

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
Palmetto College Campuses Faculty Senate
University of South Carolina

Brief Title of Proposed Change	Preamble and Appendix Reorganization
Committee Proposing Revision	Executive Committee
Date of Presentation to Senate	11/10/2017
Senate Approval Date	2/16/2018

Rationale for Proposed Revisions

- Much of the content of the Manual and its appendices is information which is relevant and important to faculty members, but which is not created or maintained by the Faculty Senate. (Mainly these are policies coming from Provost’s office and Human Resources.) Much of the time we’ve spent in senate amending the manual has been making changes to these informational parts as they become outdated.
- One tactic employed by faculty organizations to reduce time spent this way is to add a rule that the Appendices contain only such information, and a rule that the appendices are easier to amend. We’d like to do such a thing, creating a preamble which states this rule.

Summary of Proposed Revisions

- We propose moving portions of the manual, so that such information maintained by other bodies is contained in the Appendices, while information maintained by the senate itself is in the body of the manual. We also propose adding a preamble which states that information in the Appendices can be updated as needed administratively, without senate or board approval.
- An exception to this will be the Bylaws and Standing rules, which will remain in the appendices and which already contain their own rules for how they can be modified. (They can be modified at any normal meeting only with 2/3 majority.)
- As part of this reorganization, we move some information from the front of the manual into the bylaws, removing a couple points which would then be stated twice.
- The material of Appendices VII, VIII, and IX are removed. These appendices consist of sections from the 1940 Statement of the American Association of University Professors (AAUP), as well as some other later statements of the AAUP on conflicts of interest, on academic freedom, and on procedures for granting or denying tenure. These important documents are foundational to the notions of Faculty Governance. Presumably, these documents were added to the manual to make sure faculty have easy access to them in a pre-internet age. Duplicating them in our current manual is less necessary today.

We create the following section, to follow the Foreword at the beginning of the manual:

PREAMBLE

The PCC Faculty Manual describes and characterizes the relationship between the faculty and the university. The manual addresses such matters as manner of appointment, terms of employment, tenure and promotion process and standards, faculty rights, duties, and responsibilities, and termination criteria and procedures. Especially regarding academic matters, it describes faculty organization and guarantees the faculty's authority to participate in university governance. The essential material of this document was created in the spirit of the 1940 Statement of Principles of the American Association of University Professors as well as successors to that document. These documents shall remain a guiding philosophy for the fundamental structure of our Senate and Faculty Organizations, our standards for tenure, and our policies on conflicts of interest and academic freedom.

Amendments to the manual are presented for consideration and approval of the faculty and administration before submission to the Board of Trustees. As new clarifying and supplemental material has been added to manual, it has been placed in appendices in this edition. These appendices may be amended administratively with approval from the Executive committee and without faculty or trustee approval. The exception to this is the Bylaws and Standing Rules, which contain their own rules for how they can be modified by the Senate. Any changes to the appendices, once approved by the Executive Committee must be reported to the Senate at its next meeting.

New Appendix 1

We create an Appendix "General Regulations and Policies" which will contain the following sections, moved from pages 47-48 of the manual:

- Policy Changes,
- Sexual Harassment Policy,
- Faculty Appointments,
 - Affirmative Action Policy,
 - Appointment Procedure,
 - Dual Career Accommodation Policy,
 - Nepotism Policy.

New Appendix 2.

We create an Appendix titled *Benefits and Privileges* which contains all the material of the section of the same name which begins on page 67 with *Leave*, and ends on page 75 with *Coliseum, Koger Center for the Arts*. The exception to this is the two sections *Sabbatical Leave* and *Sabbatical Leave Procedures* which will remain in the manual proper. This material will be moved to a subsection of "Research Regulations and Policies," as a new subsection *Sabbatical Leave* to follow *Consultant Activities* on page 66.

Removed Appendices

The material of Appendix IV (Grievance Procedure for the Palmetto College System) will be moved out of the appendix into the manual as the final large section of the manual, to follow *Research Regulations and Policies*.

The material of Appendices VII, VIII, and IX will be removed.

Material Moved into the Bylaws

The following subsections from *Faculty Organization* will be deleted, and their contents moved to the Bylaws as described below:

Senate Officers and Executive Committee (appears in Article III now)

Standing Committees of the Palmetto College Campuses Senate (appears in Article VI now)

Special Committees (also in Article VI)

Section and page numbers of the current *Manual* for proposed revisions

Proposed (page 23)	Proposed (page 23)
Appendix II. Bylaws of the Palmetto College Campuses Faculty Senate	Appendix II. Bylaws of the Palmetto College Campuses Faculty Senate
<i>Preamble</i>	<i>Preamble</i>
These bylaws are to serve as a supplement to the provisions concerning the Palmetto College Campuses Faculty Senate as set forth in this <i>Palmetto College Campuses Faculty Manual</i> .	These bylaws are to serve as a supplement to the provisions concerning the Palmetto College Campuses Faculty Senate as set forth in this <i>Palmetto College Campuses Faculty Manual</i> .
<i>Article I - Purpose and Powers</i>	<i>Article I - Purpose and Powers</i>
The Palmetto College Campuses Faculty Senate of the University of South Carolina, having been created by the University Board of Trustees to act as representatives of the Palmetto College Campuses Faculty, is endowed with all the powers specifically reserved for that body itself.	The Palmetto College Campuses Faculty Senate of the University of South Carolina, having been created by the University Board of Trustees to act as representatives of the Palmetto College Campuses Faculty, is endowed with all the powers specifically reserved for that body itself.

