

Faculty Manual
University of South Carolina Columbia
&
Standing Rules of the Faculty Senate
Proposed Changes
Submitted to the Faculty Senate on February 2, 2022

Requiring action by the Faculty Senate:

1. Committee on Professional Interpersonal Conduct (current page 10)
2. Workplace Civility (current page 52)
3. Faculties of the Colleges, Schools, or Departments (current page 14)
4. Unit Consideration of Tenure and Promotion Files (current page 28)
5. Appendix III – Standing Rules of the Faculty Senate – Faculty Senate Resolutions Review Team

Professional Interpersonal Conduct, P. 10

COMMITTEE ON PROFESSIONAL INTERPERSONAL CONDUCT

This committee will investigate formal allegations of professional interpersonal misconduct. Professional interpersonal misconduct includes workplace incivility and unsanctioned romantic relationships. The committee will consist of 10 elected faculty members for staggered three-year terms. Each member of the Committee must hold the rank of tenured professor or tenured librarian. No committee member shall serve simultaneously on the Faculty Grievance Committee. ~~Prior to the commencement of a committee member's duties, he or she must receive training in the recognition of workplace bullying, which is defined below under the section on workplace civility.~~

~~In response to the receipt of a formal complaint of workplace bullying, the Provost shall appoint an ad hoc committee to investigate the complaint. The ad hoc committee shall consist of three members from the committee and two non-committee faculty members.~~

~~The function of the committee shall be to determine whether the facts alleged, if true, would establish the charge and make recommendations regarding corrective or disciplinary actions in accordance with the university's progressive discipline policy (ACAF 1.82). The discussions, records, and recommendations of the committee shall remain confidential. The committee shall report its findings and recommendations in writing to the provost.~~

p. 52

WORKPLACE CIVILITY

The University of South Carolina is dedicated to the mission of teaching, research, creative activity, and service. The University is also committed to the establishment of a working environment that fosters academic freedom for all faculty. See also "Academic Freedom." ~~Consistent with these commitments,~~ ~~†~~The University also aspires to cultivate a community in which individual members treat each other with civility and respect. ~~The faculty of the University believes that these goals can only be achieved through adherence to the standards of conduct and values expressed in the Carolinian Creed. See also "Faculty Commitment to the Carolinian Creed."~~ We believe civility is the foundation for a healthy learning and fostering the productivity, creativity and well-being of all members of our community.

Accordingly, the faculty considers workplace bullying-incivility unacceptable. Workplace incivility is behavior or a pattern of behaviors that would cause a reasonable person to experience substantial emotional distress, interferes with their ability to work, and/or damages their reputation. Workplace incivility could also include a severe single incident. A person who is a negatively affected by workplace incivility may not be the intended target or the sole intended target; behavior that foreseeably places others in emotional distress, interferes with their ability to work, or puts their reputation at risk, is within the scope of this definition.

Workplace incivility can take a variety of forms and may include bullying or other behaviors that are physical, verbal, or nonverbal, and may take place via a variety of means including face-to-face, written communications, or electronic media.

See ACAF 1.80

~~It undermines our values, harms colleagues, and impedes the mission and commitments of the University. A person commits workplace bullying if, he or she engages in repeated, unwelcome severe and pervasive behavior that intentionally threatens, intimidates, humiliates or isolates a member of the University community or undermines their reputation or job performance. Workplace Bullying may take, but is not limited to, one or more of the following forms:~~

- ~~• Verbal abuse~~
- ~~• Malicious criticism or gossip~~
- ~~• Unwarranted monitoring~~
- ~~• Unwarranted physical contact~~
- ~~• Exclusion or isolation in the workplace~~
- ~~• Work interference or sabotage~~
- ~~• Cyberbullying~~
- ~~• Other offensive conduct/behaviors (including nonverbal) which are threatening, humiliating, harassing or intimidating~~

~~See ACAF 1.80~~

~~Faculty who believe that they are victims of workplace bullying should be aware that the Office of the University Ombudsman is available for confidential consultation on these matters. Formal complaints of workplace bullying should be filed with the Faculty Civility Advocate. See Policies and Procedures Manual.~~

FACULTIES OF THE COLLEGES, SCHOOLS, OR DEPARTMENTS, P. 14

The faculty of a college, school, or department shall consist of its full time faculty. Voting rights within a college, school, or department shall be based upon the same standards as for the university faculty, unless otherwise established by existing or future bylaws and/or policies of the academic unit, except that only tenured faculty can vote on matters concerning tenure and promotion guidelines and advancement of tenure-track faculty.

UNIT CONSIDERATION OF TENURE AND PROMOTION FILES, P. 28

Faculty to Be Considered. At the unit level, all ~~pre-tenure-track~~ pre-tenure-track faculty who have completed the minimum years of service are considered for tenure, and all faculty members below the rank of professor are considered for promotion each year. Typically, faculty with a tenure start date of August 16 will apply for tenure in a fall cycle, faculty with a tenure start date of January 1 will apply for tenure in a spring cycle, and faculty applying for promotion to professor will apply in a spring cycle.

