

COLLEGE of CHARLESTON

Summary of Changes to the By-laws and *Faculty/Administration Manual* for 2019-2020 edition

Last Revised: September 24, 2019

Changes to Cover Material

- Update to dates and signature. Change in logo, fonts, or color on cover page to help discern editions from one another.
- Minor stylistic revisions.
- Update of Table of Contents.

Changes to Faculty By-Laws

- **Article IV, Section 2.C:** Addition of Graduate Student Association representative as an *ex officio* member of the Faculty Senate, parallel to the undergraduate Student Government Association representation. Proposed by 2018-2019 Committee on the By-Laws and *Faculty/Administration Manual*, endorsed by the Faculty Senate at April 2019 meeting, and ratified by the full faculty in April 2019.
- **Article V, Section 3.B.11:** Change in charge of Faculty Grievance Committee to ensure that members receive “mediation training sessions relevant to grievance committee responsibilities.” Proposed by 2018-2019 Committee on the By-Laws and *Faculty/Administration Manual*, following a recommendation of an earlier *ad hoc* committee on the faculty grievance committee and processes. Endorsed by the Faculty Senate at April 2019 meeting. As of September 24, 2019, not yet ratified by full faculty. Current included in *Faculty/Administration Manual*, as if ratified. *Manual* will be revised, as needed, once ratification election is complete.
- **Article V, Section 3.B.21a:** Change in composition of the Adjunct Oversight Committee to ensure greater effectiveness, while maintaining representation of key pertinent faculty committees on the Committee. Proposed by the 2018-2019 Committee on the By-Laws and *Faculty/Administration Manual*, following recommendations of the Adjunct Oversight Committee, endorsed by the Faculty Senate at February 2019 meeting, and ratified by the full faculty in February 2019.
- Change in **Standing Rules of the Faculty of the College of Charleston** (which follow the By-Laws in the *Faculty/Administration Manual*) to clarify the privileges of *ex officio* members of the faculty and the Faculty Senate. Proposed by 2018-2019 Committee on the By-Laws and *Faculty/Administration Manual*, amended on the floor of the Faculty Senate and then endorsed by the Senate, both at the April 2019 meeting. Ratified by the full faculty in April 2019.
- Minor stylistic revisions, all enumerated below and unanimously endorsed by the Committee on the By-Laws and *Faculty/Administration Manual*, consistent with Article V, Section 2.B3.b(4), which allows the Committee “to make non-substantive changes to the Faculty By-Laws to correct unintended grammatical and spelling errors, address minor problems of stylistic consistency, and correct inaccurate administrative titles.” Consistent with the by-laws, as expressed in the

Committee duties, “Such a non-substantive change shall not constitute an amendment to or repeal of the Faculty By-Laws. Such changes shall be made only when unanimously approved by the Committee. Notice in writing shall be given to the Faculty Senate within 60 calendar days of such changes being approved by the Committee. Such changes shall be repealed if an appropriate motion to amend something previously adopted is approved by a simple majority of the committee, the Faculty Senate, or the College Faculty.”

- Italicizing of *i.e.*, *e.g.*, *ex officio*, *Pro Tempore*, and *Pro Tem* throughout.
- Italicizing of *Faculty/Administration Manual* throughout.
- Capitalization corrections.
- Article III, Section 1.G: Correction of name of Advisory Committee on Tenure, Promotion, and Third-Year Review.
- Article III, Section 2.G: Change of “Web site” to “website.”
- Article IV, Section 2.B.2; Article IV, Section 2.D.2; and Article V, Section 3.A: Clarification of reference internal to the *Faculty/Administration Manual*. In particular, change from “Article III, A, 2, b” to “administrative Section III.A.2.b.”
- Article V, Section 2.B.3: Correction of title from “Senior Vice President for Legal Affairs” to “General Counsel.”
- Article V, Sections 3.B.2 and 3.B.3: Correction of title from “Associate Vice President for Institutional Effectiveness and Strategic Planning” to “Associate Vice President for Institutional Effectiveness.”
- Article V, Section 3.B.6: Correction of title from “Senior Vice President for Student Affairs” to “Executive Vice President for Student Affairs.”
- Article V, Section 3.B.11.c(2): Clarifying grammatical changes to language outlining grievance procedure.
- Article V, Section 3.B.15: Correction of title from “Senior Vice President for Institutional Research and Planning” to “Associate Vice President for Institutional Research.”
- Article V, Section 3.B.19.b(4): Correction of office name from “Office of Accountability, Accreditation, Planning, and Assessment” to “Office of Institutional Effectiveness.”
- Article V, Section 3.B.21.b(1): Correction of office name from “Office of Institutional Research, Planning, and Information Management” to “Office of Institutional Research.”

Changes to Administrative Sections

- **Section III.A.2.a:** Change of “person” to “appointee’s performance” in sentence reading, “It is the responsibility of the faculty member to provide syllabi, reading lists, samples of paper topics and examinations to the Department Chair or Program Director who will consider these teaching materials in making the assessment of the appointee’s performance.”
- Revision of footnote 20 on Section IV.C.3 on academic freedom and protection against discrimination to acknowledge that quotes from the AAUP’s “1982 Recommended Institutional Regulations on Academic Freedom and Tenure,” where quoted in our *Faculty/Administration Manual*, have been modified to remove any binary gender language.
- **Sections V.A.3 and V.A.4:** Change of “forms” to “electronic or print forms” in section addressing affirmative action and equal employment opportunity policies and faculty and staff recruitment processes.
- **Section V.G:** Insertion of language to emphasize that the tenure clock modification policy is also applicable to Instructors with respect to the Senior Instructor promotion review.

- **Section VIII.A.3:** Revision of this section on faculty responsibilities to students to reflect that guidelines on the timeliness of grading and returning student submissions applies to exams as well as papers.
- **Section VIII.A:** Insertion of subsection 11 regarding restrictions on administering final exams and major tests during the last week of class.
- **Section VIII.A.12:** Revisions to this section (formerly section 11) to reflect current institutional policies regarding final grades and the administration of final exams.
- **Section VIII.A.13:** Revisions to this section (formerly section 12) to reflect current institutional grading and grade change policies and processes.
- **Section VIII.A.14:** Revisions to this section (formerly section 13) to reflect current midterm grading policies.
- **Section IX.F:** Revision to this section to reflect how the William V. Moore Distinguished Teacher-Scholar Award selection committee is currently constituted.
- Correction of errors in position titles and office names throughout. Minor formatting revisions, corrections, and stylistic revisions throughout, including:
 - Italicizing of *i.e.*, *e.g.* and *ex officio* throughout.
 - Italicizing of publication titles (including but not limited to *Faculty/Administration Manual*, *Manual*, *Student Handbook*, *Undergraduate Catalog*, and *Graduate Catalog*) throughout.
 - Corrections to use “Section” rather than “Article” when referencing administrative sections of the *Faculty/Administration Manual*.
 - Correction of an incorrect section reference.