

UNIVERSITY OF SOUTH CAROLINA
Regional Campuses Faculty Senate
USC SUMTER
Arts and Letters Building

Friday, November 16, 2007

Coffee..... 9:30 - 10:00 AM
Lecture Hall, Room #116

Morning Session10:00 - 10:30 AM
Lecture Hall, Room #116

Welcome

Guest SpeakerThe Honorable Phil P. Leventis
South Carolina Senate, District #35
Member of the Senate Finance Committee

Standing Committees10:30 - 12:30 PM

I. Rights and Responsibilities
Room #115 – Center for Oral Narration

II. Welfare
Room #122

III. System Affairs
Room #121

Executive Committee.....10:30 - 12:30 PM
Room #116 – Lecture Hall

Deans Meeting10:30 - 12:30 PM
Room #120

Luncheon.....12:30 - 1:30 PM
Banquet Hall

Afternoon Session..... 1:30 - 4:00 PM
Room #116

AGENDA

- I. Call To Order
- II. Correction/Approval of Minutes: September 28, 2007
USC Columbia, Columbia, SC
- III. Reports from University Officers
 - A. Dr. Chris P. Plyler, Vice Provost and Executive Dean
 - B. Regional Campus Deans
 - C. Assistant Vice Provost for Continuing Education Credit Programs
- IV. Reports from Standing Committees
 - A. Rights and Responsibilities – Professor Nancy Macdonald
 - B. Welfare - Professor Walt Collins
 - C. System Affairs - Professor Patrick Saucier
- V. Executive Committee - Professor Mary Hjelm
- VI. Reports from Special Committees
 - A. Committee on Libraries - Professor Bruce Nims
 - B. Committee on Curricula and Courses - Professor Robert Castleberry
 - C. Committee on Faculty Welfare - Professor Darris Hassell
 - D. Faculty-Board of Trustees Liaison Committee – Professor Teresa Smith
 - E. Regional Campuses Research and Productive Scholarship Committee – Professor Lisa Hammond
 - F. Regional Campuses Academic Advisory Council – Professor Teresa Smith
 - G. Other Committees
 1. Conflict of Interest Committee – Professor Noni Bohonak
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

**UNIVERSITY OF SOUTH CAROLINA
REGIONAL CAMPUSES FACULTY SENATE MEETING
NOVEMBER 16, 2007
USC Sumter, Arts and Letters Building**

Call to Order by RCFS President Terrie Smith (Sumter) at 10:00 am

MORNING SESSION

Welcome by Les Carpenter, Dean of the Sumter Regional Campus, and introduction of guest speaker The Honorable Phil L. Leventis, South Carolina Senate District #35, and member of the Senate Finance Committee.

The Honorable Mr. Leventis:

“The university is a wonderful place for students to situate their futures. I want to talk about where we and where we are going. The budget outlook is not good. The chairman of the budget committee spoke here in Sumter recently and admits that things do not look good. The rate of growth has slowed and he will be very conservative. Also there is a notion in Columbia that we have to cut taxes and that taxes are the issue rather than growth. Taxes should be investments in community and seek a return on the investment. We also must insist on accountability. They are not an “ill” but an investment and we should focus on how to better manage the investment in their communities. Government does matter and investing in a community through taxes is a wise thing. The Governor has discouraged the possibility of a bond bill and it would be difficult for those senators who signed “No Tax” agreements six years ago. So, how do we insure that we have the resources to provide for students?”

The currency of conversation has shifted to the right to the degree that people are saying things now that earlier would have embarrassed them to say aloud. More and more people are saying things that are frightening, such as less educational opportunity would be good, doing away with public schools would be good, charter schools with their teachers who are not certified is good. The Governor’s budget suggests that Salkehatchie be closed and let students drive to Charleston. Maybe it would be more cost-friendly to close the Citadel and College of Charleston and send those students to Salkehatchie.

Some people are trying to pass an amendment /constitutional cap on spending. I worry about things like that.

Where we are today—those in education and supporters of it—are in a fight for a share of the hearts and minds of the public but particularly in policy makers. People think public education is expendable; some think vouchers are a good idea. We address this by reminding them of the convention that we know it’s a good thing. I think “where two or more are gathered—one of which has to be a politician—invite policy makers to your institutions and invite them into the classrooms to see the good that is being done. They will come because they are offered a forum. Then, because they are busy, give them a topic to speak on and that will allow them to teach themselves the value of the institution.

They'll find out what is working and what isn't. Guide them to self-serving topics so they can be informed about recent happenings. What were the advances and what were the challenges? This will build a support base of policy makers who know about you, your institution, your students and their goals and ambition. This will ground them in reality instead of theoretical ills such as "tax relief".

We are fighting for the hearts and minds of the public in ways we haven't needed to since the end of WWII. We can join in with this one more tool which will better prepare our policy makers for important decisions rather than allowing them to make split second decisions without informed."

Questions

Chris Plyler (Regional Campuses) The senate meets four times a year, and we always have a guest speaker, usually a politician. Is there value in a regional campuses group including someone like you to try to help influence decisions made by politicians? --YES, you are the home team and you identify yourself as such. This catches the attention of policy makers, particularly if the influence is substantive. There are moves afoot to change education in SC—to offer four-year degrees through the technical colleges in technical areas. They do a good job but if they are more involved in things they shouldn't, then we would have to revisit the issue. Should "technical" be taken out of their names? Should "community" be used instead? Both were rejected by the senate.

Senate dismissed to committees

AFTERNOON SESSION

I. Call to order at 1:30PM

II Correction/Approval of the Minutes of 28 September 2007
Motion to approve passed.

III. REPORTS FROM UNIVERSITY OFFICERS

A. Chris P. Plyler, Vice Provost and Executive Dean

Legislative: There is a great deal of posturing for legislation which will be presented in the 2008 session but too early for specifics at this time.

University: We are preparing for mid-year budget reviews with the Provost and unit/campus heads across the division recently attended a seminar in anticipation of Blueprint for Quality Improvement Plans, which will be due next April. The 2007-08 plans will be particularly important since SACS generally looks that the three preceding years prior to its visit.

Revision of the undergraduate General Education curriculum continues to move cautiously forward. The academic year 2007-2008 will be the "Year of Public Feedback", and the General Education curriculum revision report summarizing the recommendation

of the faculty teams will be made available system-wide (electronically and in hard copy). Town Meetings will be held to receive faculty, staff, and student response. Electronic space will be set up to receive public response as well. Presentation of the report will be made at Faculty Senate meetings and at college and departmental faculty meetings (as invited). The Office of the Provost is investigating the possibility of inviting a nationally-recognized General Education scholar to campus to further involve the university community in this important revision process.

