

USC UNION FACULTY ORGANIZATION BY-LAWS

Article I: Purpose and Powers

The University of South Carolina Union Faculty Organization is a body created to facilitate, subject to administrative review, those policy-making decisions stipulated by the PCCFM.

It will propose, through its Palmetto College Campuses Faculty Senate; matters of interest to the Palmetto College Campuses and will determine the manner in which Palmetto College Campuses Senate policy decisions are implemented at USC Union.

Article II: Membership

All full-time faculty, professional librarians, and such others as the faculty shall designate by a two-thirds majority vote shall have voting membership. Adjunct faculty members shall be considered for annual membership at the first regular meeting in the fall. The deans of the campus shall be voting members of the Faculty Organization.

Article III: Officers

Section 1.

The officers of the organization shall be a Chair, Vice-Chair, a Secretary, and such other officers as the organization may establish from time to time. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority and rules adopted by the organization.

Section 2.

The Chair (1) presides over all meetings, (2) supervises the work of other officers and committees, (3) votes only in the event of a tie, and (4) represents the organization.

The Chair of FO is the Chair of the Faculty Advisory Committee and therefore should only serve on other committees as an ex-officio member if needed.

The Vice-chair assumes the duties of the Chair when the Chair is unable to fulfill those duties and assumes other duties at the discretion of the Chair.

The Secretary (1) notifies members of scheduled meetings, (2) keeps and posts the minutes, (3) files copies of committee reports, (4) handles correspondence, and (5) maintains the official written and electronic copy of the USC Union Local Procedures and Guidelines and the USC Union Faculty Organization By-Laws.

Section 3.

The officers shall serve one- year terms and shall not be elected to more than three consecutive terms.

Section 4.

Officers shall be elected by the organization at the last regular meeting in the spring and shall

assume their duties immediately thereafter.

Article IV: Meetings

Section 1.

Regular meetings shall be held monthly during the academic year unless otherwise requested by the organization.

Section 2.

Special meetings of the organization can be called by the Chair and shall be called upon request of one-fifth of the voting membership of the organization. The purpose of the meeting shall be stated in the call.

Section 3.

A majority of full-time faculty shall constitute a quorum.

Article V: Elections

Section 1.

In the case of positions to be filled by the Faculty Organization, nominations shall be made from the floor. Voting shall be by voice or by show of hands unless a secret ballot is requested. A majority of those present is required for election.

Section 2.

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

Section 3.

Calendar of elections:

POSITION	TIME OF ELECTION
System Grievance	First fall meeting
Tenure and Promotion (local and system)	First fall meeting
Consider adjunct members	First fall meeting
PCC Faculty Senators and alternate	March meeting
Officers	Last spring meeting
Faculty Organization Committees	Last spring meeting
Peer Review	Last spring meeting
Columbia Senate	Last spring meeting

Article VI: Representation to USC Columbia and Palmetto College Campuses Faculty Senates

Section 1.

Representatives in the number stipulated by the PCCFM are to be elected for three-year terms on a rotating basis.

Section 2.

The spokesperson shall be the Palmetto College Campuses Faculty Senate Executive Committee member. If there is no Executive Committee member from USC Union, the Senior Senator as determined by current years in the Senate will be the spokesperson.

Section 3.

An alternate (one-year term) shall be elected each year.

Article VII: Faculty Committees**Section 1.**

Standing Committees- The Faculty Organizations shall accept as standing committees the following, which perform such duties that are deemed necessary given their purview and in consultation with the Academic Dean, Campus Dean, and/or Faculty Organization:

Faculty Advisory Committee

The Faculty Advisory Committee performs the following functions:

1. Considers matters related to the general welfare of USC Union and related to faculty governance including assigning items to be addressed by standing committees. The assignments will be made through a process of advance planning for the upcoming year.
2. Considers unforeseen issues of a general nature not clearly related to the charges of any one standing committee as they arise during the year and advises the Deans and the appropriate standing committee regarding policy, planning, strategies, and tactics in relation to these issues.
3. Initiates assessment and effectiveness activities and evaluates the results of those activities on campus. Also, the committee makes recommendations concerning the improvement of assessment and effectiveness process.
4. Makes recommendations in the areas of campus facility development and public relations.

