UNIVERSITY OF South Carolina UNION

A Regional Palmetto College

LOCAL PROCEDURES
AND GUIDELINES
FOR FACULTY

Last Revision: April 26, 2024

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PREAMBLE

The Local Procedures and Guidelines for the Faculty of the University of South Carolina Union (hereafter referred to as USCU) sets forth the institution's policies and procedures regarding the faculty, their rights and their responsibilities.

These Procedures and Guidelines are supplementary to *The Palmetto College Campuses Faculty Manual* (formerly the Regional Campuses Faculty Manual and referred to below as PCCFM) and *The USC Policies and Procedures Manual*. It documents heretofore unwritten policies and current practice of the USC Union faculty and administration and is revised and updated as needed by order of the USC Union Faculty Organization. Suggestions from faculty for improvement of future editions of the Procedures and Guidelines are encouraged.

INSTITUTIONAL MISSION

USC Union Mission Statement, Approved October 13, 2023 by the Board of Trustees

The Union regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Union has as its mission to provide higher education and intellectual leadership for its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. The Union regional Palmetto College campus offers varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life.

The Union regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate- level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The original design of the institution incorporated a flexibility that has allowed changes in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Union regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes noncredit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Union regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal,

and global responsibilities, Union promotes courses, activities, and attitudes which influence the life of the mind in men and women and instill in them a thirst to continue learning throughout life.

The Union regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

University of South Carolina System Mission Statement, Approved October 13, 2023 by the Board of Trustees.
The primary mission of the University of South Carolina System is to provide outstanding education, research, creative activity, community engagement, and service that drives community and economic impact for benefit of the state, nation, and world. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).
The University of South Carolina System offers degree programs at the associate, bachelor, master, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.
The University of South Carolina System confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, giving the system a profound relevance, reach, and impact on the people of the state. Through engagement in nationally and internationally recognized research, scholarship, service, and artistic creation, the University of South Carolina System imbues its students with the hallmarks of the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world.

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 committees listed in Section 1 and Section 2 of Article VII of this document provided they are voting members of FO. 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. Reviews scholarship applications and makes decisions about awards.
2. Awards the annual Commencement Speaker scholarship, scholarships for summer study, and scholarships for academic year.

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.

Access, Opportunity, and Engagement (AOE) Committee

The Access, Opportunity, and Engagement Committee at USC 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, one faculty member, and one nursing faculty/staff 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.

TEACHING AWARD GUIDELINES

Distinguished Teacher of the Year

The Distinguished Teacher of the Year Award, intended to be an annual award, recognizes and rewards one USC Union full-time faculty member who demonstrates instructional expertise, creativity and innovation in their classrooms, who make learning engaging, vibrant, and relevant for students; and whose work and accomplishments set a standard of excellence for all faculty in the opinion of their students and their peers. This $500 honorarium is voted on by USC Union and USC Union at Laurens location students, faculty, and staff.

Eligibility: The following eligibility requirements must each be met:
1. Eligible candidates may be from any discipline and must hold a full-time teaching position. Full-time faculty members are those who have the classification of "Assistant Professor," "Associate Professor," "Professor," "Instructor," or "Senior Instructor" with instructional responsibilities. Eligibility can be verified with Human Resources.
2. Eligible candidates must have taught at USC Union for a minimum of two semesters.
3. The previous year's award recipient is ineligible to be nominated again for a period of one year. During the year following an individual's award, he or she will serve on the selection committee as chair.

Recognition: The award will carry the following recognition:
1. The winner shall receive a $500 award and a framed, matted certificate.
2. The 1st runner up receives $250.
3. The 2nd runner-up receives $250.

Selection Committee:

The selection committee will be composed of the previous year's winner for Distinguished Teacher of the Year, who will serve as the committee chair, three students (one freshman, one sophomore, and one non-traditional student; each must have a minimum GPA of 2.5), and two additional faculty members.

