



UNIVERSITY OF  
**SOUTH CAROLINA**  
PALMETTO COLLEGE

# **HANDBOOK FOR FACULTY SENATORS**

**University of South Carolina  
Palmetto College Campuses Faculty Senate**

Revised 2022-2023

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## INTRODUCTION AND GETTING STARTED

Welcome to the Palmetto College Campuses Faculty Senate!

As a member of the Senate delegation from your campus, you will act as a liaison between your faculty colleagues and the Senate. You will have the opportunity to meet and work with Senators from the other Palmetto College Campuses (PCC) of the university system on various issues that affect the faculty, each campus, and the university system as a whole. As a Senator, you will actively participate in the deliberations and actions of the Palmetto College Campuses Faculty Senate (PCCFS), communicating between the Senate and your campus to augment and clarify the agenda and minutes of the Senate meetings. This handbook is intended to support you in this process, whether you are a new or a returning Senator.

In addition to this handbook, there are several resources that will be important to consult as references to learn more about how the Senate works, what the various roles and responsibilities of Senators and Senate leadership are, and the purposes of the various committees and councils.

1. The Palmetto College Campuses Faculty Senate website: [http://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/faculty\\_senate/](http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/)
2. The 2022 *Palmetto College Campuses Faculty Manual*: [https://sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/faculty\\_manual/pccfm\\_2022\\_manual\\_final.pdf](https://sc.edu/about/system_and_campuses/palmetto_college/internal/documents/faculty_manual/pccfm_2022_manual_final.pdf)
3. The USC Columbia Faculty Senate website (for descriptions of committees on which Palmetto College Campuses faculty serve): <http://www.sc.edu/policies/facman/>
4. A copy of *Robert's Rules of Order*. You can purchase a book copy, or consult online resources: <http://www.rulesonline.com/>

## HISTORY OF THE SENATE

The Senate was created by the USC Board of Trustees to act for the Palmetto College Campuses faculties, subject to review by the Chancellor and the Board of Trustees. The first Senate meeting of the faculties of the regional USC campuses was held January 30, 1968, in Columbia. Faculty members from Aiken, Beaufort, Coastal Carolina, Florence, Lancaster, Salkehatchie, Spartanburg, and Union attended the session. At that time, the campuses were called the "Regional Campuses." The Florence Campus withdrew from the USC System in 1970 to become Francis Marion College. The campus at Sumter, which was originally founded by Clemson University, was welcomed into the Regional Campuses System in 1973. In 1978, the name Regional Campuses was changed to Two-Year Campuses. By that time, the campuses in Aiken, Coastal Carolina, and Spartanburg had moved to four-year status and had left the Two-Year Campuses System. The name "University Campuses" was adopted in 1983. This name was chosen to better convey the role the campuses play as learning centers that offer educational opportunities for the residents of their communities at various instructional levels. In 1991, the decision to return to the name "Regional Campuses" was implemented. In 2002, USC Beaufort became the fifth USC Regional Campus to attain four-year status. In 2013, USC's online Palmetto College - made up of campuses in Extended University, Lancaster,

Salkehatchie, Sumter, and Union – was launched and began enrolling students. The Palmetto College Campuses Faculty Senate is the deliberative, governing body of those five campuses.

## **PURPOSE OF THE SENATE**

The Senate gives faculty a voice in policies and procedures that affect their roles as educators, colleagues, and employees of and within the University of South Carolina system. Palmetto College Campuses faculty, through Senate participation, can effect change related to their rights and responsibilities as faculty members, the affairs of the University system, and overall faculty welfare. Through membership, service, and collaboration on committees related to these areas and others, faculty can ensure that we meet the highest and most effective standards of professional integrity and civility. The active input of faculty is vital to the success of this governing body’s ability to establish and maintain these standards.