Just to remind you, the initial focus groups identified six preliminary areas for development:

- Effective and Persuasive Communication
- Effective Mathematical Reasoning and Problem-Solving
- Science and Technology Literacy
- Global Awareness and Multi cultural Understanding
- Values, Ethics, and Social Responsibility
- Life-Long Learning

For more information, please see www.sc.edu/generaleducation or contact Helen Doeringhaus, Associate Provost and Dean of Undergraduate Studies

USC's four new and revised family-friendly policies for faculty went into effect on August 16, 2007.

NEW & REVISED POLICIES:

[Extension of the Tenure Clock & Third Year Review \(Revised ACAF 1.05 and 1.31\)](#)

[Modified Duties Semester for Faculty \(New ACAF 1.60\)](#)

[Dual Career Accommodation Policy \(New ACAF 1.61\)](#)

[Other Family-Friendly Policies](#)

Center for Teaching Excellence Upcoming Events

January 10, 2008

[Writing Across the Curriculum Spring Colloquium](#)

10:00 - 11:30 a.m., Moore School of Business, Room 203,

February 22, 2008

[Power Lunch for New Tenure-Track Faculty](#)

(Regional Faculty Only) 12:00 p.m., Center for Teaching Excellence, Thomas Cooper Library Level 5, Room 511

FYI The Commission on Higher Education has asked that the Technical College System and USC regional campuses be requested to develop plans for both their systems and individual institutions to address increasing enrollments and degree completions in AA/AS programs, as well as transfer to four-year institutions for the AA/AS transfer programs.

...that State Technical College System and the USC regional campuses be requested to develop a cooperative and comprehensive statewide plan to offer non-duplicative, occupationally-related associate degree programs at USC-Lancaster, USC-Salkehatchie,

and USC-Union as work-force and economic development needs suggest would be appropriate.

The first of these bulleted recommendations is based upon the low percentage of South Carolina residents over 25 who hold a baccalaureate degree and the definitive relationship that the AA/AS has been shown to have for propelling people who are economically and geographically challenged to receive a baccalaureate.

What I have reported today are simply the highlights of many newsworthy events happening throughout the University. Please stay in touch with the division and Provost's web sites for updated information. Happy Thanksgiving!

Lisa Hammond spoke briefly at Dr. Plyler's request, about the Palmetto Programs' summer workshop on May 13-15. The workshop will help prepare you to teach in the smart classrooms. We are looking to recruit new faculty who want to improve skills and senior faculty who want to teach a class that most normally wouldn't be able to teach. Interested persons should contact their academic deans.

B. Regional Campus Deans

John Catalano, USC Lancaster

Students: The Fall 2007 enrollment is 1502 headcount and 1003 FTE. Enrollment is up over 25% in headcount and over 21% in FTE this semester compared to fall 2006. USCL now serves more students than USCB, at least in headcount. Ricky Walters, Athletic Director, is moving forward toward baseball, softball, tennis, and other teams in the near future. The Anderson Strickler LLC is conducting a student survey to determine the need for student housing on our campus.

Faculty: We now have approximately 55 fulltime faculty members. Last year's (Calendar 2006) faculty scholarship included 12 External Grants (including 2 NSF's) – totaling over \$1,500,000, 15 National Presentations, 15 published articles, 2 books, & art shown in 8 Juried Art Exhibits. Dr. Cox and I received suggestions from the faculty and division chairs concerning faculty search priorities for the coming year. We will search for 8 new tenure track faculty next year as well as hire 4 new instructors.

Facilities: HH will be closed next summer for a \$1,240,000 HVAC and lighting upgrade based upon SC DOE recommendations. We are making progress in legal mediation that should result in substantial Bradley repairs. Unfortunately no repairs, cosmetic or otherwise, may be started until both sides have agreed on a settlement. The new parking lot should have at least 150 spaces and will be ready for Fall 2008. The biggest facilities concern is that we are quickly running out of classroom space, office space, and storage space. At USCL we have always operated on the principle that every student capable of doing college level work should receive admission. That won't be possible if we were to have a couple more years of the kind of growth we are currently experiencing. We are investigating the possibility of an institutional bond to build another classroom building,

but when you are operating a campus with nearly a \$1 Million a year of one-time money, and students are paying tuition with lottery money that is not guaranteed to continue, that is a little scary.

Safety & Security: The security and safety study by Graham Consulting is complete. It is part of an effort to upgrade overall safety and emergency response. Plans are underway to implement Mr. Graham's suggestions.

Planning: A major long-range strategic planning process is underway for the first time since 1987. The first complete facilities master plan is underway since 1978. Our 50th anniversary campaign will begin later this fall, with a major kickoff sometime in February.

Community: Approximately 300 outside events were held on campus last year alone. The second season of Bundy Performing Arts Series is going well. Planning for the 3rd season is already underway. The Catawba Festival held at USCL this month was a big success with approximately 750 visitors on campus. I gave the Lancaster County Council an update on the campus last month that was well received.

Financial: Since I've been Dean, the state of SC has gone from paying 66% of our operations to 43% this year (and that includes \$800,000 one-time money this year). USCL during that time has gone from total revenues (appropriation, tuition, and LC millage) of \$8300 per student to under \$7500 per student. There are economies of scale that help but remember that technology costs, salaries, utilities, infrastructure & maintenance costs never seem to go down. Until the state returns to a funding structure that rewards campuses for enrollment increases, USCL will be strapped financially. The inequities can be summed up best by comparing our campus to the Sumter campus. We have 144 more FTE this fall than USC Sumter but their appropriation is \$832,000 more than ours. We are funded at \$1.5 million below the Mission Resource Requirement (MRR) and that includes one-time money and does not reflect this year's enrollment increases.

Ann Carmichael, USC Salkehatchie

Official Fall 2007 enrollment figures indicate that USC Salkehatchie has an increase in both headcount and FTE this term. Headcount increased to 909 students (a 2.94% increase over last fall) and FTE increased to 598 (a 13.11% increase over last fall).

USC Salkehatchie women's soccer player Brandy Hayes was named 1st team all-region in NJCAA Region X women's soccer while Jordan Vido and Hannah Epstein were named to 2nd team all-region. Men's soccer players, Brian McDonald and Daniel Day were named to the 2nd team all-region squad. Men's basketball had their season opener at home on November 6. Although they did not win, the players gave a valiant effort.

Representatives from the Commission on Higher Education Finance and Facilities Committee visited both Salkehatchie campuses on November 8th.