Procedures and Deadlines:
- By the first Friday in February, the Chair will have formed the selection committee and informed Academic Affairs of voting logistics so that ballots can be prepared.
- By the second Friday in February, the selection committee will have publicized voting dates, times, and location campus-wide in Union and Laurens and recruit faculty, staff, and students to assist with the voting table.
- By the third Friday in February, voting in Union and Laurens must be completed.
- By the first Friday in March, the selection committee will have decided on the recipients of these awards informed Academic Affairs, and upon getting approval by administration, shall then inform the winners and publicize the information campus-wide in Union and Laurens.

Voting Process:
The selection committee will be responsible for ensuring ballots are prepared, recruiting volunteers for the voting table, and counting ballots. For two days prior to the first Friday in February, a voting table will be set up on the first floor of the Academic Affairs building and in the common area at the Laurens location where students, faculty, and staff can cast their vote on the ballot form. Voting table volunteers will ensure that only one ballot is cast per voter by marking out their name on the campus-wide roster that will be provided by Academic Affairs.

Selection of Awardee:
Once voting has concluded, the selection committee will meet to count the ballots. The selection committee will choose three finalists based on the first, second, and third number of highest votes received. Of those three finalists, the committee will choose one winner. The selection committee may take the following into consideration when choosing a winner:
- The number of votes that the candidate received
- The number of classes taught in the previous academic year
- The number of students taught in the previous academic year
- Comments on voting ballots
- Course evaluations
- Peer reviews
- Campus extracurricular activity

Based on these factors, the Selection Committee makes a recommendation to the Associate Dean of Academic Affairs. If approved, the Chair of the Selection Committee will inform Academic Affairs and will notify through email all faculty and staff of the winner and runners-up. The awardee will be officially recognized during the Awards Day Program.

Part-Time Faculty Teaching Excellence Award

To encourage continued excellence in teaching, USC Union selects its most outstanding part-time faculty member and honors him or her with the Part-Time Faculty Teaching Excellence Award. Part-time instructors are valuable members of the USC Union community and this $250 honorarium is intended to annually recognize one part-time faculty member who demonstrates extraordinary success in fostering student learning and is thereby enhancing the collective learning environment at USC Union in the opinion of their students and their peers. This award is voted on by USC Union and USC Union at Laurens Location students, faculty, and staff.

Eligibility: The following eligibility requirements must each be met:
1. Eligible candidates may be from any discipline but must have part-time status. Part-time faculty members are those who have the classification of "Adjunct Instructor" with instructional responsibilities. Eligibility can be verified with Human Resources.
2. Eligible candidates must have taught at USC Union for a minimum of two semesters.
3. The previous year's award recipient is ineligible to be nominated again for a period of one year.

Recognition: The winner shall receive a $250 award and a framed, matted certificate.

NOTE: The selection committee will be the same as the one used for the Distinguished Teacher of the Year Award, including all voting and selection of awardee policies and procedures.

EVALUATION

Procedure for Evaluation of Administrators by Faculty

1. The Office of Human Resources is responsible for the administration of the electronic surveys.
2. All faculty and staff, both full-time and part-time, participate in this evaluation, with the exception of the deans who are being evaluated.
3. Review of the campus dean and others of assistant or associate dean rank should be completed by May 8 of each academic year.
4. Every effort will be made to ensure anonymity.

Faculty Evaluation Flowchart

The full-time faculty at USC Union are evaluated each semester by students, annually by the Associate Dean, by a Peer Review Committee on a regular rotation, and, in the case of tenured faculty, by a Post-Tenure Review Committee every six years. It is the intention of the Faculty Organization that the administrative, peer, and post-tenure evaluations be equivalent, parallel, and independent processes. The following chart shows how these evaluations are used in our faculty reward system and our faculty development system.

