

BYLAWS OF THE FACULTY ORGANIZATION  
UNIVERSITY OF SOUTH CAROLINA  
AT LANCASTER

Last Revised and Approved by the USC Lancaster Faculty Organization,

April 13, 2005

[Underlined changes made on April 21, 2006, and November 7, 2007]

Preamble:

These bylaws are to supplement and to be consistent with the *Regional Campuses Faculty Manual*.

Article 1--Powers

The Board of Trustees is the governing body of the University, and the powers of the faculty organization are delegated by the Board in accordance with its policies. The USC Lancaster faculty organization, subject to review of the Dean of the University, the Provost of the University, the Vice Provost for Regional Campuses and Continuing Education, the President, and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, the requirements for and the granting of degrees earned in course, the curriculum, instruction, research, extracurricular activities, the discipline of students, the educational policies and standards of the USC Lancaster campus, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members. These policies are expected to be generally consistent with the educational policies and standards of the University and will differ only in meeting the specific requirements of the USC Lancaster campus.

## Article II-- Membership

Section 1. The USC Lancaster faculty organization shall consist of the Chief Executive Officer and the Deans of USC Lancaster, professors, associate professors, assistant professors, instructors, librarians, and such other persons as the faculty organization sees fit to elect.

Section 2. Adjunct professors may attend faculty meetings and speak on matters brought before the faculty organization. However, Adjunct professors are not voting members of the faculty organization. Adjunct professors are defined as any teaching personnel who are not employed by the University on a full-time basis (i.e., on a nine month or twelve month basis).

Section 3. Only members of the faculty organization, as defined in Sections 1 and 2 of this article, may present motions, hold office, and vote. Also, the President of the University, the Provost of the University, the Vice Provost for Regional Campuses and Continuing Education, and the Associate Vice Provost for University Campuses and Continuing Education, and other senior administrative staff officers of the University shall have privilege of the floor whenever they may be in attendance.

Section 4. The members of the USC Lancaster faculty are organized into three academic divisions: Business, Behavioral Sciences, Criminal Justice, and Education; Humanities; and Mathematics, Science, Nursing, and Public Health. Business, Behavioral Sciences, Criminal Justice, and Education division includes the following disciplines: Afro-American studies, anthropology, business administration, criminal justice, economics, education, technology support and training management, psychology, retailing, social work, and sociology.

*[Underlined changes/additions approved by faculty on November 7, 2007.]* The Humanities division includes art, English, foreign languages, political science,

history, journalism, music, philosophy, religious studies, and theatre and speech. Included in the Mathematics, Science, Nursing, and Public Health division are astronomy, biology, chemistry, computer science, engineering, exercise science, mathematics, nursing, physical education, and physics.

Section 5. The voting members of the faculty in each division will hold an election to recommend a full-time faculty member from the division for a three-year term as division chair. This recommendation must then be confirmed by the Dean of the University, who will make the official appointment. If the Dean chooses not to confirm a recommendation, the division will hold elections and recommend candidates until one is confirmed.

Section 6. A division chair may not serve more than two consecutive terms. However, by majority vote of its full-time faculty members, a division may choose to petition the faculty organization for a case-by-case exception to the term limits provision for division chairs. That person would serve for a full 3-year term.

*[Underlined additional sentences approved by faculty on April 21, 2006.]*

### Article III-- Officers

Section 1. The officers of the USC Lancaster faculty organization shall be a Chairperson, a Vice Chairperson, and a Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority and rules adopted by the USC Lancaster faculty organization. These officers constitute the Executive Committee of the faculty.

Section 2. The officers of the USC Lancaster faculty organization will serve for a term of one calendar year commencing with their election to office. Nomination and election of officers shall take place at the last regular faculty meeting of the academic year. Nominations will be made by the current Executive Committee after having polled the faculty as to its preferences.

Current officers are eligible for re-nomination and re-election. Nominations will also be taken from the floor.

Section 3. The Chairperson of the faculty organization presides at all regular and special meetings of the faculty. If the Chairperson becomes unable to serve, the Vice Chairperson shall assume the position pro-tempor. The Chairperson may appoint ad hoc committees as necessary. The Vice Chairperson is ex-officio Chairperson of the Welfare Committee. The Secretary shall see to it that the minutes are distributed no later than one week prior to the next regular meeting.

Section 4. The officers of the USC Lancaster faculty organization retain their right to vote on any matter (including elections) brought before the faculty.