Dr. Peter Bailey, noted historian, consultant and editor, was the guest speaker for the second annual Frank Solomon lecture series held on November 4. This lecture was coordinated by Professor Arthur Mitchell. Dr. Bailey gave an excellent presentation regarding his relationship with Malcolm X and Allendale native Mr. Solomon and their influence.

In terms of productive scholarship for the previous academic year, USC Salkehatchie faculty published two books, eleven articles (nine of which were peer-reviewed), twelve book chapters, and made seven conference presentations. Several faculty also reviewed manuscripts and book proposals. To put these accomplishments in perspective, there are only 19 full-time faculty employed at USC Salkehatchie.

Les Carpenter, USC Sumter

Since my last report to the Regional Campuses Faculty Senate on September 28, 2007, there have been a number of notable events and activities at USC Sumter.

Human Resources: Two new tenure-track faculty positions, one in Spanish and one in Mathematics, were recently approved and searches are underway to fill these positions for the 2008-09 year. Two new staff positions, head coaches for men's soccer and women's soccer, were recently approved and searches are underway to fill these positions for the 2008 Spring Semester. The Director of USC Sumter's Opportunity Scholars Program, Mr. Mac McLeod, recently retired; an admissions counselor, Ms. Quiana' Anderson, recently resigned to accept a similar position on the Columbia campus; a trades specialist in the Maintenance Department, Mr. Jim McGuire, recently resigned to accept a position with a local manufacturer; and a building custodial position in the Maintenance Department was recently vacated. Searches are underway to fill these six vacant staff positions. Since the inception of the TERI program, 27 USC Sumter employees have opted into the program. Of those 27, 18 have already retired; two are scheduled to retire before the end of FY 08, four in FY 09, one in FY 11, and two in FY 12.

Student Enrollments: Final official enrollment figures at USC Sumter for the 2007 Fall Semester indicate a 7.90% headcount enrollment increase compared to last year, and a 15.75% FTE enrollment increase compared to last year. This fall, USC Sumter is pleased to welcome student-athletes in men's baseball and women's softball, as well as PACE (Program for Accelerated College Education) dual/concurrent enrolled students from Sumter High School, Thomas Sumter Academy, Carolina Academy, Camden Military Academy, and Cardinal Newman High School. USC Sumter faculty and staff continue to work hard on initiatives intended to continue improvements in recruitment and retention of students.

Student Activities: After an absence of over 10 years, USC Sumter's student newspaper published its first issue in October under the new title *The Ant Hill*, with expert faculty advice from Mr. James Borton. A second issue is planned before the break between semesters. The SGA purchased 75 tickets to help students attend the 14th Annual Big Wednesday Celebration on 11/14/07, which includes the largest Carolina-Clemson combined

indoor tailgate party in South Carolina and is a major fund-raising event for the USC Sumter Alumni Association. As in past years, there was considerable student involvement in the annual "Turkey Bowling" competition recently held in the Student Union. On 11/6/07, a number of students participated in a Voter Registration project to encourage USC Sumter students to register and vote in the January 2008 South Carolina Presidential Primary Elections. On 10/19/07, over 150 students and donors participated in the campus' annual Scholarship Recognitions Luncheon to honor the donors of the scholarships as well as the scholarship recipients. A key feature of the Luncheon is the seating of the students with the donors of their scholarships.

Faculty and Staff Activities: On 9/28/07, during the annual Awards Recognition Luncheon, several faculty and staff were formally recognized for having received awards during the 2006-07 year. USC Sumter faculty continue to be successful in publishing their scholarship and pursuing grant opportunities. Faculty and staff also continue to be very active in service activities within the University System and the Sumter community.

Other: On 10/23/07, the Sumter Partnership of the USC Educational Foundation held its regular quarterly meeting at USC Sumter, and the Mid-Carolina Commission for Higher Education held its regular quarterly meeting at USC Sumter on 10/30/07. One of USC Sumter's standing institutional committees, the Recruitment and Retention Committee, was recently restructured to provide improved leadership and increased emphasis for a number of recruitment and retention initiatives. As recently announced, USC Sumter is the recipient of an exceptionally generous pledge of \$1,000,000 from Mr. Phil Edwards and the Williams-Brice-Edwards Family Trust. When completed, and pending approval by the Board of Trustees, this gift will result in the naming of USC Sumter's Administration Building as the Williams-Brice-Edwards Administration Building.

Hugh Rowland, USC Union

Grant Proposal – Received a grant from Workforce Investment Board for approximately \$120,000 for a seven-month period to start in December 2007. The grant will provide extra support to a portion of our existing students who are "skills deficient." If we are successful, we may qualify for a grant for budget year 2008-2009.

Strategic Planning and Assessment – Strategic Planning group has increased its faculty representation; the Faculty Organization officers have been invited to participate. Currently working on developing our plan for 2008 – 2013.

New Faculty Hires – We are initiating searches for two full-time faculty in foreign language (preferably Spanish) and chemistry/biology. Our intent is to attempt to hire tenure track faculty. Start date would be fall 2008.

We are considering creating a position to provide a greater degree of coordination and attention to Palmetto programs and the growing programs using our smart classroom. We plan to add a second smart classroom next summer.

Robotics Project – We are waiting to hear about the results of grant proposals that have been submitted by some of the key players to acquire funds to build the new building which will house the Robotics Center.

Nursing Project – Steady progress is continuing in our planning with the USC Upstate.

Student Activities – Beginning to review policies and procedures at other institutions in our system with respect to use of student activities funds and academic dishonesty. Will ask the Faculty Organization to undertake a study and to develop policies and guidelines to improve our current practices.

Sally Boyd, Continuing Education (report given by Kate Fritz)

Bob Hungerford will be retiring at the end of this semester. Dr. Chris Nesmith has accepted the offer to become Evening Program Director beginning in January. Dr. Nesmith will come to Continuing Education Credit Programs from USC Columbia's TRIO Programs, where he has been coordinator of the Ronald E. McNair Program and an English instructor in the Opportunity Scholars Program. He holds a PhD from USC, a master's from UNC Charlotte, and a BA from the University of Mississippi, all in English. While completing his doctorate he received awards for both scholarship and teaching.

A search is in progress for an assistant professor in humanities or social sciences to teach the three required courses for the BLS (Introduction to SC Studies, Internship, and Capstone). Interviews will be conducted soon after the Thanksgiving break and the plan is to offer the position before the end of the semester.

BLS students this fall semester have included 13 fully admitted and one pending appropriate GPA. Applications for spring semester are beginning to arrive. As you work with students on your campuses who are considering BLS, please remember that for applications to be considered for spring, they must be received in the CE Credit Programs office at least one week prior to the first day of classes. Applications received after that time will be considered for an effective admission date of summer 2008.