Members of this committee include the Faculty Organization Chair (who serves as the Chair of the committee), and the Chairs of the other standing committees. The Associate Dean for Academic and Student Affairs serves as ex-officio to this committee.

Academic Affairs Committee

The Academic Affairs Committee performs the following functions:

1. Considers academic programs and standards, library policy, advisement procedures, class scheduling, admission standards, and other matters related to scholarship and/or the curriculum.
2. Considers ethical problems associated with the use of human subjects in research and/or testing.
3. Proposes revisions to the Local Procedures and Guidelines.

Members of this committee include four faculty members, The Associate Dean of Academic and Student Affairs may serve as an ex-officio member of this committee.

Student Affairs Committee

The Student Affairs Committee performs the following functions:

1. Review student activities.
2. Reviews and makes recommendations regarding policies related to student rights and responsibilities.
3. Handles all student grievances and student discipline matters (See Academic Bulletin for Student Grievance Procedures).
4. Considers any admission or readmission requiring special attention in the judgment of the Director of Enrollment Services and the Chair.
5. Considers all petitions for grade changes.
6. Makes recommendations in the area of student enrollment.

Members of this committee include the SGA president, SGA Vice-President, SGA Secretary-Treasurer, and three faculty members, which will be appointed annually by the Deans. The Director of Enrollment Services, the Associate Dean of Academic and Student Affairs, and the Director of Campus Health, Safety, and Security may serve as ex-officio members of this committee.

Scholarship Committee

The Scholarship Committee performs the following functions:

1. Helps organize the annual Family Fund campaign and oversees the disbursement of those funds; the Staff Organization representative assists with Family Fund decisions.
2. Reviews scholarship applications and makes decisions about awards.

Members of this committee include three faculty members and the Associate Dean of Academic and Student Affairs. The Director of Financial Aid oversees but is a non-voting member.

Faculty Welfare Committee

The Faculty Welfare Committee performs the following functions:

1. Considers matters concerning faculty rights and responsibilities, including faculty grievance and discipline (see PCCFM for faculty grievance procedure).
2. Organizes special activities for faculty.

Members of the committee include three faculty members. The Associate Dean of Academic and Student Affairs may serve as an ex-officio member of this committee.

Diversity, Equity, and Inclusion (DEI) Committee

The Diversity, Equity and Inclusion Committee at U of SC Union performs the following functions:

1. Commits to the advocacy of a campus environment that addresses issues of diversity and inclusion that will promote and maintain a supportive learning environment for all.
2. Creates a campus community that focuses on initiatives, curriculum, events, and activities that promote policies and values that in accordance with the Carolinian Creed

“discourage(s) bigotry, while striving to learn from differences in people, ideas and opinions”.

3. Recommends institutional policies that stand for positive action in affirming the rights of all persons, regardless of category, and aim to dismantle institutionalized racism and discrimination wherever it is found.

Members of the committee include 4 faculty members, 2 staff members, Disabilities Coordinator (7-person committee with voting rights) and a student advisory group (non-voting members). The Disabilities Coordinator is the only permanent member, two-year commitment, and then develop the following term limits: 2-year term for chair, year vice-chair, 1 year secretary, (staggered) - Election for vice chair, secretary, and appointment of members (preference w/ term limits) will happen annually. Election of chair will happen bi-annually. New chair should be someone who has been on the committee for the previous year. The Associate Dean of Academic and Student Affairs may serve as ex-officio.

Academic Intervention Committee

The Academic Intervention Committee performs the following functions:

1. Evaluates a student's performance after he/she/they are referred by faculty or staff taking into account factors that may be inhibiting the student to succeed academically including, but not limited to: disability, work/life balance issues, gaps in foundational skills
2. Provides early intervention across campus units to support students in poor academic standing
3. Ensure the students have access to the necessary resources to succeed academically, both on and off campus.