## **MEMBERSHIP AND OFFICERS**

The Senate is composed of the voting members of the Palmetto College Campuses Faculty chosen by each campus for membership in the Senate. “Voting members” are all members of the Senate, with the exception of *ex officio* and Executive Committee members. *Ex officio* members of the Senate without voting privileges include the President, the Provost, the Palmetto College Chancellor, the Vice Chancellors, the Associate Provost, and the Palmetto College Campuses Deans. The Executive Committee members are described below.

The Senate consists of a minimum of three Senators from the faculty of each Palmetto College Campus. Each campus establishes and publishes rules and procedures governing the election of its members to the Senate and the filling of vacancies. Members elected to the Senate normally have terms of three years, unless chosen to fill unexpired terms. Each campus also elects one or more Alternate Senators for a one-year term. An Alternate may substitute for a Senator in the event that the Senator is unable to attend a Senate meeting, and no campus can have more than nine Senators. The term of office for newly elected Senators and Alternates begins with the first Senate meeting of the academic year.

Only members of the Senate may present motions and vote, and any member of the Palmetto College Campuses Faculty may attend Senate meetings and speak on matters brought before the Senate.<sup>1</sup>

A list of the current senators and delegations can be found on the Senate website:  
[https://sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/faculty\\_senate/senators\\_and\\_committees/index.php](https://sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/senators_and_committees/index.php).

## **MEETINGS**

The Senate meets quarterly during the academic year, normally on Fridays in September, November, February and April. In recent years, the first meeting of the year has been held in Columbia. The other meetings are held on a rotational basis at other Palmetto College

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<sup>1</sup> 2022 PCC Faculty Manual, pp. 91.

Campuses in Lancaster, Salkehatchie, Sumter, and Union.<sup>2</sup> Some meetings have been held virtually.

The Order of Business at a Senate meeting is divided into two sessions separated by lunch. The Morning Session normally begins with opening remarks by the Senate Chair and occasionally remarks from guest speakers, such as the Columbia campus Faculty Senate Chair or the USC Columbia University President. Reports are then delivered by the Chancellor, the Associate Provost, and the Campus Deans from Palmetto College Columbia, Lancaster, Salkehatchie, Sumter, and Union. The Senate delegation then normally breaks for meetings of the Standing committees (Rights and Responsibilities, System Affairs, and Welfare), the Executive Committee, and the Palmetto College Campus Deans. In these meetings, Senators prepare and refine their committee report to be delivered at the Afternoon Session and work on committee business. Committee business typically addresses “charges” assigned by and developed in accordance with the Executive Committee of the Senate.

After lunch, the Senate reconvenes for the Afternoon Session, which begins with a Call to Order and the correction/approval of the secretary’s minutes from the previous Senate meeting. Next, the chairs of the Standing committees and the Executive Committee deliver reports of committee activities and business, followed by reports from representatives to Special and Advisory committees for Palmetto College and USC Columbia. From here, any committees that have “Unfinished Business” make presentations and any committees that have “New Business” make presentations before announcements and adjournment.

## Parliamentary Procedure

The Senate generally follows the current edition of *Robert’s Rules of Order* in conducting its business, with some exceptions from formal letter-of-the-law procedures. *Robert’s Rules* is a commonplace resource that offers a system of reasoning, decision-making, and negotiation that guides and supports Senators who wish to have meaningful participation and equitable input in Senate deliberations, discussions, and votes. New senators should review at least the basic order of business as described by *Robert’s Rules* to understand what occurs and how to participate during Senate sessions.

Various print and electronic resources are readily available that detail the structure and nuances of *Robert’s Rules*. Two recommended resources are O. Garfield Jones’ *Parliamentary Procedure at a Glance* and the most recent digital version of parliamentary procedure rules: <http://www.rulesonline.com/index.html>.

## Order of Business

The order of business on the Senate meeting agenda normally follows this format<sup>3</sup>:

1. Correction to and approval of the secretary’s minutes from the previous Senate meeting
2. Reports of university officers

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<sup>2</sup> 2022 PCC Faculty Manual, p. 92.

<sup>3</sup> 2022 PCC Faculty Manual, pp. 95.

