

**Faculty Advisory Committee (FAC)
Annual Report 2003-2004**

The University of South Carolina Faculty Advisory Committee addressed a large number of issues during 2003-2004. All approved changes to the Faculty Manual were reported to the Faculty Senate and were also subsequently approved by the General Faculty and submitted to the USC Board of Trustees. The following report summarizes the major issues considered by the Faculty Advisory Committee during the past academic year. Many other editorial and/or less substantive revisions to the USC Faculty Manual were also approved and a description of these revisions can be found on the Faculty Senate web site. Many of these additional changes were associated with the opening of the Colonial Center and the Strom Thurmond Wellness Center, as well as the shift of the Speech Department to the English Department.

1) In a follow-up to revisions passed during the 2003-2002 academic year, the committee approved several additional revisions to the Faculty Manual related to the applicability of promotion and tenure criteria following academic unit reorganization. Specifically, the section of the Faculty Manual entitled "Tenure and Promotion in Cases of Reorganization" was expanded to include the following: *"Faculty hired prior to January 1, 1995, may, within five years of final approval of the new tenure and promotion criteria and procedures, choose to have applied to them the criteria and procedures applicable to them prior to reorganization. At the conclusion of the five-year period, the newly approved criteria and procedures for the reorganized unit must be applied."*

2) The committee approved changes to the composition of the Faculty Grievance Committee such that the committee was expanded from six members to consist of nine elected members for staggered three year terms and one ex officio member from the Faculty Salary Equity Oversight Committee appointed by the Provost. These revisions were designed to enhance the ability of the Faculty Grievance Committee to address additional grievances related to salary issues. FAC also recommended that future nomination procedures of faculty members for the Faculty Grievance Committee should give consideration to including some members with expertise needed in the evaluation of salary issues. The addition of an ex officio member from the Faculty Salary Equity Oversight Committee will facilitate the use of already available salary information in any future salary grievances. In addition, the committee recommended that the annual report from the Faculty Salary Equity Oversight Committee regarding salary information be regularly reported on the USC Provost web site.

3) Several revisions to the Faculty Manual were made to the section that addresses "Political Activity". After considerable discussion, the Faculty Advisory Committee approved two changes to that section, which now reads – "Before a faculty member announces for public office, the president must approve *each and every* candidacy".

This revised statement now requires that faculty receive approval prior to each candidacy.

4) A number of revisions to the section of the Faculty Manual dealing with unsatisfactory reviews under the heading “Outcomes in Annual Performance Review and Post-Tenure Review” were considered. Briefly, these revisions were designed to clarify issues related to situations in which faculty involved in the post-tenure review process (a) consult with their development committee about their development plan but refuse to concur with the plan or (b) refuse even to consult with their committee about the development plan. Specifically, the procedures for post-tenure review were revised to include a new paragraph that reads: *“In the event that the faculty member consults with the development committee but does not concur with the development plan, both the faculty member and the development committee will submit development plans to the dean for final determination of the plan. In the event that the faculty member waives the right, overtly or by non-participation, to consult or concur with the development committee, the committee will write the plan and forward the plan to the dean for final determination.”*

5) For the section entitled “Distinguished Professor and Emeritus Titles”, two recommended additions from the University Committee on Named and Distinguished Professorships were approved by the Faculty Advisory Committee. First, the initial sentence in the paragraph was expanded to read “The title distinguished professor shall be awarded to tenured full professors *who do not hold named or chaired professorships* in their final year of service.” Second, an additional sentence was also approved, which reads *“A professor who holds a named or chaired professorship at the time of retirement shall be awarded that title emeritus upon retirement”*.

6) The second sentence of the Faculty Manual section entitled “Committee on Honorary Degrees” was expanded to read “The provost *or appointed representative* shall be ex officio chair.” This change was designed to make the Faculty Manual consistent with current practices.

7) The first sentence in the section of the Faculty Manual, entitled “Teaching Responsibility”, was expanded to read “At the beginning of each term, instructional staff members shall state clearly *in a syllabus* the instructional objective of each course they teach”. This change requires all instructional personnel to have syllabi for their courses and is in keeping with the requirements of the Southern Association of Colleges and Schools (SACS).