BLS's first semester as a reality has of course been rewarding—and interesting as well. Even though we tried to anticipate possible snags in advance, it's necessary to cycle through all the processes and procedures to identify and work out the kinks. Many thanks to all of you who spotted knots that needed to be untangled and let me know about them. Please continue to let me know about procedures that aren't working or could work better.

IV. REPORTS FROM STANDING COMMITTEES

Rights and Responsibilities: Nancy Macdonald (Sumter), Chair
Janet Hudson (Continuing Education)

Martha McKevlin (Salkehatchie)

Chris Judge (Lancaster)

Denise Shaw (Union)

Mark Coe (Lancaster)

Bruce Nims (Lancaster)

Four motions coming out of committee today, expect to be ruled substantive

1st motion related to termination of tenured faculty for medical reasons

2nd motion considering changes in external review policies

3rd motion for adding to the policies of research and ethical treatment of animal and human subjects

4th motion addressing with 3rd year view procedures

In February we will continue in our charges, especially about the issue of hiring librarians with or without faculty status. Timeline for files submitted for external review and begin to address PT review. We will also consider the construction of tenure and promotion files.

Welfare: Walt Collins (Lancaster), Chair

Nicol Augusté (visiting with our committee)

Jean-Luc Grosso (Sumter)

Michael Bacon (Sumter)

Tarsem Purewal (Salkehatchie)

Stephen Criswell (Lancaster)

Tenure and promotion workshop confirmed for 10:00-3:00 on Monday, May 12, 2008 at the Gressette Room, Harper College, USC, Columbia

Discussion of format/structure, panelists, hands-on session presenters/facilitators, etc, and other, logistics, handouts, etc...

Electronic Faculty Survey '07-'08—**Faculty Work Load**—discussion of questions to be included and format and timetable for survey; length of time estimated for completion, etc. The survey will appear in mid-spring semester.

Update/Status of salary information report

Tenure and Promotion File construction (page limit, details, etc...) was discussed and recommendations may be possible at February meeting.

Upcoming Spring events/meetings

Power Lunch, on Columbia campus for new faculty will be held on Friday, Feb. 22, 2008 at noon. Please encourage new faculty to attend.

System Affairs: Patrick Saucier (Continuing Education), Chair

Theresa Polenski (Lancaster)

Sarah Miller (Salkehatchie)
Annette Golonka (Lancaster)
Bettie Johnson (Lancaster)
Andrew Kunka (Sumter)
Todd Scarlet (Lancaster)
Mary Ellen Bellanca (Sumter)
Robert Castleberry (Sumter)
Avery Fouts (Union)
Becky Hillman (Sumter)

Nothing substantial to report, working on charge on student code of conduct specific to PP, and now faculty code of conduct

V. EXECUTIVE COMMITTEE: Mary Hjelm (Salkehatchie), Executive Committee Secretary

The Executive Committee met October 26 in Columbia.

- Dr. Plyler gave a report announcing administrative appointments and the spring meeting for new faculty to help prepare them for the T&P process. He discussed clarification of financial aid issues in the BLS program.
- Reports were given by the representatives from the regional campuses and the committee chairs.
- Meeting was adjourned at 3:30 pm

VI. REPORTS FROM SPECIAL COMMITTEES

A. Committee on Libraries: Bruce Nims (Lancaster) Committee has not yet met.

B. Committee on Curricula and Courses: Robert Castleberry (Sumter)

At its October meeting the Committee approved, among other things, the addition of Criminal Justice as an area of concentration within the Social and Behavioral Sciences option of Palmetto Programs and a new course, HIST 108 (Science and Technology in World History). These items went before the Faculty Senate for final approval November 7, but I cannot tell you the final disposition of those two items.

The Committee is meeting today, so I cannot give you this report in person. On the agenda are significant changes to the Anthropology and to the Criminal Justice curricula. I will be emailing the results of today's meeting to the contact people on each campus sometime early next week.

C. Committee on Faculty Welfare: Darris Hassell (Lancaster) No report

D. Faculty-Board of Trustees Liaison Committee: Teresa Smith (Sumter)

Committee met 10/9 and voted to approve honorary titles for professors and honorary degrees for those who have offered great service to the university. Also name changes for USC Aiken degrees.

E. Regional Campuses Research and Productive Scholarship Committee: Lisa Hammond (Lancaster)

Committee is organizing meeting for early spring 2008 and waiting for response to report of 06 and feedback. Will be meeting to discuss anticipated/rumored course reduction loads and will need to discuss awards of those reductions in workload.

F. Regional Campuses Academic Advisory Council: Teresa Smith (Sumter)—meeting on 11/30

G. Other Committees

1. Conflict of Interest Committee: Noni Bohonak (Lancaster)—no report

VII. UNFINISHED BUSINESS

none

VIII. NEW BUSINESS

Full text of the proposed policy manual changes in the following motions may be found in the attachments to the minutes.

1. Regarding termination of tenured faculty due to prolonged inability to perform duties required for the position that exceeds the maximum period of leave available for a disability as defined in the University Sick Leave policy. Limit of 6 months determined to be too little and request wording to read “prolonged inability to perform the requirements of the position that exceeds one academic year” in place of “maximum period.” (See attached pages from the Regional Campuses Faculty Manual concerning Termination of Tenured Faculty, handout labeled C-19, and Third Year Review.)

Motion: To change the language of point 4 of page C-8 of the Regional Campuses Faculty Manual concerning the termination of tenured faculty from "maximum period" forward, to "one academic year." Change will cause it to read: “Prolonged inability to perform the duties required for the position that exceeds **one academic year** of leave available for a disability as defined in the University Sick Leave policy.”

Bettie Johnson (Lancaster) Is one academic year 9 months.

Nancy Macdonald (Sumter) It depends on the individual contract, but probably 9 months.

Steve Bishoff (Sumter) Does the committee know the history of this issue?

Nancy Macdonald (Sumter) Basically this is a request from Legal Office to change. Does anyone know anything different?

Kate Fritz (Continuing Ed): What are the federal requirements in place now?

Nancy Macdonald (Sumter) 12 weeks, this change is more appropriate than the 195 days allowed by USC currently.

Motion judged as substantive change. Will be dealt with at next meeting.

2. Moves adoption of changes to the faculty manual concerning procedures for external review to clarify issue of grandfathering in of faculty hired under previous policies:
 - A. To insert “evaluations from external peer reviewers” to item 7 on page C19 of faculty manual” so people know where to place them in their files with regard to other insertions.
 - B. To omit the sentence “Each external reviewer should be a higher academic rank than the candidate for promotion” on item 2 on page C17 to allow for reviewers who are non-academic but of sufficient knowledge to review files.
 - C. Guarantees of confidentiality to reviewers.