3. Reports from the standing committees (in this order)
  - a. Rights and Responsibilities
  - b. Welfare Committee
  - c. System Affairs
4. Report of the Executive Committee
5. Reports from the Special Committees
  - a. Committee on Libraries
  - b. Committee on Curricula and Courses
  - c. Committee on Faculty Welfare
  - d. Academic Affairs and Faculty Liaison Committee
  - e. Palmetto College Campuses Research and Productive Scholarship Committee
  - f. Provost's Palmetto College Campuses Advisory Council
  - g. Other Committees
6. Special Orders (e.g. elections in the final Senate meeting of the year)
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

### **Unfinished Business**

Unfinished business refers to pending or unresolved business (questions, proposals, motions, etc.) from the previous meeting(s) of the Senate, or business included on the agenda of the previous meeting(s) of the Senate that were not reached, not addressed, or tabled.

### **New Business**

New business is business being introduced in and germane to the current meeting of the Senate (questions, proposals, motions, etc.).

### **Agenda**

The Senate agenda is prepared by the Executive Committee (along with the Faculty Senate/Academic Affairs Coordinator for Palmetto College), and must be circulated to the PCCFS at least (3) three working days before the senate convenes. Senators and faculty may submit items for inclusion to an agenda, but must do so at least (4) four weeks before the meeting.<sup>4</sup>

Past and current Agendas, including directions to the campuses, can be found here:

[http://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/faculty\\_senate/minutes\\_and\\_agenda/index.php](http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/minutes_and_agenda/index.php).

### **Reports**

Reports delivered at Senate meetings provide information about what is happening on each Palmetto College campus. The Chancellor, Associate Provost, and Campus Deans normally report on subjects including, but not limited to: information about upcoming events, enrollment, retention, budgets, fundraising, campus renovations, and the news and

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<sup>4</sup> 2022 PCC Faculty Manual, p. 96.

accomplishments of faculty, staff, administrators, students, athletic teams, and alumni. The Committee Chairs and Representatives normally document the most recent meeting(s) of the committee, provide updates about current committee charges, report on committee discussions, forecast upcoming motions and proposals, announce pending items or future tasks, and solicit feedback from the Senate delegation about ongoing business.

All reports delivered to the Senate should be typed and sent to the Senate Secretary for inclusion in the Senate minutes. Reports may be submitted before the Senate convenes; this is preferred, as it affects the minute-taking process. If a Senator cannot attend a Senate meeting, the Senator should prepare a report in advance, send an electronic copy to the Senate Secretary, and may wish to send a paper copy with the Alternate Senator or another member of the campus delegation to report to the Senate.

## Voting

All members of the Senate except *ex officio* and Executive Committee members have the right to vote and present motions. The Chair votes only to break a tie. Formal elections are conducted by secret ballot, and other voting is conducted by a show of hands or by voice unless a majority of the members present request a secret ballot. Senators are strongly encouraged to, before the Senate convenes, read the minutes and pending motions on the Senate website.<sup>5</sup>

## Elections

Elections are held at the final Senate meeting of the year in the spring semester to determine membership on the next year's Executive Committee. Nominations for positions to be filled by Senate elections are normally made by the Nominating Committee or may be made from the floor. The Nominating Committee normally works with local Faculty Organization Chairs to identify qualified and interested candidates to fill the nomination slate. Voting on this slate occurs through secret ballot, and a majority is required for an election. A candidate receiving a majority vote on the first ballot is elected. If no candidate receives a majority vote, the candidates receiving the highest and the next highest number of votes are the nominees for a second vote.<sup>6</sup>

## Minutes

The Faculty Senate Secretary is responsible for preparing the Senate minutes, a written record of senate sessions, which must be circulated for approval to each Palmetto College Faculty member at least one week before the next meeting.<sup>7</sup> The minutes normally include a copy of the Senate's agenda, a transcription of the reports, discussion, and voting procedures, and an appendix including copies of reports submitted by the following:

- Chancellor,
- Associate Provost,

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<sup>5</sup> 2022 PCC Faculty Manual, p. 95.

