

Faculty/Administration Manual Changes
Log from September 2012 – November 2013
Committee on By-laws and the *Faculty/Administration Manual*

Note: All references to “committee” refer to the Committee on By-laws and the *Faculty/Administration Manual*, and references to “FAM” refer to *Faculty/Administration Manual* unless otherwise indicated.

Section V.3.B.2.a. On adding two additional members (Provost or designee and Director of Continuing Education) to the Committee on Graduate Education, Continuing Education and Special Programs

- Motions were made by the committee in April 2012
- Referred back to the committee based on recent practice in applying Article VI, section 1 of the By-Laws. The committee decided to introduce all recommendations for revision together so that if the Senate approves the recommendations there can be a single ratification election
- Chair of the Committee introduced motions on March 12, 2013
- Voted on the “Composition of the Committee on Graduate Education, Continuing Education and Special Programs, adding two additional members (Provost or designee and Director of Continuing Education),” which were both approved without discussion on April 2, 2013
- Change FAM Section V.3.B.2.a.
 2. Committee on Graduate Education, Continuing Education and Special Programs
 - a. Composition: Five faculty members, at least one of whom is also a member of the Graduate faculty. ~~The Dean of the Graduate School is a non-voting ex-officio member of this committee. The Registrar is an ex-officio member. The Dean of the Graduate School, the Registrar, the Provost or designee, and the Director of the Center of Continuing Education and Professional development are non-voting ex-officio members.~~

Section V.2.B.3. On changing the composition and duties of the Committee on the By-Laws and the Faculty/Administration Manual

- Motions were made by the committee in April 2012
- Referred back to the committee based on recent practice in applying Article VI, section 1 of the By-Laws. The committee decided to introduce all recommendations for revision together so that if the Senate approves the recommendations there can be a single ratification election
- Chair of the Committee introduced motions on March 12, 2013
- Voted on the Motion to amend By-Laws V.2.B.3: Composition and Duties of the Committee on the By-Laws and Faculty Administration Manual, which was approved without discussion on April 2, 2013
- Change FAM Section V.2.B.3.
 3. Committee on the By-Laws and the Faculty/Administration Manual
 - a. Composition: Three faculty members. *Ex-officio* members are the Speaker of the Faculty, the Faculty Secretary, and the Provost (or Provost's designee). ~~and the Vice President for Legal Affairs. The Senior Vice President for Legal Affairs (or designee) is a non-voting, ex-officio member.~~ (Rev. April 2007)
 - b. Duties:

(1) To review any motions to amend the Faculty By-Laws and report to the Faculty Senate.

(1) (2) To ...[no change to remaining text]

(2) (3) To ...[no change to remaining text]

(3) (4) To ...[no change to remaining text]

(4) (5) To ...[no change to remaining text]

Section V.2.B.1.a. On adding one additional member (the Registrar or Registrar's designee) to the Academic Planning Committee

- Introduced motion on March 12, 2013
- Voted on the Motion to amend By-Laws V.2.B.1.a: Composition of the Academic Planning Committee, adding one additional member (the Registrar or Registrar's designee), which was approved without discussion on April 2, 2013
- Change to FAM Section V.2.B.1.a.
 1. Academic Planning Committee
 - a. Composition: Seven faculty members and one student. The Provost (*or Provost's designee*) and Registrar (*or Registrar's designee*) are a nonvoting ex-officio members.

Section V.2.A. On the membership of Senate committees

- Introduced motion on March 12, 2013
- Voted on the Motion to amend By-Laws V. 2. A: membership of Senate committees, which was approved on April 2, 2013
- Change to FAM Section V.2.A.
 - Section 2. Standing Senate Committees
 - A. Members of standing Senate committees are nominated by the Committee on Nominations and Elections at least 15 days prior to the April Senate meeting and are elected by the Senate during the April Senate meeting. At least one member of standing Senate Committees must be a Senator.