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┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│  Peer Review/Post-  │   │       Student       │   │    Administrative   │
│    Tenure Review     │   │                     │   │                     │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘

┌─────────────────────┐   ┌─────────────────────┐   ┌─────────────────────┐
│   Class Visitation  │   │  Class Evaluation   │───│     Professional    │
│   Other Information │   │        Form         │   │   Activities Report │
└─────────────────────┘   └─────────────────────┘   └─────────────────────┘
           │                                                    │
           ▼                                                    ▼
┌─────────────────────┐                            ┌─────────────────────┐
│  Reviewer Completes │                            │  Discussion with and│
│  Peer Evaluation    │                            │    Completion of    │
│  form and sends it  │                            │   administrative    │
│  to the Instructor  │                            │  summary form with  │
│  and Associate Dean │                            │  Associate Dean of  │
│  of Academic        │                            │  Academic Affairs.  │
│  Affiars.           │                            │                     │
└─────────────────────┘                            └─────────────────────┘

                        ┌─────────────────────┐
                        │    Discussion of    │
                        │   evaluation with   │
                        │  Associate Dean of  │
                        │   Academic Affairs  │
                        └─────────────────────┘
                                  │
                                  ▼
                        ┌─────────────────────┐
                        │  The T & P Committee│
                        │     will form a     │
                        │  development plan if│
                        │      necessary      │
                        └─────────────────────┘
                                  │
                                  ▼
                        ┌─────────────────────┐
                        │  All information is │
                        │    considered by    │
                        │  administration in  │
                        │     determining     │
                        │     compensation    │
                        └─────────────────────┘
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USC Palmetto College, Union Campus
Faculty Information Form, 20XX

This information will be used to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, including a University mandated administrative review. The form should be completed and returned to <u>Dr. Majdouline Aziz</u>. Information included in the Scholarship and Service (but *not* Teaching) sections may be pulled and compiled for campus and Palmetto College reporting purposes, unless requested otherwise in writing by the faculty member. This form is distributed to all full-time faculty members by November 30, 20XX, and completed by January 31, 20XX.

Name of faculty member:

_____

Academic discipline(s) of faculty member:

_____

Please select the one category most appropriate for your faculty status:
- ☐ Tenure-track / tenured / visiting faculty.
- ☐ Tenure-track faculty undergoing first year review.
- ☐ Tenure-track faculty undergoing third year review.
- ☐ Tenured faculty undergoing post-tenure review.
- ☐ Full-time instructor.

PROFESSIONAL ACTIVITIES   **JANUARY – DECEMBER 20XX**

Please include information for the period noted. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Palmetto College Faculty Manual*.

Teaching Effectiveness: Indicate your teaching load/schedule for fall and spring terms; include number of preparations, number of new courses and any additional information that you think would be helpful in evaluating your teaching.

Scholarship: Include such items as publications, creative activities, grant proposals (written and/or funded), presentations of papers to professional organizations, consultations, professional workshops, additional study, and any additional information that you think would be helpful in evaluating your scholarship.

Service: Include such items as academic advising, committee responsibilities, club sponsorships, attendance at university functions, development and organization of programs, presentations of lectures, workshops, programs, to community groups, clubs, various associations off campus, service to community organizations, and any additional information that you think would be helpful in evaluating your service.

Support: Do you expect to make any changes in your professional activities? If so, what support would these changes require?

Optional Personal Statement: Please include anything that you would like to add to what has been covered by the form.

Signature: _____   Date: _____

Faculty Name: _____

INDIVIDUAL RESEARCH, SCHOLARLY ACTIVITY, AND SERVICE REPORT FOR CALENDAR YEAR 20XX

Activities from January 1, 20XX, through December 31, 20XX

Part 1: Number - Production

Please place the number of each activity, as appropriate, and tally the total for each category.