Motion judged as substantive change. Will be dealt with at next meeting.

Andy Kunka (Sumter): this may be confusing for new faculty to know that promotion and tenure are one procedure. It sounds like external review is required or one but not there other. What about people who are going up for both?

Nancy Macdonald (Sumter) The process is applicable to those seeking promotion to full professor. It’s certainly feasible to entertain discussion about this in the next two months.

Lisa Hammond (Lancaster)—We understand that promotion goes up in current manual, those going up for both tenure and promotion go up under the manual they were hired under. This may not be a good idea to not allow this for those seeking promotion only.

Discussion: Mike Bacon (Sumter) Lisa Hammond (Lancaster), Danny Faulkner (Lancaster), Steve Bishoff (Sumter) Isn’t this policy already in place in the manual? I don’t think the manual says that. This is an understanding, not a procedure. Should be checked for what it really says to avoid lawsuits for breach of contract. What does Legal say about this?

3. Motion to make changes to the faculty manual concerning animal care and use and ethical treatment of human subjects with the language to be taken directly from the USC Columbia policies and procedures manual, as we don’t have a policy in our manual.

Danny Faulkner (Lancaster) Aren’t we already subject to the policies of USC? Why do we need to have this in our manual? The manual is the first place most people look for policies governing them.

Nancy Macdonald (Sumter) It’s a matter of clarification. Faculty need to know what policies govern their research.

Roberto Refinetti (Salkehatchie) If you put this in the faculty manual, then the manual has to change every time a change is made in policy. Perhaps putting this in the policy manual would be better.

Danny Faulkner (Lancaster) Yes, it would be better to suggest that if refer to it only.

Nancy Macdonald: Will refer this back to the committee for clarification of appropriate place to put this change.

Discussion: Steve Bishoff (Sumter) Can you also qualify what applies academically and not as a research project. Roberto Refinetti (Salkehatchie) If it is necessary for your class you can do it, up to a point. There must be a place to tell faculty to check for policy. Could it be put into the appendix for easy changes?

Will refer this motion back to the committee for clarification.

4. Motion to revise language regarding Third Year review policy. Many faculty trying to get files evaluated for tenure don't have enough faculty on their home campuses or colleagues elsewhere to give good feedback. Concern "due to the discretion of the faculty member" concerning whether or not they will send it off campus for evaluation. Wish to strengthen the feedback to the faculty by changing "may" to "will." Wish to change notion that reviewers must be of a higher academic rank to create options for non-academically ranked reviewers and strengthen feedback "a satisfactory report will include a written summary with suggestions for continued improvement for." Committee recommends adding stronger wording to keep disciplinary action in cases of unsatisfactory reviews on campus.

"Files. The file will be submitted to and reviewed by the local tenure and promotion committee. At the full discretion of the faculty member, the file may be submitted for additional review by either the Regional Campuses Tenure and Promotion Committee, or by the Vice Provost for System Affairs. The purpose of the file is to document the tenure-track faculty member's progress toward meeting the requirements for tenure by the penultimate year of the probationary period. The results of this review will be provided to the faculty member and forwarded to the local campus dean who will provide a written comprehensive evaluation of the faculty member's progress toward tenure and promotion. A report of marginal or unsatisfactory progress shall include a written summary of deficiencies and recommendations for correcting the deficiencies. A satisfactory report (may) will include a written summary, with recommendations for continuing progress toward tenure and promotion. Files that have been reviewed by either the Regional Campuses Tenure and Promotion Committee or by the Vice Provost for System Affairs will receive the same form of feedback. A satisfactory report on a third year review shall not be construed as assurance of success in the candidate's penultimate year. A rating of unsatisfactory progress by the local tenure and promotion committee may be cited as evidence in support of non reappointment."

Motion judged as substantive change. Will be dealt with at next meeting.

IX. ANNOUNCEMENTS

Todd Scarlett (Lancaster): USC Lancaster will be hosting a reception from 5:30 to 7:00 pm on 11/27 to celebrate the publication of Lisa Hammond's chapbook.

The RCFS Executive Committee will meet in Columbia on 2/8 in the Thornwell Annex.

The RCFS meeting will be held on 2/15 in Columbia.

X. ADJOURNMENT at 2:40

Addenda

See attached documents.

6/8/2007

before the candidate's file is to be considered by the campus tenure and promotion committee. This provision is to allow time for the compilation of information for the tenure and promotion file.

External Reviews

1. Each tenure track faculty member hired after June 28, 2007 [~~insert Board of Trustees' ratification date~~] applying for promotion and/or tenure will include at least three external reviews of their scholarly work, research and/or creative achievements. All faculty applying for promotion after June 28, 2007 are subject to this external review requirement.
2. While peer or peer-aspirant institutions may provide a pool of reviewers who understand the academic environment of the Regional Campuses, reviewers may also come from other academic institutions and appropriate non-academic sources. In order to demonstrate the reviewer's knowledge of the candidate's scholarship area, each review must include the reviewer's curriculum vitae. Each external reviewer should be a higher academic rank than the candidate for promotion.
3. External reviewers must come from beyond any of the campuses of the University of South Carolina and cannot include any employee of the University.
4. While objectivity is a desired trait for reviewers, prior association between the candidate and the reviewer may exist. No candidate should have a prior or present professional collaboration (student/postdoctoral student/advisor) with a reviewer.
5. The candidate working with his/her immediate supervisor (usually the chair) will compile a list of at least five potential reviewers with whom the candidate and chair are mutually satisfied. Two of the five reviewers will be selected by the candidate and one reviewer will be selected by the immediate supervisor (on behalf of the institution). The immediate supervisor will make initial contact with the potential reviewers to assure that they are willing to participate. All further contact with the reviewers will be through the Office of the Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education. The anonymity of the external reviewers must be upheld and shall not be compromised.
6. Each Regional Campus Faculty Organization will provide the Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education a campus description of that Regional Campus and the following information:
 - a. normal teaching load per semester
 - b. local funding and course relief for research and scholarship
 - c. description of facilities
 - d. availability of mentors or colleagues with similar interests
 - e. availability of students to participate in research and scholarship
7. The Office of the Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education will send each reviewer a letter requesting an evaluation based on the following enclosures:

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TERMINATION OF TENURED FACULTY

CAUSES

Termination or dismissal of a tenured member of the faculty shall be only for cause. Cause shall mean one or more of the following:

- 1. Failure to perform adequately the duties of the position so as to constitute incompetence and/or habitual neglect of duty including, but not limited to, failure to satisfy the conditions of the remediation process established as the result of a negative post tenure review;
- 2. Misconduct related directly and substantially to the fitness of the faculty member in his or her professional capacity as a teacher, researcher, or librarian;
- 3. Conduct or action not protected by the Constitution or laws and which is a clear interference with the academic functions of the University;
- 4. ~~Prolonged inability for medical reasons to perform the duties required for the position; termination of a tenured member of the faculty for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment;~~

Prolonged inability to perform the duties required for the position that exceeds the maximum period of leave available for a disability as defined in the University Sick Leave policy: <http://www.sc.edu/policies/hr106.html>.