8) The Faculty Manual section entitled “Faculty and Student Representatives to the Board of Trustees” was revised to read as follows: “The president of the student government at Columbia and *the Chair of the Faculty Senate* shall be invited to sit personally in all meetings of the full board, except executive sessions thereof, with full right to participate in the board’s discussions but without the right to vote on any matter.” This change was designed to make the Faculty Manual consistent with current practice.

9) Under “Section 2/Regulations and Policies”, “Appointments”, “Qualifications and Requirements”, the paragraph entitled “Instructor” was revised to read as follows: “To be eligible for the rank of instructor, a faculty member is normally expected to hold the master’s degree plus substantial additional graduate study, such as having fulfilled the requirements for admission to candidacy for the doctor’s degree. *The rank of instructor is an annual appointment and a non-tenure track position.*” These changes provided a more clear description of the rank of instructor.

10) A proposal from the University General Counsel to amend the Academic Grievance Policy (STAF 6.30) as set forth in the *Carolina Community* was approved. This revision to the *Carolina Community* included the addition of the following provision:

“A decision of the college committee may be appealed to the President. The President’s decision may be appealed to the Academic Affairs and Faculty Liaison Committee of the Board of Trustees, which shall serve as the final forum of appeal in all student academic matters. All appeals must be filed with seven (7) days from the date the decision being appealed is received.”

The intent of this change was to enhance the description of existing student grievance procedures.

11) A proposal from the University Athletics Advisory Committee to revise the committee’s charge was also approved. Revisions to the Faculty Manual included the substitution of the following expanded description of the committee’s role.

“The committee shall review and monitor admissions decisions and the academic performance of all student-athletes by regularly receiving appropriate and relevant information regarding the academic eligibility and progress of student-athletes, including graduation rates. The committee also receives reports on, reviews and advises, as appropriate, the Faculty Senate, the NCAA Faculty Athletic Representative (FAR), the President, the Director of Athletics, and the Board of Trustees on the following: annual inter-collegiate athletic program schedules and major changes to them; the annual budget of the Athletics Dept.; admissions decisions for athletes receiving grants-in-aid; NCAA certification reports, including Title 9 reports; major requests for waiver of any institutional athletic policies; major changes in Athletics Department personnel (specifically the Director of Athletics, Director of the Academic Support Unit, and head coaches for each sport); the needs, interests, and concerns of student athletes; all other issues regarding inter-collegiate activities as referred to it by University officials. The committee shall make at least an annual, written report of its activities to the Faculty Senate, the President, and the Director of Athletics.”

Earlier this year, when the Faculty Senate approved the UAAC motion to join the Coalition on Intercollegiate Athletics (COLA), the UAAC began to explore the recommendations made by the COLA regarding the responsibilities of faculty committees like ours. It was quickly apparent that current charge did not match the expectations of the COLA recommendations. This new committee charge brings the responsibilities of our UAAC more closely in line with COLA recommendations.

12) At our last meeting on August 12, 2004, a number of other revisions to the Faculty Manual were approved by FAC and submitted to the President for inclusion on the agenda for the September 1st General Faculty Meeting. These revisions were deemed necessary in reaction to changes in the University organizational structure and reflect needed revised description regarding the role of the vice president for research and health sciences, as well as procedures involving health sciences academic units and the vice president for research and health sciences. Other recommended changes are associated with clarification of eligibility for post-tenure review, a revised description of who is involved with granting faculty leave without pay, renaming of the Intellectual Property Office, the deletion of dates for the publication of the Outside Professional Activity (ACAF 1.50), and revisions to the titles for a number of the university vice-presidents.

At the May 20, 2004 meeting, FAC elected Timir Datta as the FAC Chair for 2004-2005 and welcomed new members, Andrew Gowan, Music, and Claiborne Reeder, Pharmacy.

Submitted by William O. Bearden, Chair of FAC, 2003-2004

FAC Members, 2003-2004

Judith Alexander, Nursing

Timir Datta, Engineering

Lucia Pirisi-Creek, Medical School

Vincent Van Brunt, Engineering

Laura Woliver, Political Science and Women's Studies

Provost Jerome Odom, ex-officio

James Augustine, Chair of Senate, ex-officio