Publications	
Books/Monographs	
Edited Collections	
Textbooks	
Peer-Reviewed Articles/Chapters	
Books/Articles/Chapters	
Book Reviews	
Abstracts	
Encyclopedia entries	
Total	

Presentations	
National/International	
Regional	
State	
Local	
Guest Lectures	
Total	

Creative Work*	
Total	

Grants	
Submitted, not funded	
Funded – Aspire (USC)	
Funded – Magellan (USC)	
Funded – PURE (USC)	
Funded – RISE (USC)	
Funded – Teaching/Instructional (PC)	
Funded – Teaching/Instructional (USC)	
Funded – Other (USC)	
Funded – Non-USC	
Grants currently under consideration	
Grants reviewed	
Total	

Other Scholarly Activity	
Reviewer and Evaluation of Work**	
Scholarly Journal Editor	
Professional Consultations	

Media Consults/Appearances	
Total	

Awards	
PC Campus	
Duffy (Teaching)	
Plyler (Service)	
Shaw (Scholarship)	
Dalton	
Other USC	
Other non-USC	
Total	

Mentoring of Students	
ASPIRE	
Magellan	
Stem	
PURE	
RISE	
USC CIEL	
Other USC	
Other non-USC	
Total	

Mentoring of Professionals	
Total	

*Creative work includes film screenings, plays performed, curated exhibits, works accepted into juried art exhibits, and poetry publications and performances. (Provide specifics below.)
**Reviewer work include faculty service on advisory boards and conference program evaluation committees, in providing manuscript reviews, and academic program evaluation, in addition to manuscript reviews for journals. (Explain below.)

Part II: Details - Production Lists
Publications (Please list publications by type per chart above, using any of the bibliographical formats typically accepted in academic circles. Include authors, year of publication, article title, journal title, volume of journal, issue number, page range, DOI or URL).

Conference Presentations (Please list conferences by type per chart above, using any of the bibliographical formats typically accepted in academic circles. Include presenter names, date of conference, title of presentation, title of conference, location).

Creative Work (Please list /describe exhibits, etc., using any of the bibliographical formats typically accepted in academic circles with all pertinent information).

Grants (Please use any of the bibliographical formats typically accepted in academic circles. List by type, providing information regarding date submitted, date awarded, amount, purpose, etc.)

Other Scholarly Activity (Please list—and describe/explain, as necessary)

Awards (Please list awards by type per chart above)

Mentoring of Students (Please list/describe student mentoring activities)

Mentoring of Professionals (Please list/describe professional mentoring activities)

Part III: Chart for Service Activities: Please use the table below to list all service activities, including a brief description of each activity. Add additional rows if needed.

Activity	Brief Description of Activity

Peer Evaluation of Faculty

Objective:
   To uphold The University of South Carolina Union's commitment to assess the performance of the faculty, and to provide feedback for the professor and University to use for development and evaluation.

Peer Review Guidelines and Procedures:

Heretofore, third-year review files, along with tenure and promotion files, have served as peer review for the years these files are submitted. With these exceptions, a classroom visitation has served as annual peer review. To be compliant with the PCC Faculty Manual, the Peer Review Committee will use the following:

All full-time faculty (instructors, tenure track, and tenured) can request a classroom visitation, but this way of conducting peer review as a formal process will be eliminated. The new Faculty Information Form (FIF) used for the annual administrative review will now be used for both peer and administrative reviews. In this way, full-time faculty can be peer reviewed on both teaching and service, along with (if applicable) scholarship. The completed FIF will be submitted to the administration, and then the administration will forward the FIF to the appropriate review committee for an independent evaluation.

Instructors will be peer reviewed by the Peer Review Committee in their first year and then in their third year, and every three years afterward. An evaluation form appropriate to instructors will be used, focusing on teaching and service, both contractual responsibilities, and (if applicable) scholarship. FIFs for each of the three years will be used in the evaluation. The evaluation will be completed by the Peer Review Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective instructor and the Academic Dean will receive a copy of the evaluation.

Tenure-track faculty will be peer reviewed by the Tenure and Promotion Committee (constituted by tenured faculty members) every year during the probationary period. Evaluation forms will be the same as used in the annual administration review. The evaluation will be completed by the Tenure and Promotion Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective professor and the Academic Dean will receive a copy of the evaluation. The third-year file and the tenure and promotion file will count as peer review for the years these files are submitted.