<sup>6</sup> 2022 PCC Faculty Manual, p. 95.

<sup>7</sup> 2022 PCC Faculty Manual, p. 96.

- Campus Deans,
- Executive Committee,
- *Faculty Manual* Liaison Officer,
- Standing Committee Chairs,
- Special Committee Representatives,
- USC Columbia Committee Representatives.

Any speaker who delivers a report to the Senate should send a typed electronic copy to the Secretary for inclusion in the minutes (either before or shortly after a Senate meeting), and speakers delivering reports and participating in discussion should clearly state their name and campus for the minutes. Senate sessions are audio recorded for this purpose, and Senators can access these recordings at any time on the Faculty Senate website.

Past and current Senate Minutes can be found here:

[http://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/faculty\\_senate/minutes\\_and\\_agenda/index.php](http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/faculty_senate/minutes_and_agenda/index.php).

## COMMITTEES

### Executive Committee

The **Executive Committee** is a non-voting delegation of elected Senators representing the Palmetto College Campuses and Palmetto College Columbia. In addition to attending the four Senate meetings of the academic year, the Executive Committee normally meets four additional times a year, typically on the Friday afternoon two weeks before a Senate meeting. The Executive Committee may also meet during the summer for a retreat to begin work on the agenda for the upcoming academic year. The Committee makes recommendations for actions to be taken by the Senate. These recommendations include preparing the agenda for Senate meetings and charging committees.<sup>8</sup>

There are five positions on the Executive Committee: Chair, Chair Elect, Immediate Past Chair, Secretary, and Member-at-Large.<sup>9</sup>

1. The **Chair** is the presiding officer of the Senate and works with all of the other committees to assist them in attaining their charges and setting their agendas. The Chair also carries on activities in the areas of promoting and publicizing the work of the Senate as a whole. The Chair is elected for a four-year term on the Executive Committee, normally serving the first year as **Chair Elect**, the second and third years as **Chair**, and the fourth year as **Immediate Past Chair**.

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<sup>8</sup> 2022 PCC Faculty Manual, p. 5.

<sup>9</sup> 2022 PCC Faculty Manual, pp. 91. Descriptions of some of these officer positions are supplemented by descriptions of their function from Roberts Rules of Order, Art. X. The Officers and the Minutes, <http://www.rulesonline.com/rror-10.htm>.

2. The **Vice Chair** serves in the place of the Chair if for some reason the Chair cannot attend a Senate meeting or if the Chair is unable to complete the term of office, including the nominating committee functions for facilitating the process that identifies candidates for the following year's Executive Committee.
3. The **Secretary** is the recording officer of the senate responsible for the custodianship of all Senate reports and motions. The Secretary is typically responsible for the preparation of the minutes, including the minutes of the Executive Committee Meetings, the minutes of the Senate meetings, and any retreats or additional meetings held or called by the Executive Committee as designated by the Chair.
4. The **Member-at-Large** also serves as a member of the Executive Committee, supporting the work of the Chair and other members of the committee, as well as participating in the committee's deliberations and agenda-setting functions.

The Vice Chair and the Secretary are nominated and elected at the last Senate meeting of the year preceding the one during which they are to serve. They are 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 are eligible for these offices. The Vice Chair assumes the office of Chair at the close of the last meeting of the academic year.

## Standing Committees

Campus delegations assign their Senators to one of the Senate's three Standing Committees: **Rights and Responsibilities, Welfare, or System Affairs**.<sup>10</sup> The business of these committees is a vital part of our ability to effectively and representatively contribute to processes and policies related to academic freedom, Tenure and Promotion, faculty welfare, and curriculum on the local campuses and across the university system as a whole. These committees meet at each Senate session and carry on their work throughout the year through correspondence, research, subcommittee meetings, and report writing, as their various charges may demand. The Chair of each committee presents a formal report to the Senate at each quarterly meeting. The Executive Committee and the Chairs of the Standing Committees have, in recent years, met in a retreat during the summer to set goals for the coming year and to formulate charges for each Standing Committee.

