



Summary of Changes to the By-laws and *Faculty/Administration Manual* for 2018-2019 edition

Last Revised: September 10, 2018

Changes to Faculty By-Laws

- Modifications throughout By-Laws to enact Senate- and full faculty-approved resolution to avoid gender-binary language. *Faculty/Administration Manual* pages reflecting specific changes are attached to this log. These changes, in principle, were approved by the Faculty Senate and ratified by the full faculty.
- **Article V-Committees, Section 3-Standing College Committees, B.12-Faculty Hearing Committee**
 - Subsection a: Modification to By-Laws regarding constitution of Faculty Hearing Committee, moving towards a pool model, addressing how hearing panels are constituted from the full Faculty Hearing Committee, and addressing how cases are assigned to panels. Based on recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, with modifications by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, with additional modifications and eventual endorsement by the 2017-18 Faculty Senate at April 2018 meeting.
 - Subsection a: Insertion regarding length of service on Faculty Hearing Committee, the staggering of terms of appointees, and training requirement. Based on recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, with modifications by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, with additional modifications and eventual endorsement by the 2017-18 Faculty Senate at an April 2018 meeting.
 - Subsection b(7): Modification of Faculty Hearing Committee's charge to insert "To hear other matters referred by the President to the Committee where a due process hearing is necessary." Based on recommendation of the 2016-17 *ad hoc* committee on hearings, chaired by Roger Daniels, to bring the By-Laws into alignment with the administrative section of the *Faculty/Administration Manual*. Subsequently endorsed by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, followed with endorsement by the 2017-18 Faculty Senate at an April 2018 meeting.
 - Subsection c, Grievance Procedure: Modified to reference grievance procedures elsewhere in the *Faculty/Administration Manual*, along with other pertinent or referential sections of the *Manual*. Proposals made by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual* and endorsed by the 2017-18 Faculty Senate at an April 2018 meeting.

- Each of the above changes to the Faculty By-Laws was ratified by the full faculty, with the exception of the gender-binary language changes, which were ratified in principle, rather than as specific language.

Changes to Administrative Sections

- Modifications¹ throughout the administrative section of the *Manual* to enact Senate-endorsed resolution to remove and replace some, but not all, passages using gender binaries.
- **Article I.A-Approved College History:** Update of and general revisions to the brief College history that is included in the *Faculty/Administration Manual*.
- **Article I.B-Accreditation:** Update to reflect that the College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to now offer the Bachelor of General Studies.
- **Article II.D-The Academic Department Chair:** Revisions to reflect current agreement between the College's President and Provost that academic department chairs are appointed by the Provost with the approval of the President and serve at the pleasure of the Provost, rather than being appointed by and serving at the pleasure of the President of the College of Charleston.
- **Various Articles and Sections:** Miscellaneous changes in deadlines associated with tenure process, grievance filing, and grievance processes. These changes were largely based on recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, with modifications by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual* and additional modifications and eventual endorsement by the 2017-18 Faculty Senate at an April 2018 meeting. The language addressing the timeline for the President's decision was finalized by the Office of the Provost prior to publication of 2018-19 *Faculty/Administration Manual*, consistent with our annual target deadline of March 15.
- **Article IV.C-Statement of Academic Freedom:**
 - Revisions to subsection 4, Complaints of Violations of Academic Freedom or of Discrimination in Non-Reappointment, to emphasize the applicability of this section to adjunct faculty in termination or non-renewal. Changes introduced by Richard Nunan, Chair of the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, and endorsed by the Committee and the Faculty Senate.²
- **Article IV.C-Statement of Academic Freedom**
 - Subsection C, Political Activities of Faculty Members: Insertion of "in the Academic Affairs Division" to clarify that the reference to staff in the third paragraph of this section is a reference to Academic Affairs staff.
- **Article V.D-Probationary Appointments for Tenure-Track Faculty**
 - Insertion of text in this heading and preamble to provide clarity regarding the applicability of this section to Instructors and Senior Instructors. Introduced by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual* and endorsed by the Faculty Senate.

¹ Note that the Student Grievance Procedure (Article VIII.D) was not modified to eliminate gender binaries, as that procedure is copied from the College of Charleston policy website and from the Student Handbook, the latter of which is maintained by the leadership of the Division of Student Affairs.

² One change endorsed by the Committee and the Senate was not approved by the Provost for insertion in the *Faculty/Administration Manual*. An explanatory memo was provided by the Provost to the Speaker of the Faculty and to the 2018-2019 membership of the Committee on the By-Laws and the *Faculty/Administration Manual*.