In accordance with the PCC Faculty Manual, tenured faculty will be peer reviewed every three years by the Tenure and Promotion Committee, with a post-tenure review every sixth year, which will serve as peer review for that year. FIFs for each of the three years will be used in the standard peer review. The peer review will be completed by the Tenure and Promotion Committee as a whole. Relevant remarks by individual committee members will remain anonymous. Both the respective professor and the Academic Dean will receive a copy of the completed peer review. In accordance with the PCC Faculty Manual, evaluation forms will simply use the categories, satisfactory or unsatisfactory.

Content to be evaluated for post-tenure review is included in the USC Union Faculty Handbook but includes FIFs and Annual Administrative Reviews for each of the six years, along with summaries of teaching evaluations for this period. Evaluation forms for post-tenure review will also use the categories satisfactory or unsatisfactory. However, parallel to the tenure and promotion process, both the Tenure and Promotion Committee and the Campus Dean will be involved in the post-tenure review. Members of the Tenure and Promotion Committee will send their completed evaluation forms to the Campus Dean, who will then summarize the committee findings and add any remarks from the administration. Completed evaluation forms by individual members of the Tenure and Promotion Committee will remain anonymous.

Since service and scholarship are not contractual responsibilities for adjuncts, and since adjuncts are not required to submit a Faculty Information Form, they will continue to be reviewed by a classroom visitation for face-to-face classes and by an evaluation tailored for a virtual format for online classes. The review will take place in either of their first two semesters and then, as the administration deems necessary, given student evaluations, student testimony, and so forth. All full-time faculty members will participate in reviewing adjuncts.

(A detailed proposal from the PC administration will be submitted to the Faculty Senate in the near future to deal with tenured faculty members who receive an "unsatisfactory" assessment on the local campus. This proposal would be followed across the Palmetto College Campuses, so we will incorporate this new procedure into our faculty handbook.)

USC Union Peer Evaluation of Faculty Classroom Visitation Form

Instructor _____ **Date of visit**_____

Course_____**Time review began**_____ **Time review ended**_____

To complete The University of South Carolina Union's process for faculty peer review, please use this form and scale below to provide feedback for evaluation, development, and tenure files (where applicable). The assessment should be completed while considering overall professionalism of the instructor's demeanor and classroom management. One must take into consideration that each subject has a different set of objectives and teaching styles may vary. While considering the aforementioned, are the objectives being met in an effective manner?

More than satisfactory   Instructor exceeded expectations
Satisfactory   Instructor met all expectations
Less than satisfactory   Instructor did not meet all expectations

	NOT APPLICABLE	LESS THAN SATISFACTORY	SATISFACTORY	MORE THAN SATISFACTORY
a. Instructor is organized and prepared.				
b. Instructor demonstrates clear knowledge of the subject matter.				
c. Instructor explains material clearly and at the proper course level.				
d. Instructor stimulates thought and interest while involving the class through questions, presentations and/or other activities.				
e. Instructor effectively controls the pace of the class.				
f. Instructor shows enthusiasm for the subject.				

Please use the space below (and any additional pages) to expand on the overall classroom experience and to comment on the above results:

PEER EVALUATION OF FACULTY
ONLINE COURSE FORM

Instructor _____   **Date of Visit**_____

Course _____

To complete The University of South Carolina Union's process for faculty peer review, please use this form and scale below to provide feedback for evaluation, development, and tenure files (where applicable). The assessment should be completed while considering overall professionalism of the instructor's demeanor and classroom management. One must take into consideration that each subject has a different set of objectives and teaching styles may vary. While considering the aforementioned, are the objectives being met in an effective manner?

More than satisfactory   Instructor exceeded expectations
Satisfactory   Instructor met all expectations
Less than satisfactory   Instructor did not meet all expectations

	Not Applicable	Less than Satisfactory	Satisfactory	More than Satisfactory
A. The instructions clearly explain course navigation, expectations, and relevant course policies.				
B. Learning objectives or competencies describe measurable outcomes and are related to activities and assessments.				
C. Assessments measure learning objectives or competencies and are varied and suited to the level of the course.				
D. The course grading policy is clearly stated. The criteria for evaluation of work are clearly explained with a commitment to return work in a timely manner and with opportunities for students to track their progress.				
E. The instructor uses a variety of instructional materials that contribute to the achievement of the stated learning objectives or competencies.				
F. Learning activities promote the achievement of the stated objectives or competencies and provide opportunities for interaction.				
G. The tools used in the course (e.g., simulations, flip grids, and blogs) support learning objectives or competencies and promote engagement and active learning.				