- 5. Lapse or withdrawal of licensure to practice in the State of South Carolina; the loss of licensure in any professional area may also be considered as a cause for termination if the license is necessary for the performance of one's academic duties;
- 6. Bona fide reduction in staff, which may be caused by financial exigency or by discontinuance or reduction in size of a program or instructional unit for reasons not related to financial exigency.

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PROCEDURES

A. Termination For Failure To Perform Duties Due To Incompetence And/Or Habitual Neglect Of Duty; Termination For Conduct As Specified In 2 And 3 Above; Medical Reasons; Termination For Lapse Or Withdrawal of License.

- 1. Discussion with the President.

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- a. the candidate's promotion and/or tenure file
 - b. a copy of any primary supporting documentation, e.g. reprints of publications
 - c. the campus description from the local Faculty Organization
 - d. the criteria for promotion and tenure
 - e. deadlines and contacts as needed
 - f. validation that the review is confidential to the extent allowed by South Carolina law
8. The Office of the Vice Provost and Executive Dean for Regional Campuses and Continuing Education will provide the reviewers' comments and curriculum vitae for inclusion in the candidate's file before the initial campus review.

Files

- Each faculty member who wishes to be considered for tenure and/or promotion and all faculty members who have served the maximum probationary period must complete the Tenure and Promotion File Form provided to each campus by the Office of the Vice Provost for System Affairs and Executive Dean for Regional Campuses and Continuing Education. Subject to the conditions below, the completed Tenure and Promotion File Form, information requested by the tenure and promotion process and information selected by the applicant to support her or his application shall constitute a tenure and promotion file.
- A tenure and promotion file will be started at the time a faculty member is hired. This file will include hiring dates, rank, penultimate dates for tenure consideration and such review forms as dictated by campus and system policy. The file will be maintained in the office of the campus academic dean.
- The candidate bears primary responsibility for preparation of the file on which decisions will be based. Documents mandated by campus policy, such as peer review forms, administrative reviews, etc., will be delivered to the academic dean (by the originating authority) for placement in the candidate's file.
- Files normally should not exceed 25 typed pages excluding documents mandated by campus policy and materials added by the various levels of review. The candidate also may prepare a reference collection of documents (books, other publications, copies of grant proposals, student evaluations, etc.) which will not be duplicated but will accompany the tenure and promotion file through the various levels of review. The reference collection of materials will be returned to the candidate at the end of the review process.
- Each file and/or reference collection should contain the following items when relevant to the criteria and to the candidate under consideration:

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their instruction toward the fulfillment of these objectives and will insure that examinations will be consistent with these objectives. Instructional staff members are responsible for orienting the content of the courses they are assigned to teach to the course descriptions approved by the Faculty Senate or Graduate Faculty as published in the *University of South Carolina Bulletin*.

2. Instructional staff members are responsible for informing their students in writing of the methods to be employed in determining the final course grade and of any special requirements of attendance differing from the attendance policy of the University. At the request of the student, an instructor will make available information and/or an evaluation of the student's progress prior to the free drop date.
3. Graded examinations and papers will be provided to the student for inspection and discussion. Final examinations will be retained for one semester to provide the opportunity for review with the instructor, if the student so desires. Examinations will be graded promptly to make the examination a part of the student's learning experience.
4. All instructional staff members are to meet their classes regularly and at scheduled times. In case of illness or any other emergency, the instructor must notify the dean or department chair so that appropriate action may be taken.
5. All instructional staff are to schedule and post a reasonable number of office hours at mutually convenient times and be available to students by appointment.
6. Instructional staff members who are responsible for academic advising are to be available to students at specified hours during registration and throughout the academic year.
7. Instructional staff members shall refrain from engaging in romantic or sexual relations with students. ~~over whom they have academic or supervisory control.~~ <<<<<

NORMAL WORK SCHEDULE

The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment will be twelve hours per semester or its equivalent. Teaching assignments will be affected by the number of students in the classes, number of preparations, number of new preparations, amount of travel, night schedules, and other variables related to the satisfactory performance of teaching.

ACADEMIC FREEDOM

The University of South Carolina adheres in principle to the American Association of University Professors' "Statement of Academic Freedom." The University's policy shall be to defend

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shall be borne by the University and that any proceeds of litigations in excess of costs shall be shared equally by the parties.

Liability

The faculty members, students, or staff members responsible for the creation of University-sponsored educational, literary, and media materials shall obtain appropriate releases giving all necessary rights to the University from individuals prominently appearing in or giving support to the materials. Release forms are available from the University counsel, with whom all original releases shall be filed.

Before any external use is made of university-sponsored material, the faculty members, students, or staff members authoring or creating the material shall certify in writing to the University that, to the best of their knowledge, the material does not violate any existing copyright or other personal or property right of any legal or natural person. If this statement proves false because of misrepresentation or negligence, the faculty members, students, or staff members shall indemnify the University for all costs and expenses to which it has been subjected as a result of such representation.

In the event that other people allege violations of personal or property rights by the University, or by the faculty members, students, or staff members, or producers of University-sponsored educational and other literary materials, the University shall assume responsibility for defense of any litigation and for the satisfaction of any judgment rendered against the University, faculty members, students, or staff members. This provision is subject to conditions explained above.

V. Animal Care and Use (USC Policy and Procedures)

The University accepts an ethical and scientific responsibility to provide humanely for the welfare of all animals used in education and research at USC. The University recognizes that the public has a concern for the welfare and well-being of the animals, and that members of the university, representatives of the public such as media organizations, and individual citizens may desire to visit the animal holding facilities to observe animal care activities.

The Institutional Animal Care and Use Committee (IACUC) has oversight over the care and use of animals at the University. The IACUC membership includes at least one community member who is not affiliated with the university to represent the concerns and interests of the local community. It also will include among its members; a USC student, an animal care technologist, and a non-scientist. The IACUC reviews the animal care program and inspects the facilities semi-annually.

