACULTY SENATE

USCL Membership: Elected by faculty for a term of three years, or until a successor is elected. The most current version of the *Palmetto College Campuses Faculty Manual* describes specific requirements for membership.

Purpose: *The Palmetto College Campuses Faculty Senate has authority to establish minimum educational standards for the Palmetto College Campuses, to include review and approval of any changes to the curriculum requirements for the common degrees awarded by the USC Palmetto College Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the Palmetto College Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the Palmetto College Campuses.*

PALMETTO COLLEGE CAMPUSES GRIEVANCE COMMITTEE

USCL Membership: One tenured member elected by faculty for a one-year term or until a successor is elected. Members cannot be persons who are serving on the local or Palmetto College Campuses Tenure and Promotion Committee.

Purpose: *The Grievance Committee considers individual grievances brought before the committee by members of the faculty. The committee examines alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it attempts to resolve the matter through mediation or other appropriate action. Individual USC faculty members have the right to grieve any administrative decisions affecting their employment. Grievance procedures are detailed the Palmetto College Campuses Faculty Manual.*

PALMETTO COLLEGE CAMPUSES RESEARCH AND PRODUCTIVE SCHOLARSHIP COMMITTEE

USCL Membership: Two members elected by faculty on alternate years for a term of two years or until a successor is elected.

Purpose: *This committee advises the Vice President for Research on strategies to encourage and support research and productive scholarship performed by faculty members of the Palmetto*

College Campuses. The committee submits reports to the Palmetto College Campuses Faculty Senate. The Palmetto College Campuses representative to the Columbia Research and Productive Scholarship Committee is also a member of the PCC RPS Committee.

PALMETTO COLLEGE CAMPUSES TENURE AND PROMOTION COMMITTEE

USCL Membership: Two tenured members elected by the faculty for a term of one year or until a successor is elected. No one who participates in administrative review of candidates or who serves on the local Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee. No member shall serve for more than three consecutive years. At least one representative shall be at the full professor level. No faculty member may serve on the committee during the year in which the member's case receives active consideration. If a campus is unable to meet the membership rules exceptions may be made subject to approval by the local faculty organization, the Palmetto College Campuses Faculty Senate Executive Committee and the Office of the Palmetto College Chancellor.

Purpose: *The Palmetto College Campuses Tenure and Promotion Committee receives from the Vice Provost all files of faculty and professional librarians being considered for promotion or tenure. The PCCTP committee reviews each file and determines whether it supports the conclusions and recommendations of the campus tenure and promotion committees and campus deans. This review includes an examination of decisions to determine consistency with the criteria published in the Manual.*

PROVOST'S PALMETTO COLLEGE CAMPUSES ADVISORY COMMITTEE

Membership: Two representatives elected from the faculty on alternate years for a term of two years or until a successor is elected.

Purpose: *The Provost's Palmetto College Campuses Advisory Committee is constituted and its business conducted at the will of the Provost. The purpose of this committee is to provide recommendations regarding the academic mission of the University and academic and academic support issues affecting the Palmetto College Campuses to the President, Provost, or other committees and governing bodies.*

SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE

Membership: Two representatives per division, Academic Dean, administrative appointments, and one student representative (usually the SGA president).

Purpose: *The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who's Who and the recipients of certain other awards.*

STUDENT AFFAIRS COMMITTEE

Membership: One representative per division, the Academic Dean, the Director of Student Services, up to one administrative appointment, and one student representative.

Purpose: *The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus, approves applications for travel study courses, judges submissions to the annual Elliott White Springs Writing Contest, and recommends changes to the administration in an attempt to meet the needs of the USCL community.*

WELFARE AND GRIEVANCE COMMITTEE

Membership: Four members elected for a term of one year or until a successor is elected; Vice-Chair of the USCL Faculty Organization is the chairperson.

Purpose: *The Welfare and Grievance Committee considers grievances brought before the committee by members of the USCL faculty. If a grievance is determined to exist, the committee attempts to resolve the matter through mediation or other appropriate action. This committee also considers 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. This committee serves to enhance faculty welfare. Specific duties include updating the campus description for external review, facilitating the application process for the John J. Duffy Excellence in Teaching award, and coordinating classroom observations. This committee also considers other matters that may be assigned by the Executive Committee of the Faculty Organization.*