#### Article IV-- Meetings

Section 1. Regular meetings of the faculty organization shall be scheduled by the Executive Committee of the faculty. The Chairperson of the faculty organization shall construct and distribute a calendar of regular meetings in accordance with the above provision.

Section 2. Special meetings of the faculty organization can be called upon written request of five members of the faculty or at the Chairperson's discretion. Also, the Chairperson shall call a special meeting of the faculty organization upon request from the Dean of the University.

Section 3. The order of business for regular meetings of the faculty organization shall be as follows:

1. Call to Order
2. Correction/ Approval of Minutes
3. Reports of Officers

4. Reports of Committees
5. Unfinished Business
6. New Business
7. Special Orders
8. Announcements
9. Adjournment

Section 4. A simple majority of the members of the faculty organization shall constitute a quorum.

Section 5. The faculty organization shall not give a final consideration to any substantive legislative matter unless the matter is submitted to the faculty organization at least ten working days prior to the meeting at which it is introduced, or unless by a two-thirds majority vote the faculty organization shall agree to consider the matter.

Section 6. The faculty organization may by a majority vote go into Executive Session for the conduct of any business. While in Executive Session only voting members of the faculty organization and special invitees may be present.

#### Article V-- Committees

Section 1. The faculty organization shall establish or abolish such standing or ad hoc committees as it may deem necessary.

Section 2. Each standing committee shall report its activities to the faculty organization and discharge such duties as the faculty may assign to it.

Section 3. Standing committee membership is determined at the divisional level. However, each academic division shall ensure that it has representation on those committees whose membership is selected from the faculty at large and not determined by election or appointment.

Section 4. The standing committees of the faculty organization shall be as follows: [Descriptions of membership and purposes for each standing committees are amended at the end of this document.]

- Academic Advisory Council (Local)
- Academic Success Center Committee
- Admissions, Petitions, and Grade Change Committee
- Bookstore Committee
- Columbia Faculty Senate
- Commencement Committee
- Computer Committee
- Curriculum Committee
- Ethics/ Human and Animal Subjects Committee
- Evaluation Committee
- Executive Committee
- Faculty and Staff Hiring Priorities Committee
- Honors Committee
- Honors Day Committee
- Library Committee
- Local Tenure and Promotion Committee
- Provost' s Academic Advisory Committee
- Regional Campuses Faculty Senate
- Safety Committee
- Scholarships and Special Awards Committee
- Special Events and Lectures Committee
- Student Academic Progress Committee
- Student Affairs Committee
- System Grievance Committee
- System Tenure and Promotion Committee
- Welfare and Grievance Committee

The composition of these committees shall be determined by a separate act of the faculty organization. Each year the first duty of each faculty committee will be to elect a chairperson for the year. The election will be presided over by the previous year' s chairperson. The chairperson of the faculty organization will preside over these elections in case the previous year' s chairperson is unavailable.

#### Article VI-- Elections

Section 1. In the case of any position to be filled by election by the faculty organization, nominations for such positions shall be made by the Executive Committee in accordance with the procedures for elections of officers in Article III, Section 2 above or be made from the floor. Voting shall be by secret ballot.

Section 2. A candidate receiving the highest number of votes on the first ballot shall be declared elected.

#### Article VII-- Parliamentary Authority

The current edition of *Robert's Rules of Order* shall serve as the parliamentary basis for the conduct of meetings of the faculty organization except in those cases in which they are inconsistent with these bylaws.

#### Article VIII-- Amendment of Bylaws

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

## **USC Lancaster Faculty Committees**

### **ACADEMIC ADVISORY COUNCIL (LOCAL)**

**Membership:** One representative per division, the Academic Dean, and a library representative

**Purpose:** *The Academic Advisory Council examines, discusses, and attempts to resolve faculty concerns regarding students' academic responsibility and behavior.*

### **ACADEMIC SUCCESS CENTER COMMITTEE**

**Membership:** One representative per division, the head librarian, and the ASC coordinator

**Purpose:** *The Academic Success Center Committee advises the coordinator of the Academic Success Center and provides faculty input on the services offered there.*

### **ADMISSIONS, PETITIONS, AND GRADE CHANGE COMMITTEE**

**Membership:** One representative per division, the Academic Dean, and administrative appointment(s)

**Purpose:** *The Admissions, Petitions and Grade Change Committee reviews general admissions policy. It recommends appropriate faculty action on all requests for changing any grade recorded for more than one year. It decides all petitions for readmission. This committee reports and makes its recommendations to the faculty and to the Dean of the University.*