1. The **Rights and Responsibilities Committee** normally considers issues regarding faculty relations with both administration and students (e.g. issues of tenure and promotion, including the clarity and currency of such issues as represented in the *Faculty Manual*).
2. The **Welfare Committee** normally considers financial concerns of the faculty, including salaries, fringe benefits, support for teaching and research, and, more recently, faculty recruitment, development, and retention (e.g. the annual Faculty

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<sup>10</sup> 2022 PCC Faculty Manual, p. 93.

Welfare Survey, which compiles and presents data from faculty pertaining to welfare issues on local campuses, Palmetto College as a whole, and the University system at large). The Welfare Committee also organizes Tenure and Promotion Workshops<sup>11</sup> throughout the year and facilitates the processes by which faculty awards in teaching, scholarship, and service are determined and awarded each year.<sup>12</sup>

3. The **System Affairs Committee** normally considers matters involving the relationships among the campuses and matters concerning courses and curricula (e.g. proposals for new courses, course policies, designations of courses, etc.).

## Special Committees

Special Committees – including the **Palmetto College Campuses Tenure and Promotion Committee**, the **Research and Productive Scholarship Committee**, the **Palmetto College Academic Advisory Committee**, the **Nominating Committee**, and the **Grievance Committee** – may be appointed by the Senate Chair as the need for them arises. The Chair of the Senate also has the authority to appoint an alternate Representative to a Special Committee when the elected Representative is unable to attend meetings.<sup>13</sup> Much like the Standing Committees, these Special Committees are important bodies that oversee Tenure and Promotion candidacies, seeks ways to support faculty as they conduct research and produce scholarship, advise on changes to the curriculum, prepare the slate of nominees for Senate elections, and participate in processes that give faculty grievances a fair hearing.

1. The **Tenure and Promotion Committee** is formed in October of each year and consists of two members elected by each Campus Faculty Organization.<sup>14</sup>
2. The **Research and Productive Scholarship 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 is comprised of up to two members from each Palmetto College Campus and from Extended University. The members are 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 is also a member. The Palmetto College Chancellor and the Executive Vice Chancellor and Vice Provost, as well as the Vice President for Research, are *ex officio* members. The committee submits reports to the Palmetto College Campuses Faculty Senate.<sup>15</sup>

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<sup>11</sup> Tenure and Promotion Workshop Resources, Palmetto College website, [http://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/tenure\\_promotion/index.php](http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/tenure_promotion/index.php).

<sup>12</sup> Palmetto College “Honors and Awards,” [http://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/faculty\\_and\\_staff/academic\\_affairs/honors\\_awards.php](http://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/academic_affairs/honors_awards.php).

<sup>13</sup> 2022 PCC Faculty Manual, p. 94.

<sup>14</sup> 2022 PCC Faculty Manual, p. 3.

<sup>15</sup> 2022 PCC Faculty Manual, p. 93.

3. The **Palmetto College Academic Advisory Committee** considers academic policy and curriculum issues concerning those associate and baccalaureate degree programs that are offered across all the Palmetto College Campuses. The committee advises the Chancellor and/or Associate Provost on matters pertaining to academic policy for these programs, such as student grievances, readmission petitions, and other policy items. The committee will also consider matters pertaining to the curricula for these associate and baccalaureate programs, and will make recommendations for curriculum changes to the Faculty Senate, via the System Affairs committee. Since the Baccalaureate degrees programs are offered under the auspices of the Provost's Office, the Columbia Faculty Senate must approve any curriculum changes for the baccalaureate degree programs. The committee is comprised of one member from each Palmetto College Campus, elected by the faculty organizations of the individual campuses, as well as three faculty representatives appointed by the Chancellor or Associate Provost. Two Associate Deans serve on the committee. Each member serves a two-year term. The Chair of the committee is the Director of the BOL/BLS programs. The committee meets twice per semester or as needed and reports to System Affairs before each Senate meeting.<sup>16</sup>
  