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Maintenance of an unlimited open door policy in the animal facilities is not compatible with good animal husbandry or research. Many animals are sensitive to changes in their daily routine; therefore, the presence of strangers may cause them distress and physiological stress. Research projects frequently require close control of variables. Changes in routine or unusual occurrences can cause changes in blood pressure, hormone levels and other parameters which may confuse research data. Most USC animals are bred and cared for under strict hygienic conditions to maintain their disease-free status. Visitors may inadvertently introduce bacteria or viruses into the animal facility which could compromise the disease-free state. Some animals may carry zoonotic organisms which may be dangerous to humans; therefore, access to these animals are strictly limited.

Areas used for biohazard containment area are not open to the public for safety reasons.

The University allows access to other animal facilities to responsible groups and individuals on a limited basis.

Procedure

Requests to visit the facilities should be submitted in writing to the USC Veterinarian or USC Media Relations or USC Campus Dean who will coordinate the request and visit.

To reduce potential stress to animals and disruption of activities, visits to the animal facilities will normally be scheduled in conjunction with semi-annual inspections by the IACUC, immediately preceding or following the IACUC. Group size may be limited and it may not be possible to honor all requests during one tour.

The University of South Carolina recognizes that the use of laboratory animals for teaching and research is fundamental to advances in biology and medicine. The momentum of discovery in the medical biological and behavioral sciences has steadily increased, and the application of this new knowledge has brought incalculable benefits to society. Laboratory animals have played an indispensable role in these advances, and for the foreseeable future will continue to be essential to the success of our research and training programs.

The University recognizes that laboratory animals are sentient creatures. Their use is a privilege accompanied by an ethical and legal obligation for their humane care and handling. Individuals whose work requires them to use animals in research or instruction must understand and be committed to fulfilling the legal and moral responsibilities of such use.

The University endorses the Principles for the

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Utilization and Care of Vertebrate Animals of the National Institutes of Health; has implemented the recommendations of The Guide for the Care and Use of Laboratory Animals (National Academy Press, 1996); and is complying, and will continue to comply, with the Animal Welfare Act and other applicable laws and regulations concerning the care and use of laboratory animals.

In accordance with the above, particular care is given to the following.

1. All animals used at USC are lawfully acquired.
2. All animals at USC will be treated humanely, properly fed and cared for, and their surroundings kept in a sanitary condition.
3. No vertebrate animals shall be used at USC for research or instruction without prior review and approval by procedures established by the Institutional Animal Care and Use Committee (IACUC). Information on IACUC procedures and policy may be obtained from Animal Resource Facilities (ARF). Protocol forms are available from ARF (<http://uscm.med.sc.edu/ARF/index.htm>).
4. Investigators preparing proposals will consider alternative methods which Replace, Refine, and/ or Reduce the use of animals. When animals are necessary, the animals selected for a procedure should be of an appropriate species and the minimum number required to obtain valid results.
5. Anesthetics and analgesics appropriate to the experimental design will be used to eliminate unnecessary pain or distress during scientific procedures. The post operative care of animals shall be such as to minimize discomfort and pain.
6. Students using animals for their education in the advancement of science shall work under the direct supervision of an experienced teacher or investigator.
7. At the conclusion of the observations, if euthanasia is necessary, only methods approved by the Institutional Animal Care and Use Committee (IACUC) shall be used.
8. The IACUC, composed of experienced scientists, professional staff including a veterinarian trained in lab animal medicine, and at least one individual not affiliated with the University and representing community concerns, meets on a regular basis and reviews the policy pertaining to laboratory animal use at the University of South Carolina.

Procedure

Animal Resource Facilities, under the direction of a full-time veterinarian, is responsible for the administration and oversight of animal care at USC. It is the responsibility of the principal investigator to submit the required information to the IACUC. Requests for copies of the University's Assurance of Compliance with the United States Public Health Service Policy on Humane Care and Use of Laboratory Animals and any assistance should be

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directed to Animal Resource Facilities.

A. Under the Animal Welfare Act, the Institutional Animal Care and Use Committee (IACUC) is given the function of reviewing and investigating concerns involving animal care resulting from complaints by University personnel or the public. The IACUC is obligated to assess the validity of and to respond in an appropriate manner to claims of disregard for the welfare of laboratory animals. Any misuse of laboratory animals, whether intentional or unwitting, shall be addressed.

B. Charges of animal misuse can damage an individual's career, seriously hamper research progress, and create volatile public reaction. Therefore, charges must be handled in a professional and confidential manner. The least number of persons necessary should be involved at any stage of the procedure. Any inquiry or investigation must be handled promptly and expeditiously and with full attention to the rights of all individuals involved. Persons conducting the investigation must possess the special knowledge necessary to judge the situation but also must have no immediate personal interest in the case.

C. The IACUC is given responsibility for handling charges of animal misuse in an expedient, just, and appropriate manner, with regard for the protection of both the person(s) being accused and the person(s) submitting the allegations.

D. Persons making wrongful allegations of animal misuse with malicious or vengeful intent, or persons taking wrongful action against the accuser because of such allegations, are SUBJECT TO

DISCIPLINARY ACTIONS BY THE UNIVERSITY OF SOUTH CAROLINA.

II. Procedure

These procedures are designed to recognize the difficulty in determining the extent of animal misuse. The process of inquiry and investigation should be sufficiently flexible to be terminated when it becomes clear that charges are unjustified or that the issue can be resolved appropriately by other means.

A. Reporting Procedure

1. Any faculty member, student, staff member or other individual who suspects that animal misuse has occurred has an obligation to report, in writing, that suspicion to the veterinarian in charge of USC's animal facilities. Alternatively, reports should be made to the chairman or some other member of the USC IACUC. It is preferred that reports be made in writing and signed, but anonymous reports will be

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accepted and acted upon. Such reports will be afforded the strictest confidentiality.

The identity of the person making the report will not necessarily be concealed, since this person may be an important witness in an investigation.

3. Once an allegation has been made, the USC IACUC will act in a manner which protects the reputation and well-being of both the accused and the accuser.

B. Investigation

1. An investigation committee will be established by the IACUC chairman consisting of, at a minimum, the IACUC chairman or his/her designee, the USC veterinarian, and one IACUC member unaffiliated with the University. The investigation committee will make a preliminary review to a) exclude frivolous accusations and b) to determine the extent of alleged animal misuse.