H. The course instructions articulate or link to technical support, accessibility policies and services, and academic support services and resources.			
I. Course design and navigation facilitates ease of use, readability, and accessibility.			

Please use the space below (and any additional pages) to expand on the overall classroom experience and to comment on the above results:

Post-Tenure Evaluation of Faculty

The procedures to implement this policy on the Union campus are as follows:
1. The Peer Review Committee will serve as the Post-Tenure Review Committee if there are sufficient members of the faculty at the required rank. Otherwise, a post-tenure review committee will be established under PCCFM guidelines.
2. The materials submitted and the timetable followed will be the same as for the peer evaluation process, with the exception that materials submitted should reflect the most recent six years' activity.
3. Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review which includes at least three and no more than five (5) peers outside of the faculty member's department or division (Though post tenure review is based on criteria established for tenure and promotion, the process of evaluation need only establish satisfactory or unsatisfactory levels of performance and NOT the "highly effective" record as required for promotion to higher academic ranks.)
4. The tenured faculty member will submit the previous six (6) years of administrative annual reviews, the Academic Dean's administrative evaluations, summary of course evaluations, and any peer reviews conducted during the evaluation period to the committee. To contextualize the reviews, the faculty member will also turn in a narrative of no less than two-pages describing what the faculty member's contributions have been during the previous six years. Optionally, the tenured faculty member may also include supporting documents for the post-tenure review.
5. Refereed publications or other reviewed research/creative exercises may be considered as having been peer-reviewed outside the unit.
6. The committee will provide the faculty member with a form indicating overall "satisfactory," or "unsatisfactory."
7. If reviews for promotion (e.g., a tenured associate professor is reviewed for promotion to tenured full professor) fall within the appropriate time interval, they may constitute a post-tenure review. For full-time administrators with tenure and faculty rank and who report directly to the PCC Dean or directly to the PC Chancellor, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty responsibilities, the post-tenure review policy for these individuals will be in effect.

Outcomes of an Unsatisfactory Review

1. The USC Union Tenure and Promotion Committee shall serve as the local campus committee which will work with tenured faculty members who receive an overall rating of unsatisfactory at the administrative, peer, or post-tenure levels to develop a plan and timetable for correcting deficiencies within budgetary constraints, the local campus will provide reasonable fiscal support for implementation of such plans.

   If an untenured faculty member or adjunct receives an overall unsatisfactory rating at either administrative or peer review levels, and if notice of non-reappointment has not been given, then that faculty member or adjunct will participate with the Associate Dean for Academic and Student Affairs and the Campus Dean in a USC Union development plan.

2. A faculty member who does not agree with the results of performance evaluation at administrative, peer, or post-tenure levels and/or with the resulting recommendations or requirements for improvement may appeal that evaluation or recommendation to the Faculty Welfare Committee.

   The Faculty Welfare Committee will review all appropriate materials and make a recommendation to the Dean of the campus who will make the final decision.

USC Union Course Evaluation Policy

Each semester, we ask our students to evaluate the effectiveness of each course. We hope that an anonymous and unbiased evaluation will lead to improvements or to new ideas. This evaluation procedure was developed by the Faculty Organization as a formative exercise for the benefit of each individual instructor. The results of the evaluation are also collected by the Academic Dean and used in state performance evaluation, in administrative evaluations, and eventually in the establishment of salary merit raises.

A course evaluation will be conducted in each course in each major semester.

Evaluation packets containing instructions and evaluation forms will be distributed by the Office of Academic Affairs about mid-semester, but the individual instructor will retain the right to choose the date of distribution, up to the final full week of regular class meetings. Generally, evaluations should not be conducted on test days, and if they can be completed within the designated timeframe, then appropriate and timely follow-up can occur, and Columbia and state deadlines can be met.