4. The **Nominating Committee**, chaired by the Vice Chair of the Senate, presents, 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 chooses from among its members one representative to serve on the Nominating Committee. By the end of February, the Chair of the Nominating Committee notifies each committee member of the positions to be filled. Committee members should solicit the applications of prospective nominees from their respective campuses, making sure to direct potential candidates to persons and resources that will fully inform them of the opportunities and responsibilities associated with the position to which they are being considered. Prospective nominees should exhibit a high degree of interest and a willingness to fulfill the duties required by the position. Executive Committee nominees must be current members of the Palmetto College Campuses Faculty Senate. By March 15, the Chair of the Nominating Committee normally calls a meeting of the committee, at which time the committee will select, by a method of its own choosing, nominees for available positions. At the beginning of the last Senate meeting of the year, the Chair of the Nominating Committee must 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 Senate Chair calls for nominations from the floor. At the end of the Senate meeting, the Chair conducts a vote by secret ballot for each of the positions. In highly unusual or extenuating circumstances, the Chair may waive these procedures and form a Nominating Committee in any manner appropriate to the temporary situation.<sup>17</sup>
  
5. The **Grievance Committee** is a committee elected by the faculty and approved by the Palmetto College Campuses Faculty Senate. The purpose of the Grievance Committee is to recommend actions which are fair to all parties involved in the grievance, and hearings are conducted in a manner that is fair to all parties. The committee consists of

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<sup>16</sup> 2022 PCC Faculty Manual, pp. 3.

<sup>17</sup> 2022 PCC Faculty Manual, pp. 93.

one representative from each campus, elected by each campus faculty organization. Members must be tenured and may be Senators. Members cannot be persons who are serving on the local or Palmetto College Campuses Tenure and Promotion Committee. Committee members are elected before the Spring Faculty Senate meeting and serve for one year beginning at the first Senate meeting of the following academic year.<sup>18</sup>

6. The Palmetto College Policy Advisory Committee consults with university offices on proposals for new, revised and repealed policies to consider whether they are necessary and aligned with institutional mission, goals and priorities; that policies are concise, consistent in format and scope, and easy to understand; to identify constituencies and other policies that may be affected; and to make recommendations to appropriate offices. The committee also assists with dissemination and sharing feedback regarding policies. This committee meets on an ad-hoc basis as determined by the Palmetto College Faculty Senate Executive Committee and is comprised of a representative of the Office of the Associate Provost, a representative of Human Resources, a representative of the Office of the Chancellor, a representative of the Division of Information Technology, the Dean for Equity, Diversity and Inclusion (or designee), a representative for SACSCOC, a representative of the Office of General Counsel, the chairs of each Palmetto College Campuses Faculty Senate standing committee (those being the Faculty Welfare, System Affairs, and Rights and Responsibilities committees), a faculty member elected by each of the Palmetto College campuses, and a student representative chosen from one Palmetto college campus on a rotating basis, and a representative from the Palmetto College Senate Executive Committee who shall serve as chair.

### **Palmetto College Faculty Manual Liaison Officer**

The **Palmetto College Faculty Manual Liaison Officer** is responsible for maintaining and publishing changes to the *Faculty Manual*, ensuring that the *Manual* is clear and current. The *Manual Liaison Officer* meets, as needed, with the Rights and Responsibilities Committee primarily, but also with other Senate Committees as needed. Recommendations for revisions to the *Manual* may originate at the request of a committee or at the recommendation of the *Manual Liaison Officer*. The *Manual Liaison Officer* reports to the Senate on recommendations for revisions or pending revisions, and attends meetings of the Executive Committee.<sup>19</sup>

### **USC COLUMBIA FACULTY COMMITTEES**

The Palmetto College Campuses Faculty Senate sends representatives to several committees which deal with University-wide matters, but which are constituted under the USC Columbia Faculty Senate. The Senate elects its representatives and nominees to these committees at the final meeting of the year. Representatives assume their duties on August 16 each year and prepare and deliver committee reports at each Senate meeting (if a committee has not met or has no pending business, the representative can submit “no report” to the Senate). Each member of a USC Columbia Faculty Senate committee must also provide the Palmetto College Campuses Faculty Senate Secretary with a copy of their report for the Senate minutes. These committees include:

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<sup>18</sup> 2022 PCC Faculty Manual, pp. 66.