Article II - Members

Section 1. The Senate is composed of the voting members of the Palmetto College Campuses Faculty chosen by each campus for membership in the Senate. For the purpose of these bylaws, the term “voting members” is defined to include all members of the Senate except *ex officio* and Executive Committee members. The President, the Provost, the Palmetto College Chancellor, Vice Chancellors, the Associate Provost, and the Palmetto College Campuses Deans are *ex officio* members of the Senate without voting privileges.

Section 2. The Senate shall consist of a minimum of three Senators from the faculty of each Palmetto College Campus. One additional Senator will be elected for each one hundred fifty (150) full-time equivalent students above four hundred fifty (450) enrolled for the previous fall semester, as reported to the South Carolina Commission on Higher Education (CHE). Specifically, a campus with the previous year’s fall enrollment of at least six hundred (600) full-time equivalent students will elect four Senators, a campus with at least seven hundred fifty (750), five Senators, and so on. Each campus shall establish and publish rules and procedures governing the election of its members to the Senate and the filling of vacancies. At the first election of the members to the Senate, each campus shall designate terms of one, two, or three years for its members so that approximately one-third of its members will be allotted each of the terms. Thereafter, members elected to the Senate shall have terms of three years, unless chosen to fill unexpired terms. Each campus also will elect one or more Alternate Senators for a one-year term. An Alternate will substitute for a Senator in the event that the Senator is unable to attend a meeting of the

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Senate. No Palmetto College Campus may have more than seven Senators. If campus enrollment decreases, compliance with the rule for appropriate number of Senators shall be accomplished by attrition.

Section 3. Each fall, the Palmetto College Campus Dean of each campus should recalculate the number of members of the Senate to which the campus is entitled and revise the number of vacancies to be filled. Elections to fill these vacancies (either new or unexpired terms) shall then be held in time to submit a full roster of Senators and Alternates to the Secretary of the Senate no later than the second Wednesday in September. The term of office of newly elected Senators and Alternates shall begin with the first Senate meeting of the academic year.

Vacancies which may occur during the year may be filled by a special election, and such Senators shall serve the unexpired term of the seat to which they are elected. Expansion of the number of full-time equivalent students during the year shall not increase the number of seats to which a campus is entitled for that year.

Section 4. Only members of the Senate, as defined in Section 1 of this Article, may present motions and vote. The member appointed to a faculty or special committee is empowered to move the adoption of a motion or report originating in that committee. Any member of the Palmetto College Campuses Faculty may attend Senate meetings and speak on matters brought before the Senate.

Article III - Officers

Section 1. The officers of the Senate shall be a Chair, a Vice Chair, a Secretary, an Immediate Past Chair, a Member-at-Large, and a *Palmetto College Campuses Faculty Manual* Liaison Officer, as well as such other

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officers as the Senate may from time to time establish. These officers shall perform the duties prescribed by the parliamentary authority and rules adopted by the Senate. The Secretary shall serve for a term of one year. The person designated to serve as Chair will serve for a total of three years on the Senate Executive Committee, the first year as Vice Chair, the second as Chair, and the third as Immediate Past Chair. The *Manual Liaison Officer* shall be nominated and elected for a one-year term at the last Senate meeting of the year. The Liaison Officer need not be a currently serving Senator and is eligible for election for up to three successive terms.

Section 2. The Vice Chair and the Secretary shall be nominated and elected at the last Senate meeting of the year preceding the one during which they are to serve. They shall be nominated by the Nominating Committee or from the floor. Any voting member of the faculty may offer a nomination for Vice Chair and Secretary from the floor; however, only members of the Senate may vote in the election of these officers. Only voting members of the Senate and members of the Executive Committee shall be eligible for these offices. The Vice Chair shall assume the office of Chair at the close of the last meeting of the academic year.

Section 3. The Chair shall vote only to break a tie. Other members of the Executive Committee shall not be voting members of the Senate. Each campus is entitled to its quota of voting members in addition to its Executive Committee members.

Section 4. If the Chair becomes unable to serve during the course of the year, the Vice Chair shall assume the office and serve the remainder of that term plus the term to which regularly elected.

Section 5. Should the Secretary be unable to

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serve during the course of the year, a successor shall be nominated and elected at the next regular meeting.

Section 6. The *Palmetto College Campuses Faculty Manual* Liaison Officer is responsible for maintaining and publishing the *Faculty Manual*. The *Manual* Liaison Officer shall meet as needed with the Rights and Responsibilities Committee primarily, but also with other Senate Committees as needed. The Liaison Officer shall report to the Senate.