In conducting the evaluation in face-to-face classes on the Union campus or at the Laurens location, a responsible student must be asked to be proctor, and the instructor must leave the classroom. The proctor will collect the completed forms and deliver them to the Office of Academic Affairs, either directly or through the library or the main office in Laurens. Academic Affairs will tally the responses and type the comments made. The results will be distributed to faculty after final grades have been turned in.

Each student must complete no more than one form for a given class. If a student is absent on evaluation day, he or she may get a form from the instructor or from the Academic Dean. Any student who wants more time to complete the form than the ten or fifteen minutes devoted in class may keep the form and deliver it personally to Academic Affairs, to a Laurens official, or to a locked box in the library.

For any class that is purely online (entirely through Blackboard, no face-to-face meetings), student course evaluations are distributed online directly to those students enrolled in those classes. Instructors should send messages and post announcements in those online course sites regarding these so that students watch for an evaluation link. The course evaluation link should be embedded in an email that gets sent to the student, and/or listed under the "My Course Evaluations" module on their Blackboard homepage. The links will be sent out starting at least a few weeks before the final week of classes, with intermittent reminders sent to them until they complete it. Instructors will receive an email if the response rate is below a certain threshold,

which is intended to help remind instructors to remind their students to do these. Online course evaluation links for the students will typically expire during the final week of classes. If instructors or students need any assistance regarding this process, contact Academic Affairs.

For all Palmetto College classes (either online or via beaming/two-way video), those course evaluations are all online, but are created and administered centrally from the Palmetto College offices in Columbia.

For any class that meets face-to-face offsite at one of the high schools for dual enrollment, those student course evaluations will be distributed online directly to the students enrolled in those classes. In these cases, it is possible that those students are not regularly using Blackboard and/or their student email, to which those messages will be sent. Instructors should touch base with their students ahead of time to see if this will be an issue. If so, and if assistance is needed in identifying how to access the course evaluation links, then contact Academic Affairs. One possibility, if students meet regularly in a classroom that has computers (or if they all have laptops/smart phones), would be to take some time during a class meeting to have them all login to Blackboard (or their student email) and follow those links under "My Course Evaluations" to complete the evaluation during that designated time. Academic Affairs will assist as necessary, but note that one of the biggest keys for the online evaluations is making those students aware of them and providing them with multiple reminders.

TRAVEL

Travel Request Form

Below is the link for the updated Palmetto College Travel Request Form. Please complete this form for all employee travel and submit to your supervisor for approval prior to traveling. After receiving approval, please forward the form to the Business Manager/Budget Director. Unauthorized travel may not be reimbursed and could become the personal responsibility of the traveler.

https://sc.edu/about/system_and_campuses/palmetto_college/internal/documents/facstaff/2017_form_pc_travel.pdf

International Travel with Students

Each year it is highly encouraged that a faculty member develops an international trip for students for the spring or summer terms. When there are multiple program proposals, the following is the recommended procedure for the FO to choose the sponsored program:

- At the last Spring meeting or First Fall meeting of the FO, interested faculty should present the travel plan to the FO in writing. During that time as much information as possible should be presented, including price of program, marketing plan, number of students expected to go, type of programs that could be offered (class offerings), overall budget.
- If there are multiple programs that are being offered, the members of the FO will have one week to look at the proposals and vote on which one makes as the "official" trip from Union.
- If multiple trips are being offered, preference would be given to a faculty member that hasn't been recently/ever. Assuming the trip gets enough students, it would be ideal to join forces to have a couple of professors go.

In regard to the funds dedicated to study abroad from the Commission for Higher Education, an application should be made, and the scholarship committee should review the applications in order to determine who qualifies for the money.

University of South Carolina Union Vehicle Policy

The following policy and procedures have been established in an effort to provide consistency in the management of our vehicles. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility and/or its users. The purpose of Vehicle Use Policy is to establish a fair process for the allocation of the University's owned vehicles to as many authorized drivers as possible and to monitor the use of vehicles used and owned by USC for University related activities.