<sup>19</sup> 2022PCC Faculty Manual, pp. 92.

1. Committee on Libraries (three-year term)
2. Committee on Curricula and Courses (three-year term)
3. Committee on Faculty Welfare (three-year term)
4. Academic Affairs and Faculty Liaison Committee (one-year appointment, nominee is recommended to the President)
5. Provost's Palmetto College Campuses Advisory Council (two-year term)
6. Committee on Instructional Development (three-year term, nominee is appointed by the Provost)
7. Conflict of Interest Committee (three-year term, nominee is recommended to the Provost)

### **Committee on Libraries**

This committee considers and reviews matters concerning the status and funding of the libraries that are under the supervision of the dean of libraries. The committee consists of eleven members: seven elected from the faculty, including one member of the teaching faculty of the Palmetto College campuses elected by the Palmetto College Campuses Faculty Senate; three presidential appointees; and the dean of libraries, *ex officio*. No college has more than two elected members, and no department has more than one elected member.<sup>20</sup>

### **Committee on Curricula and Courses**

This committee considers, and recommends 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 also considers, and recommends 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 reviews the various university curricula, with special attention to duplication or obsolescence of courses. In addition to the members elected by the faculty, there are one member appointed by the president to serve *ex officio*, one representative from the Palmetto College Campuses, and two student members.<sup>21</sup>

### **Committee on Faculty Welfare**

This committee 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. Major changes in policy should be forwarded with a recommendation to the Faculty Senate for its consideration and transmittal to

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<sup>20</sup> 2021 USC Columbia Faculty Manual, p. 10.

<sup>21</sup> 2021 USC Columbia Faculty Manual, pp. 8-9. More information about the USC Committee on Curricula and Courses can be found here:

[https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/committees/curricula-course/index.php](https://sc.edu/about/offices_and_divisions/faculty_senate/committees/curricula-course/index.php)

the provost, president, or Board of Trustees. The vice president for finance and planning or designee serves *ex officio*.<sup>22</sup>

### **Academic Affairs and Faculty Liaison Committee**

This committee is kept informed of all academic programs; of the conditions affecting recruitment and retention of faculty members; of the adequacy of instructional facilities; of the proposal of new degrees, major programs, or institutes; of the proposal to eliminate existing degrees, major programs, and institutes; and of such other matters relating to the educational policies and programs as may be brought before it or referred to it by the board. The committee considers the development of new programs, degrees, institutes, and research for submission to the State Commission on Higher Education. It also considers and makes recommendations to the board with respect to the naming of any academic centers, institutes, or other such programs. It reports on all such matters to the board from time to time with such recommendations as it may consider relevant to the achievement of the university's goal of academic excellence. The committee considers recommendations for tenure and promotion, honorary faculty titles, extensions of service, and appointments with tenure.

The committee meets from time to time with the faculty-designated representatives, who are chosen by the university faculty, on matters of concern to the faculty, and to the board, and will keep the board informed of all such matters. The committee also reviews, from time to time, all recommendations made by the president or the faculty committee on honorary degrees and recommends therein from to the board appropriate recipients of such degrees. Approval by a three-fourths vote of the members present at the board meeting next following the meeting at which the recommendation is made is required to approve the granting of such honorary degrees. The committee likewise serves as the final forum of appeal in faculty matters pertaining to revocation of tenure and dismissal of tenured faculty members.<sup>23</sup>