Potential candidates for tenure and promotion shall be advised in writing of their eligibility for tenure or promotion by the dean, department chair or other appropriate administrator no later than April 1 for the upcoming fall and spring tenure and promotion cycles. A faculty member who intends to apply for tenure or promotion in the next fall cycle must so inform the dean, department chair, or other appropriate administrator no later than 15 calendar days after the first notification April 15. A faculty member who intends to apply for tenure or promotion in the next spring cycle must so inform the dean, department chair, or other appropriate administrator no later than October 15. Compliance with these deadlines is critical for file preparation and solicitation of external reviewers; exceptions should be approved by the Office of the Provost. The early notification of candidates will be in addition to the official notification of potential candidates that is performed by the dean, department chair, or other appropriate administrator at least one working month in advance of the date when the file is due. Complete notification and submission deadlines are ~~by the date~~ stated on the university tenure and promotion ~~calendar posted on the provost's Web site.~~ calendar. ~~Since two tenure and promotion cycles occur annually, two dates will be given. Each date will be two working months in advance of the first due date for the submission and consideration of files. A faculty member who intends to apply for tenure or promotion in the next cycle must so inform the dean, department chair, or other appropriate administrator no later than 15 calendar days after the first notification. On~~ By the dates listed on the official calendar, each unit must provide the provost with a list of those faculty members who intend to apply for tenure or promotion. The list must ~~also include any faculty members in their penultimate year who have not stated an intent to apply for tenure and must, therefore,~~ include all who are in their penultimate year, including any faculty members in their penultimate year who have not stated an intent to apply for tenure.

Key Steps

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| 1. Notification by unit administrator | April 1 (earlier?) |
| 2. Intent to apply for tenure and/or promotion | April 15 / October 15 (earlier?) |
| 3a. Unit notifies Office of the Provost of candidates | May 5 / November 5 |
| 3b. Unit solicits external reviewers | July / October |
| 3c. Candidate prepares materials for external reviewers | July / October |
| 4a. Candidate prepares primary and secondary files | |
| 4b. Unit prepares teaching summary | |
| 5. Unit adds teaching summary, external letters to primary file | August 25 / January 25 |
| 6. Unit discussion and vote | September 15 / February 15 |
| 7. Unit recommendation communicated to candidate | September 25 / February 25 |

Appendix III – Standing Rules of the Faculty Senate

Rule XX - Faculty Senate Resolutions: Resolutions Review Team (RRT) - Guidelines for Preparation and Submission

The Resolutions Review Team (RRT) will:

- 1) provide an advisory and channeling function for all resolutions presented for Faculty Senate's consideration, reviewing all resolutions submitted to the faculty senate pursuant to the criteria established by the faculty senate.
- 2) advise the makers on how to bring their resolutions into compliance with the guidelines adopted by the Faculty Senate. All resolutions shall go to the Faculty Senate with a notation that the resolution has been processed through the RRT.
- 3) create and maintain guidelines for the submission, review, and format of Faculty Senate resolutions
- 4) consist of two (2) at-large members of the Faculty Senate and the Parliamentarian of the Faculty Senate.

Preparation:

- 1) A resolution must be complete so that upon passage it becomes a clear and formal expression of the opinion of will of the Faculty Senate.
- 2) Resolutions must show the mover and include contact information from submitting parties.
- 3) The resolution should address a specific topic or issue, use concise direct language, conform to proper grammar, and present an affirmative identifiable action.
- 4) The terms used in a resolution should be readily understandable or have specific definitions.
- 5) Resolutions should clearly reflect the will of the Faculty Senate and the Faculty of the University of South Carolina, its mission and/or its core values.
- 6) All whereas clauses that relate to a University of South Carolina at Columbia policy, must include a parenthetical notation of title of the policy and the section it can be found in the University's Policy manual.
- 7) If the resolution calls for specific action or program with a timetable, the timetable shall be clear and achievable.

- 8) Resolved clauses at the end of the resolution gain in clarity, brevity and are easier to read by following the resolution methodology of Congress and other deliberative bodies. The suggested wording states the resolved phrase only once:

“now, therefore, be it; Resolved, that the Faculty Senate of the Faculty of the University of South Carolina in Columbia, on behalf its faculty ...”

after which each separate resolve is stated directly in numbered order **without repeating** “... be it Resolved by ...”

- 9) All “*Resolved*” clauses within the resolution should use verbs that are observable behaviors (e.g., “*Resolved*, that ... (1) supports ...; (2) provides....; and [last resolved] urges...” Do **NOT** use the subjunctive form of the verb, (e.g (1) support...; (2) provide...; and [last resolved] urge...”)
- 10) If the resolution is addressed to or refers to a specific group or groups, it shall name in full the group or groups in both the “resolved” and “whereas” clauses followed by the acronym in parenthesis. Thereafter the acronym may be used.
- 11) Resolutions should be submitted with numbered lines to assist the senate in the amending process
- 12) Resolutions will be assigned a chronological number, eg. 2021-2022 #1, etc., for tracking purposes

Submission Process:

- 1) All resolutions submitted to Faculty Senate should be sent to the Resolutions Review Team (RRT) for review.
- 2) All resolutions must be submitted by a voting member of Faculty Senate or chair of a Faculty Senate Committee.
- 3) All resolutions must show the mover and include contact information for the mover.
- 4) If copies of the resolution are to be sent to other parties, the maker of the resolution shall provide names and addresses.
- 5) All resolutions should be submitted through electronic mail to the Resolutions Review Team (RRT) one (1) week prior to a regularly scheduled Faculty Senate meeting or three (3) days prior to special called meeting.

- 6) The Chair of the Faculty Senate shall disseminate all adopted resolutions to identified and pertinent parties. Dissemination should occur as soon as possible, and not exceed the next scheduled meeting of the Faculty Senate. The Chair of the Faculty Senate will report on dissemination of resolutions at the Faculty Senate Steering Committee following passage.

Parts of this recommendation are based on American Library Association policy documents, including content and process steps.