1. Use of University vehicles for personal purposes is prohibited.
2. Drivers must have the appropriate state required class of license for the vehicle operated.
3. Requests for vehicles will be honored on a first-come, first-served basis. The Vehicle Manager

may use their discretion to ensure that no group or individual monopolizes the use of the vehicles. When scheduling conflicts arise, the Manager may request a final decision from the Campus Dean to resolve the conflict in schedules.

4. Only licensed drivers who have submitted the U.S.C. Vehicle Management Driver Record Form (TS-100) and have been approved by the University Fleet Administrator may drive any vehicle.

5. When possible, vehicle requests should be scheduled prior to the actual date of intended use.

6. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.

7. It is required that approved drivers sign out the key and the Usage Record form that can be located with the keys on the day of their scheduled use of the vehicles.

8. The approved driver should complete the Vehicle Usage Form before operating the vehicle. If there are any problems, the Vehicle Manager should be advised before the vehicle is used. Gas receipts must be maintained and returned to the Vehicle Manager's office.

9. The fuel tanks of the vehicles should have three-quarters of tank at all times. It is the driver's responsibility to return the vehicle with three-quarters of fuel in the tank.

10. Upon returning the vehicle, please remove trash and belongings from interior, and vacuum if it is dirty.

11. Report any maintenance needs and/or accidents/damage immediately to Vehicle Management. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Vehicle Manager). The manager can be reached at 864-466-8424 or 864-441-2108. The keys to all University vehicles are kept at 311 E. Main St.

12. Keys may not be removed and/or used without prior approval from the Vehicle Manager. Faculty, Staff and/or authorized drivers may not keep copies of the vehicle keys in their possession. All keys must be returned to the Vehicle Manager or placed in the drop box located in the USC Union Library immediately upon return or returned to Vehicle Manager.

13. All passengers must be seated and in their seat belts at all times while vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle. For example, if there are 8 seatbelts, there should only be 8 passengers.

14. The use of tobacco products of any type is prohibited at all times in any of the vans.

15. Drivers should refrain from use of their cell phones while operating the University vehicles.

16. The Campus Dean reserves the right to remove any driver from the approved driver list. Please treat the vehicles with respect while using them, and return them in a clean condition. Please be considerate to other users, who will be using the vehicles. Therefore, everyone's cooperation is needed to keep these vehicles in good shape.

I acknowledge that I have read the vehicle use policies and agree to follow them.

Approved By Campus Dean:
Dr. Randy Lowell   Date: 4/29

Use of Personal and Rental Vehicles

A brief description of the insurance issues surrounding rental cars/personal vehicle usage is as follows:

Use of Rented Automobiles by University Employees:

- Employees who rent vehicles on behalf of the University generally do not need to purchase the insurance offered by the rental company. The University's Automobile Policy will automatically cover the rental vehicle, as long as the person is an employee of the university and is operating under the scope of their job duties.

- The University's policy covers accidents or losses which occur in the United States, its territories or possessions, Puerto Rico or Canada. If you are traveling outside the coverage area, you will need to purchase the insurance offered by the rental company.

- Whenever a University employee rents a vehicle, they should sign the contract making a reference to their department, i.e. "USC Risk Management, John Doe".

- Coverage does not extend to students and other non-university personnel. Only university employees should drive rental cars rented on behalf of the university. If you have specific questions pertaining to non-university drivers, please contact Risk Management.

Use of Personal Vehicles for University Business:

- The University's Automobile Liability insurance policy only covers liability and does not cover damage to employee's personal vehicles.
- Liability coverage is secondary to the employee's personal automobile insurance. This means that if a University employee is involved in an accident while using their personal vehicle for university business, the claim would first be filed with employee's automobile insurance company. Any potential coverage from the University's insurance would occur after the claim had been resolved with the employee's insurance company.

NOTE: This is a basic overview of how the insurance coverage works, it is not all inclusive. If you have further questions, please contact USC Union Health and Safety at ext. 7000