Section VI.1. Senate option for amendment introduction

- Introduced motion on March 12, 2013
- Voted on the Motion to amend By-Laws VI.1: Senate option for amendment introduction, which was approved without discussion on April 2, 2013
- Change to FAM Section VI.1.
 - Article VI. Amending Procedures
 - Section 1. Senate Option for Amendment Introduction

Motions for amendment or repeal of these by-laws may be made in writing at any meeting of the Faculty Senate. Unless made initially by the Committee on the By-Laws and the Faculty/Administration Manual, the motion shall be referred to the Committee on the By-Laws and the Faculty/Administration Manual. The committee shall report to the Senate its recommendations on the motion *originating elsewhere* and any amendments at the next Senate meeting. Motions made by the Committee on the By-Laws and Faculty Administration Manual can be considered at the Senate meeting at which they are introduced. Motions to amend or repeal these by-laws require a two-thirds vote in the Senate for approval. Approved motions must then be ratified by a simple majority of regular faculty members voting by electronic ballot on the motion. (Rev. Jan. 2007)

Administrative Sections

- Change edition date
- Update **Table of Contents** to reflect page and minor header changes
- **Section I.B, Accreditation:** Update statement on accreditation, to insert Bachelor of Professional Studies, organize degrees awarded (alphabetically), and per instructions from the Office of Institutional Effectiveness and Strategic Planning, replace SACS with SACSCOC and remove references to a list on OIEP website of programs holding additional accreditations.
- **Section II.A, Board of Trustees:** Update number of Board of Trustee members
- Replacement of seven occurrences of “unclassified administrator” with “unclassified academic administrator” to clarify some policy and practice matters, as outlined here:
 - **Table of Contents:** V. B. Contracts of Untenured Faculty and Unclassified *Academic* Administrators (heading change only)
 - **Section IV.C.5:** Academic Freedom for Administrative Personnel Holding Faculty Status
The foregoing regulations apply to administrative personnel who hold faculty status and rank, but only in their capacity as faculty members. All other unclassified *academic* administrators who allege that a violation of academic freedom or improper discrimination contributed to a decision to terminate their appointment to an administrative post, or not to reappoint them, are entitled to the procedures set forth in Section IV.A.
 - **Section V.B:** Contracts of Untenured Faculty and Unclassified *Academic* Administrators (heading change)
 - **Section V.B.1:** Role of the President and of the Provost in Appointments
The President, in keeping with the By-laws of the Board of Trustees, retains the power of approval of all initial appointments, renewals of appointments, promotions in rank, compensation, conferrals of tenure and termination of faculty members and unclassified *academic* administrators.
 - **Section V.B.2. a. and b.:** Terms and Conditions of Appointment
 - a. Before an initial appointment is completed, the precise terms and conditions of the appointment of an instructional faculty member, librarian or unclassified *academic* administrator of the College of Charleston will be placed in the files of the department, of the appropriate school Dean, of the President’s and Provost’s respective offices.
 - b. Any subsequent extensions or modifications of an appointment will be stated or confirmed in writing, and a copy of the document will be given to the faculty member or academic administrator and placed in the files noted above. Renewal contracts for instructional faculty members are normally issued from August 16 to May 15; for librarians and unclassified *academic* administrators from July 1 to the following June 30.
 - **Section V. C.:** Faculty and Unclassified Administrator Records
...The Office of the Provost also maintains files on each faculty member and unclassified *academic* administrator. The Executive and Senior Vice Presidents maintain files on all unclassified administrators in their areas. These files shall include but are not limited to the following:
- **Section IV.C.5, Statement of Academic Freedom:** Corrected reference

- **Section IV.C, Statement of Academic Freedom:** Revised two footnote, fixing references to sections in footnotes 17 and 18 and clarifying reference to an AAUP policy statement in footnote 18.
- **Section VI.D.1, Procedures for Third-Year Evaluation, Tenure and Promotion of Instructional and Library Faculty (Introduction):** Changed “two and one half years” to “two years” in sentence regarding third-year review, consistent with change in third-year calendar years ago, when packet submission and the bulk of the review was moved from Spring semesters to the Fall.
- **Section VII.F, Procedures for Misconduct in Research and Scholarship:** Replaced title of Vice President for Research with Director of the Office of Research and Grants Administration and Senior Vice Provost, or just Senior Vice Provost, as appropriate.
- **Section IX, Faculty Awards:** Insertion of language (“regular” in four places and “regular faculty” in one) to clarify eligibility for all five distinguished faculty awards, consistent with a clarifying decision made by the Provost that was effective with 2012-13 awards cycle.
- **Section IX.D, Distinguished Advising Award:** Change in number of annual recipients from “two to three” to “one,” consistent with a change made by the Provost’s Office in 2012-13, based on conversations with the prior year’s selection committee.
- **Section X.C, Policy Affecting Travel and Entertainment by Faculty and Academic Staff:** Removal of indication that travel outside the continental United States requires prior approval of the State Budget and Control Board.
- Non-substantive corrections of titles, punctuation, and capitalization.