Article IV - Meetings

Section 1. Regular meetings of the Senate shall be held as necessary, but at least once each semester during the academic year. The number, times, and places of meetings will be determined by the Executive Committee.

Section 2. Special meetings of the Senate can be called by the Chair and shall be called upon written request of five members of the Senate.

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Section 7. The Executive Committee serves as a planning body for issues which confront both the Palmetto College Campuses and the University at large. It is composed of the Chair, Vice Chair (Chair Elect), Secretary, Immediate Past Chair, and one Member-at-Large nominated and elected by the Senate from among the appropriate campus delegations. Normally, no campus shall have more than one member on the Executive Committee. However, if one campus chooses not to have a representative on the Executive Committee, then the Executive Committee may have at most two members from one campus. The Committee makes recommendations for actions to be taken by the Senate.

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meeting for the purpose of Standing Committee meetings.

Article V - Elections

Section 1. Nominations for positions to be filled by Senate elections shall be made by the Nominating Committee or may be made from the floor. Voting shall be by secret ballot, and a majority is required for election.

Section 2. A candidate receiving a majority on the first ballot shall be declared elected. If no candidate receives a majority, the candidates receiving the highest and the next highest number of votes shall be the nominees for a second vote.

Article VI - Committees

Section 1. The standing committees established by the Senate shall report to the Senate and discharge such duties as the Senate may assign them. The Senate may establish such additional standing committees as it may deem necessary. Each Palmetto College Campus faculty will designate at least one senator to each standing committee.

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Article VI - Committees

Section 1. The standing committees established by the Senate shall report to the Senate and discharge such duties as the Senate may assign them. The Senate may establish such additional standing committees as it may deem necessary. Each Palmetto College Campus faculty will designate at least one senator to each standing committee. **Any faculty having more Senators than there are Standing committees must distribute these senators as evenly as possible among the Standing Committees.**

Section 2. The standing committees are as follows:

Rights and Responsibilities Committee. This committee considers issues regarding faculty relations with administration and students as well as other matters that may be assigned by the Executive Committee.

Welfare Committee. This committee considers the financial concerns of the faculty, including salaries, fringe benefits,

support for teaching and research, and other matters that may be assigned by the Executive Committee.

System Affairs Committee. This committee considers matters involving the relationships among campuses of the University, matters dealing with courses and curricula on those campuses, and other matters that may be assigned by the Executive Committee.

Section 3. The Palmetto College Campuses Faculty Senate also has the following Special Committees:

Palmetto College Campuses Research and Productive Scholarship Committee. 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 will be comprised of up to two members from each Palmetto College campus and from Extended University. The members will be elected by the faculty organizations of the individual campuses for staggered two-year terms. The Palmetto College Campuses representative to the Research and Productive Scholarship Committee will also be a member. The Palmetto College Chancellor or designee as well as the Vice President for Research will be *ex officio* members. The committee will submit reports to the Palmetto College Campuses Faculty Senate.

Nominating Committee. This committee, chaired by the Vice Chair of the Senate, shall present, at the Senate's final meeting of each academic year, a slate of nominees for positions to be elected by the Senate. The Senatorial Delegation from each Palmetto College Campus shall choose

from among its members one representative to serve on the Nominating Committee.

The Chair of the Nominating Committee shall notify each committee member by the end of February of the positions to be filled. Committee members should solicit the applications of prospective nominees from their respective campuses.

Prospective nominees should exhibit a high degree of interest and a willingness to fulfill the duties required by the position. Executive Committee nominees shall be current members of the Palmetto College Campuses Faculty Senate.

The Chair of the Nominating Committee shall call a meeting of the committee by March 15, at which time the committee will select, by a method of its own choosing, nominees for available positions.

At the beginning of the last meeting of the Palmetto College Campuses Faculty Senate for the academic year, the Chair of the Nominating Committee shall submit in writing, to the full Senate, the names of the nominees the committee has chosen.

At the beginning of the business session of the Senate meeting, the Chair of the Palmetto College Campuses Faculty Senate shall call for nominations from the floor.

At the end of the Senate meeting, the Chair of the Senate shall conduct a vote by secret ballot for each of the positions.

In highly unusual or extenuating circumstances, the Chair of the Senate may waive these procedures and form a Nominating Committee in any manner appropriate to the temporary situation.

Section 2. Special committees may be

4. Special committees or Ad Hoc

appointed by the Chair as the need for them arises. The Chair of the Senate has the authority to appoint an alternate representative to a special committee when the elected representative is unable to attend meetings.

Article VII - Amendment of Bylaws

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

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Article VII - Amendment of Bylaws and Standing Rules

These bylaws and the following standing rules of the senate can be amended only at a regular meeting of the Senate by a two-thirds vote, and only provided that the amendment has been submitted in writing at the previous regular meeting.

[The Bylaws and standing rules continue with no additional changes.]