### **BOOKSTORE COMMITTEE**

**Membership:** One representative per division, the Bookstore manager (ex-officio), and administrative appointment(s)

**Purpose:** *The Bookstore Committee serves as a liaison between the faculty and the bookstore and makes recommendations to the management of the bookstore about faculty concerns.*

### **COLUMBIA FACULTY SENATE**

**Membership:** Elected from faculty (Number of senators determined by calculating ten percent of the voting members of the faculty)

**Purpose:** *The University Faculty has legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies, and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members. The Faculty Senate, having been created by direction of the University Faculty, executes these powers on behalf of the general faculty. The University Faculty may amend or repeal any general policy decisions adopted by the Faculty Senate.*

### **COMMENCEMENT COMMITTEE**

**Membership:** One representative per division, the Academic Dean, and administrative appointment(s)

**Purpose:** *The Commencement Committee, in cooperation with the Dean and Academic Dean, handles all aspects of the commencement event.*

### **COMPUTER COMMITTEE**

**Membership:** One representative per division, the Academic Dean, the Webmaster, a library representative, and administrative appointment(s)

**Purpose:** *The Computer Committee initiates studies and make recommendations to the faculty and administration on enhancing the practice of teaching and research through the use of technology and student access to technology.*

**CURRICULUM COMMITTEE**

**Membership:** One representative per division, the Academic Dean, a library representative, and administrative appointment(s)

**Purpose:** *The Curriculum Committee reviews new academic programs or proposed curriculum changes and recommends approved changes to the USCL faculty. The committee may also investigate various other issues concerning the curriculum at USCL.*

**ETHICS/HUMAN AND ANIMAL SUBJECTS COMMITTEE**

**Membership:** Administrative appointments (including faculty involved in human and animal research)

**Purpose:** *The Ethics/Human and Animal Subjects Committee reviews the ethical use of human and animal subjects in research based at USCL to ensure adherence to all laws, regulations, and ethical principles applicable to the protection of such subjects in research.*

**EVALUATION COMMITTEE**

**Membership:** One representative per division, the Academic Dean, and faculty chair appointment(s)

**Purpose:** *The Evaluation Committee determines methods of evaluation of faculty. This committee proposes or revises formal procedures and instruments for review as needed, offering guidelines for all levels of review in accordance with local campus procedures and the Regional Campuses Faculty Manual. The committee reports to the faculty and to the Dean of the University.*

**EXECUTIVE COMMITTEE**

**Membership:** The faculty chairperson, vice-chairperson, and secretary (Elected yearly by the faculty organization)

**Purpose:** *The Executive Committee represents the interests of the faculty in all matters related to the campus community. The committee initiates action when appropriate and responds to questions and concerns directed its way. The chairperson presides over faculty meetings and consults with the other officers on an as-needed basis.*

**FACULTY AND STAFF HIRING PRIORITIES COMMITTEE**

**Membership:** One representative per division, a library representative, a staff representative, and two administrative appointments.

**Purpose:** *The Faculty and Staff Hiring Priorities Committee is a broadly representative faculty committee charged with studying campus hiring priorities for the short and long term. The committee's recommendations will address the staffing implications of retirements and new academic programs and report to the faculty on a regular basis.*

**HONORS COMMITTEE**

**Membership:** The Academic Dean, the Director of the Honors Program (ex-officio), a library representative, Honors Faculty, and administrative appointment(s)

**Purpose:** *The Honors Committee reviews courses and programs that either grant Honors credit or require participation in Honors courses. The committee will make its recommendations to the faculty and to the Dean of the University.*

**HONORS DAY COMMITTEE**

**Membership:** Two representatives per division and key staff members

**Purpose:** *The Honors Day Committee oversees all aspects of the annual Honors Day event, including events, competitions, awards, lunch, registration, publicity, and correspondence.*

**LIBRARY COMMITTEE**

Membership: One representative per division, librarians (ex-officio members), and administrative appointment(s)

Purpose: *The Library Committee acts as an advisory body to the Head Librarian on matters such as hours, security, computer policies and procedures, and materials budget allocations.*

**LOCAL TENURE AND PROMOTION COMMITTEE**

Membership: Six tenured members elected by the faculty (No one who participates in administrative review of candidates or who serves on the System Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee)