Members of the committee include: Associate Dean of Academic and Student Affairs, Student Academic Success Center Coordinator, Chair of Academic Affairs Committee, Chair of Student Affairs Committee, Student Life Coordinator, One Faculty Member not serving in the aforementioned categories, Financial Aid Director, and the Disability Services Coordinator.

Satisfactory Academic Progress Committee

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/financial_aid/finaid_process/sap/index.php

The Satisfactory Academic Progress (SAP) Committee performs the following functions:

1. Meets with the Director of Financial Aid to discuss appeals to have student financial aid reinstated when a student does not meet the minimum requirements for successful completion of credit hours and GPA.
2. Evaluates the appeal's strength and possible future student success to comply with federal regulations on federal financial aid.

Members of the committee include: Director of Financial Aid, Director of Enrollment, Bursar, Associate Dean of Academic and Student Affairs, and one faculty member.

Section 2.

Assessment and External Palmetto College Committees-The Faculty Organization recognizes the following Faculty Assessment and Palmetto College Committees:

USC Union Tenure and Promotion Committee

The Tenure and Promotion Committee shall review tenure and promotion applications of faculty members and will make recommendations to the Dean of the campus (Refer to PCCFM).

Palmetto College Campuses Tenure and Promotion Committee

The Palmetto College Campuses Tenure and Promotion Committee shall review all applications for tenure and/or promotion from faculty members in Palmetto College (Refer to PCCFM).

Peer Review Committee

The Peer Review Committee shall coordinate peer reviews of all full-time and onsite part-time faculty.

The committee shall consist of five faculty members elected by the Faculty Organization at the last spring meeting.

For procedure and forms, see USC Union's Local Procedures and Guidelines---Evaluation---Peer Evaluation of Full-Time and Part-Time Faculty.

Faculty Senate

The Faculty Senate representatives are responsible for representing the interests of USC Union in the senates and for informing the Faculty Organization of the activities of these senates.

This committee consists of a Palmetto College Campuses Senate delegation based on enrollment (with a minimum of three senators), one Palmetto College Campuses Executive Committee member, and an appropriate number of representatives to the USC Columbia Faculty Senate.

Section 3.

Committee membership shall be determined at the last Faculty Organization meeting in the spring.

For the purposes of these bylaws, "ex-officio" members of committees shall be non-voting members.

Section 4.

Other *ad hoc* committees may be established as the Organization deems necessary with the members to be selected as directed by the Organization.

Article VIII: Parliamentary Authority

The current edition of Robert's Rules of Order shall be used in all cases in which it is not inconsistent with the bylaws or special rules which the Organization may adopt.

Article IX: Amendments

The bylaws may be amended at any regular meeting by a two-thirds vote provided the proposed

amendment was submitted in writing at the previous meeting.

Standing Rules

Rule 1: Calendar

The first meeting of each academic year will be called by the chair and the calendar for the year will be discussed and set at that time.

Rule 2: Order of Business

1. Corrections to and approval of the minutes
2. Reports from Administrators
3. Reports from Standing Committees
4. Reports from Special Committees
5. Unfinished Business
6. New Business
7. Announcements
8. Elections
9. Adjournment

Rule 3: Agenda

Section 1.

The agenda shall be distributed to members of the Organization by the Chair and Secretary at least two days prior to a regular meeting. Failure to place an item on the agenda does not bar it from consideration, but priority will be given to those topics on the agenda.

Section 2.

The Organization shall not give final consideration to any substantive legislative matter not included in the published agenda unless by a two-thirds vote the Organization agrees to consider them.

Rule 4: Voting

Election and or voting will be by voice or by show of hands, unless a voting member of the Organization makes a request to the Chair for a secret ballot.

Rule 5: Visitors

Under special circumstances, when time precludes a vote by the Organization, the Chair may assume the responsibility of allowing visitors to visit and/or address the Faculty Organization.

Rule 6: Executive Session

The Organization may, in extraordinary circumstances and by a majority vote, go into executive session for the conduct of any business. While in Executive session, only voting members of the Organization may be present.