2. The person accused of animal misuse must be given an opportunity to answer the charges at this time.

3. If necessary, appropriate measures should be instituted to eliminate immediately any ongoing animal misuse.

4. Any other persons with relevant information should be interviewed at this time.

5. If the IACUC investigation committee decides that there are no grounds for a charge of animal misuse and no further inquiry is necessary, a written report should be filed with the IACUC. A copy of the report will be kept in a permanent, confidential file in the Office of the Vice President for and with the Institutional Official (IO). The accuser and the accused will be notified of the outcome of the investigation.

The case is then considered closed.

6. If the IACUC investigation committee determines that animal misuse has occurred, a report to the full IACUC is mandatory.

7. Investigation of animal misuse allegations should be completed within 30 calendar days of the initial allegation.

8. In unusual circumstances where additional time is required to review the issues involved, the investigation committee shall keep a written record of the cause for delay. Any delay beyond 60 calendar days shall be reported to the Institutional Official.

C. Action by IACUC

1. In cases where animal misuse has occurred, the full IACUC committee will consider the report of the investigation committee to determine appropriate action. Consideration will be given to the following actions by IACUC:

a. Require appropriate training and corrective action

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prior to continued use of laboratory animals by the persons involved in animal misuse.

b. Halt all further acquisition and use of laboratory animals by persons involved in animal misuse.

c. Notification of the Associate Vice Provost for of the Institutional Official and the Office of Research Compliance when sponsoring agency funds are involved. This office will file additional reports to relevant sponsoring agencies as required.

d. If misuse is judged as willful and serious and where the intent of the misuse warrants, referral of case for consideration by the USC scientific misconduct process.

e. Rejection of investigation committee's determination that animal misuse has occurred.

2. A final report of committee action in each case will be kept in a permanent, confidential file with the IACUC and in the Office of the Associate Vice Provost for Sponsored Programs and Research with the Institutional Official. The accused and the accuser will be notified of the final IACUC decision.

Human Subjects Research Policy (USC Policy and Procedures)

I. Policy

The University adheres to all laws, regulations and ethical principles applicable to the protection of human subjects in research. All projects involving human subject research must be approved by the University's Institutional Review Board (IRB) or, in the case of exempt research, its designee.

II. Procedure

The principles and procedures guiding this policy are promulgated by the Office of Research Compliance (ORC) and are contained in the Policies and Procedures of the Institutional Review Board and the Investigator's Handbook.

The ORC is responsible for administering the University's program for protecting the rights of human research subjects. It is the responsibility of the principal investigator to submit all required information to the IRB. Requests for information, IRB application materials, and other assistance should be directed to ORC.

CONSULTANT ACTIVITIES

The candidate bears primary responsibility for preparation of the file on which decisions will be based. Documents mandated by campus policy, such as peer review forms, administrative reviews, etc., will be delivered to the academic dean (by the originating authority) for placement in the candidate's file.

Files normally should not exceed 25 typed pages excluding documents mandated by campus policy and materials added by the various levels of review. The candidate also may prepare a reference collection of documents (books, other publications, copies of grant proposals, student evaluations, etc.) which will not be duplicated but will accompany the tenure and promotion file through the various levels of review. The reference collection of materials will be returned to the candidate at the end of the review process.

• Each file and/or reference collection should contain the following items when relevant to the criteria and to the candidate under consideration:

Evaluations and/or evidence of effective teaching performance and/or service as a librarian (See Appendix VI);

Evidence of scholarship (See Appendix VI);

As appropriate, evidence of creativity or performance in the arts;

Evidence of professional growth and experience which may include workshops, seminars, consulting, additional coursework, participation in professional societies, participation in interdisciplinary education and research activities and the like;

Evidence of campus and University activities such as work on department, division, campus and university committees;

Evidence of community service especially if it relates to the candidate's discipline and reflects well on the university;

Experience at the University of South Carolina;

Relevant experience elsewhere;

External evaluations of a candidate's scholarly or creative achievements and other professional activities received by the candidate, department, division or campus.

- The file should be arranged in the following order:
(Each section may refer to materials in the reference collection)

1) Tenure and Promotion File Form

2) Candidate's Personal Statement

3) Evidence of Effective Teaching

4) Evidence of Scholarship

5) Evidence of Service

6) Other items

7) Addenda, committee ballots, letters from administrators evaluations from external peer reviewers, etc.

In preparing a file for tenure and promotion, it is the responsibility of the candidate to determine where he or she wishes to place an item as evidence, and to provide justification as to how the item constitutes evidence of either scholarship or service.

Apart from material added by the candidate, only materials from division chairs, associate deans

review).

Third Year Review

In the third year of appointment all untenured, tenure-track faculty will prepare a file according to the RCTP guidelines for tenure and promotion in effect at the time the faculty member entered the tenure track. The format for file preparation is found in the Tenure and Promotion Procedures for Regional Campuses:

Files. The file will be submitted to and reviewed by the local tenure and promotion committee. At the full discretion of the faculty member, the file may be submitted for additional review by either the Regional Campuses Tenure and Promotion Committee, or by the Vice Provost for System Affairs. The purpose of the file is to document the tenure-track faculty member's progress toward meeting the requirements for tenure by the penultimate year of the probationary period. The results of this review will be provided to the faculty member and forwarded to the local campus dean who will provide a written comprehensive evaluation of the faculty member's progress toward tenure and promotion. A report of marginal or unsatisfactory progress shall include a written summary of deficiencies and recommendations for correcting the deficiencies. A satisfactory report (may)will include a written summary, with recommendations for continuing progress toward tenure and promotion. Files that have been reviewed by either the Regional Campuses Tenure and Promotion Committee or by the Vice Provost for System Affairs will receive the same form of feedback. A satisfactory report on a third year review shall not be construed as assurance of success in the candidate's penultimate year. A rating of unsatisfactory progress may be cited as evidence in support of non-reappointment.

Post Tenure Review

1 Each campus will conduct an annual administrative evaluation of its faculty. The faculty member will be provided a written report of this performance evaluation. The basis for these evaluations is the criteria for tenure and promotion established by the faculty, approved by the administration and Board of Trustees, and published in the *Regional Campuses Faculty Manual*.

2 Tenure track faculty (tenured or untenured) will undergo peer evaluation on the local campus at least once every three years: the criteria for tenure and promotion will be used as a basis for this review. Written results of peer evaluation will be provided to the faculty member.

3 For full-time administrators with tenure and faculty rank and who report directly to the Dean of the University or directly to the Vice Provost and Executive Dean for Regional Campuses and Continuing Education, 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.

4 Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review which includes 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.)

5 When a tenured faculty member receives an overall rating of unsatisfactory, the file will be referred to a local campus committee which will work with the faculty member to develop a plan and time table for correcting deficiencies. Within budgetary constraints, the local campus will provide