Purpose: *The Local T & P Committee has several primary responsibilities. The first duty is the consideration of tenure and promotion applications from our campus, using the Regional Campuses Faculty Manual for the procedures to follow. Secondly, the committee conducts the annual peer review, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member. Finally, the other responsibilities are to conduct first-year review, third-year review, and post tenure review of the faculty.*

**PROVOST'S ACADEMIC ADVISORY COMMITTEE**

Membership: Two representatives elected from the faculty

Purpose: *The Academic Advisory Committee is constituted and its business conducted at the will of the 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, Provost, or other committees and governing bodies.*

**REGIONAL CAMPUS FACULTY SENATE**

Membership: Elected by faculty (The most current version of the Regional Campuses Faculty Manual describes specific requirements for membership.)

Purpose: *The Senate has authority to establish minimum educational standards for the Regional Campuses; it also has authority in matters pertaining to the conduct of faculty affairs, except where that authority has been specifically reserved for the Regional Campus Faculties. These policies will be generally consistent with the educational policies and standards of the University and will differ only in meeting specific requirements of the Regional Campuses.*

**SAFETY COMMITTEE**

Membership: Administrative appointments

Purpose: *The Safety Committee provides a forum for identification and discussion of campus safety concerns, recommends programs, activities, and actions to eliminate or minimize these problems and concerns, refers proposals to appropriate departments for follow-up, and coordinates with Campus Safety and Maintenance officials to achieve the best results in identifying and preventing hazards.*

**SCHOLARSHIPS AND SPECIAL AWARDS COMMITTEE**

Membership: Two representatives per division, Academic and Student Affairs Dean, administrative appointments, and one student representative (usually the SGA president)

Purpose: *The Scholarships and Special Awards Committee selects scholarship recipients on the basis of criteria established by members of the committee. All prospective scholarship recipients are interviewed by the committee membership or by a special interview panel. The committee supports activities of the Development Officer designed to increase the amount of monies available. The committee also selects the members of Who's Who and the recipients of certain other awards.*

**SPECIAL EVENTS AND LECTURES COMMITTEE**

Membership: One representative per division, Public Information Officer, and one student

Purpose: *The Special Events and Lectures Committee plans and organizes cultural events, such as concerts, performances, and guest lectures.*

**STUDENT ACADEMIC PROGRESS COMMITTEE**

Membership: Administrative appointments

Purpose: *The Student Academic Progress Committee reviews cases of students receiving financial aid who have not met the requirements for continuation of that aid. These students are required to file a Satisfactory Academic Progress Appeal form to appeal the loss of financial aid, with supporting information as to why the requirements were not met. The committee then acts on each case, determining whether the aid should be continued.*

**STUDENT AFFAIRS COMMITTEE**

Membership: One representative per division, the Academic Dean, the Director of Student Services, administrative appointments, and one student representative

Purpose: *The Student Affairs Committee monitors and reviews policies and practices in student development and extracurricular activities on the USCL campus and recommends changes to the administration in an attempt to meet the needs of the USCL community.*

**SYSTEM GRIEVANCE COMMITTEE**

Membership: One member elected by faculty from each of the Regional Campuses

Purpose: *The Grievance Committee considers individual grievances brought before the committee by members of the faculty. The committee examines alleged grievances, and when, in the judgment of the committee, a grievance is determined to exist, it attempts to resolve the matter through mediation or other appropriate action.*

**SYSTEM TENURE AND PROMOTION COMMITTEE**

Membership: Two tenured members elected by the faculty from each of the Regional Campuses (No one who participates in administrative review of candidates or who serves on the local Tenure and Promotion Committee or Regional Campuses Grievance Committee may be elected to this committee.)

Purpose: *The Regional Campuses Tenure and Promotion Committee receives from the Vice Provost all files of faculty and professional librarians being considered for promotion or tenure. The RCTP committee reviews each file and determines whether it supports the conclusions and recommendations of the campus tenure and promotion committees and campus deans. This review includes an examination of decisions to determine consistency with the criteria published in the Manual.*

**WELFARE AND GRIEVANCE COMMITTEE**

Membership: Elected by faculty; Vice-Chair of the faculty is the chairperson.

Purpose: *The Local Welfare and Grievance Committee considers grievances brought before the committee by members of the USCL faculty. If a grievance is determined to exist, the committee attempts to resolve the matter through mediation or other appropriate action.*