### **Provost's Palmetto College Campuses Advisory Council**

The Advisory Council is normally composed of the Chair of the Palmetto College Campuses Faculty Senate, two faculty representatives from each of the Palmetto College Campuses, and two faculty representatives from Extended University. Representatives are elected for two-year terms. Meetings of this Council are called by the Executive Vice President for Academic Affairs and Provost. The purpose of this committee is to provide recommendations regarding the academic mission of the university and academic issues affecting more than one campus to the president, the Executive Vice President for Academic Affairs and Provost, or other committees and governing bodies. This council is constituted and its business conducted at the will of the Executive Vice President for Academic Affairs and Provost.<sup>24</sup>

### **Committee on Instructional Development**

This committee initiates studies and makes recommendations to the faculty and administration on enhancing the practice and status of teaching. The membership of the committee includes nine faculty members elected for staggered three-year terms. The Provost appoints six other

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<sup>22</sup> 2021 USC Columbia Faculty Manual, p. 11. More information about the USC Committee on Faculty Welfare can be found here: [https://sc.edu/about/offices\\_and\\_divisions/faculty\\_senate/committees/](https://sc.edu/about/offices_and_divisions/faculty_senate/committees/)

<sup>23</sup> 2022 PCC Faculty Manual, pp. 81-82; 2013 USC Columbia Faculty Manual, pp. 72-73.

<sup>24</sup> 2022 PCC Faculty Manual, p. 88; 2013 USC Columbia Faculty Manual, p. 79.

faculty members, for staggered three-year terms, to guarantee broad representation of the colleges and academic ranks. The President of the Student Body appoints one undergraduate and one graduate student to one-year terms, to be confirmed by the Student Senate. A representative from the Provost's office serves *ex officio*.<sup>25</sup>

### **Conflict of Interest Committee**

This committee is a panel of faculty members from disciplines across the Columbia campus, review positive disclosures of financial interests to determine whether these interests constitute significant conflicts of interest that must be eliminated, reduced or managed before research support can be accepted. If they determine that the research support may be accepted, the Committee determines an appropriate strategy for management of any significant conflict.<sup>26</sup>

### **USC COLUMBIA SENATE DELEGATION**

The Columbia Faculty Senate consists of 10% of the voting members of the faculty, elected by each college, school, or Palmetto College Campus. Senators are elected for a three-year term in the spring, with the term to commence with the fall semester. Every spring semester, colleges and schools elect senators to replace those whose terms have expired and to fill unexpired terms. Vacancies occurring after the spring election must be filled promptly by a method determined by each college or school (such as by special election or appointment by the dean). If Faculty Senate members are unable to complete their terms of office, then the unit should elect a qualified faculty member to complete that term. Each spring semester, the Faculty Senate office calculates appropriate senate representation for each college and school.

Senators should try to attend all meetings of the Faculty Senate, which normally meets monthly and once in the summer. Minimally, Senators are expected to attend a majority of meetings. Because the Faculty Senate is a deliberative body, active participation requires physical presence at the site of the meeting. An exception to this requirement is extended to Senators from Palmetto College Campuses outside of the greater Columbia area to facilitate a greater degree of involvement than could be achieved were they required to travel to Columbia (in these cases, Senators can usually attend via teleconferencing and streaming video). Every faculty member has the right to attend and address the Senate, but only Senators may vote. The minutes of the Senate are available to all members of the faculty. The general faculty's powers may be changed only by the general faculty. The Columbia Faculty Senate may execute these powers on behalf of the general faculty.<sup>27</sup>

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<sup>25</sup> 2021 USC Columbia Faculty Manual, p. 9.

<sup>26</sup> 2022 PCC Faculty Manual, p. 6. See also: Conflict of Interest, "Frequently Asked Questions," Office of the Vice President for Research, [http://orc.research.sc.edu/coi\\_faqs.html](http://orc.research.sc.edu/coi_faqs.html).

<sup>27</sup> 2021 USC Columbia Faculty Manual, pp. 11-12.