- Revision of section 1 of this article to clarify the applicability of language regarding credit towards tenure. Specifically, insertion of two instances of “for tenure-track appointments.”
- Additional modifications to this section to provide clarity regarding what notification is required and what actions are grievable, based on appointment type. Introduced by Richard Nunan, Chair of the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, modified and eventually endorsed by that Committee, and endorsed by the Faculty Senate.
- **Insertion of Article IV.E-Adjunct Faculty Appointments:** The language of this new section acknowledges the nature of adjunct faculty employment and the College’s obligations with respect to non-renewals and mid-appointment terminations, including the obligation to notify, where such exists. Introduced by Richard Nunan, Chair of the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, modified and eventually endorsed by that Committee, and endorsed by the Faculty Senate.
- **Article V.E (now V.F)-Unclassified Administrators:** In Subsection 3, Grievance Procedure for Unclassified Administrators and Faculty Members with Administrative Appointments Grieving Matters Related to their Administrative Duties: Replacement of “tape-recorded” with recorded and “tape” with “recording.”
- **Article VI.D-Procedures for Third-Year Evaluation, Tenure and Promotion of Instructional and Library Faculty:** In Subsection 14 addressing appeals of tenure and promotion decisions to the Board of Trustees, replacement of “tape-recorded” with “recorded” and “tape” with “recording.”
- **Article VI.G-Tenure-Clock Modification Policy:** Insertion of the parenthetical phrase “or the decision regarding promotion to Senior Instructor” to this section to emphasize the applicability of the policy to the schedule for review for promotion to Senior Instructor.
- **Article VI.H-Post-Tenure Review:**
 - Clarification of guidelines for when a faculty member can seek a superior post-tenure review rating. Based on the recommendation of the 2016-17 Post-Tenure Review Committee, following consultation with Associate Provost for Faculty Affairs, Deanna Caveny, and endorsed by the 2017-18 Post-Tenure Review Committee, the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, and the Faculty Senate.
 - Removal of “exceptional professional commitments” as a basis for a post-tenure review deferral, based on the recommendation of the 2016-17 Post-Tenure Review Committee, and supported by the 2017-18 Post-Tenure Review Committee, the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, and the Faculty Senate.
 - Clarification of expectations for a superior post-tenure rating, including the relationship of superior post-tenure review ratings to departmental guidelines for promotion to Professor. Proposal introduced by Richard Nunan, Chair of 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, endorsed by the Committee and the Faculty Senate, and while preserving the general goals, substantially condensed by the Provost.
 - Modification of the use of departmental post-tenure review panels when the department chair is undergoing post-tenure review and seeking a satisfactory rating. Proposed by Associate Provost for Faculty Affairs (Deanna Caveny) and endorsed by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual* and the Faculty Senate.
 - Clarification of role of departmental post-tenure review panel chair when department chair is seeking superior post-tenure review. Proposed by Associate Provost for Faculty Affairs

and endorsed by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual* and the Faculty Senate.

- **Article VII-Faculty Discipline, Misconduct, and Termination, Section A, Policy Governing Termination:** Clarifying modification to the opening sentence of this section, replacing “At the end of the probationary period,” with “At the end of the probationary period for faculty holding tenure-track appointments.”
- **Article VIII.A-Faculty Responsibilities to Students:**
 - Subsection 2, Course Objectives: Clarifying revisions made by Office of the Provost.
 - Subsection 5, Office Hours: Clarifying revisions made by Office of the Provost.
 - Subsection 8, Classroom Procedures: Clarifying revisions made by Office of the Provost.
 - Subsection 9, Class Attendance: Clarification of the meaning of WA grade, per recommendation of University Registrar, Mary Bergstrom, and endorsement of the Committee on the By-Laws and the *Faculty/Administration Manual* and the Faculty Senate.
 - Subsection 11, Final Examinations and Final Course Grades: Change text from “drop date” to “withdrawal date,” based on recommendation of Associate Provost for Curriculum and Institutional Resources, Lynn Cherry. Endorsed by the Committee on the By-Laws and the *Faculty/Administration Manual* and the Faculty Senate. Additional clarifying changes made to this section by Office of the Provost.
 - Subsection 13, Midterm Grades: Clarifying revisions made by Office of the Provost.
- **Article X.C-Policy Affecting Travel and Entertainment by Faculty and Academic Staff:** Revised to reflect current delegations of authority applicable to employee and student travel originating within the Academic Affairs Division.
- **Article X-Selected Administrative Policies for Faculty, I-Grievances Before the Faculty Hearing Committee**
 - Modification to reflect the new composition of the Faculty Hearing Committee and hearing panels, per the revised Faculty By-Laws. These changes originated with the recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, and were modified by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, followed by additional modifications and subsequent endorsement by the 2017-18 Faculty Senate at April 2018 meeting. These proposed changes were further modified in the Office of the Provost prior to finalization of the 2018-19 *Faculty/Administration Manual* to ensure consistent clarity about the role and responsibilities of the assigned hearing panel relative to that of the Faculty Hearing Committee.
 - Insertion of language regarding conflicts of interest and perceived conflicts of interest. These changes originated with the recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, and were modified by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, followed by additional modifications and subsequent endorsement by the 2017-18 Faculty Senate at April 2018 meeting. Prior to finalization of the 2018-19 *Faculty/Administration Manual*, the proposed language was modified as deemed necessary and appropriate by the College administration, including the Provost.
 - Insertion of footnote to provide references for guidance in determinations of conflict of interest.

- Revisions to more explicitly address the role of the alternate on a hearing panel. Based on recommendations of the 2017-18 Committee on By-Laws and the *Faculty/Administration Manual*, with modifications and eventual endorsement by the 2017-18 Faculty Senate at April 2018 meeting.
- Additional substantive process changes, including changes in language regarding witnesses, cross-examinations, and evidence. Based on recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, with modifications by the 2017-18 Committee on By-Laws and the *Faculty/Administration Manual*, and with endorsement by the 2017-18 Faculty Senate at April 2018 meeting.
- Modification of language regarding transcripts to remove the expectation of production of a written transcript. Replacement of “tape-recorded” with “recording” and replacement of “tape” and “tape recording” with “recording.”
- Insertion of clarifications regarding details of post-hearing processes. Based on recommendations of the 2016-17 *ad hoc* Committee on Hearings, chaired by Roger Daniels, with modifications by the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, and endorsement by the 2017-18 Faculty Senate at the April 2018 meeting.
- Insertion of missing page regarding certain appeals to the College of Charleston Board of Trustees. Based on recommendation of the 2017-18 Committee on the By-Laws and the *Faculty/Administration Manual*, and endorsed by the 2017-18 Faculty Senate at April 2018 meeting. The inserted language from the 1985-86 *Faculty/Administration Manual* (as originally applied to the non-defunct State College Board of Trustees) was modified to reflect current practices of the College of Charleston Board of Trustees and to reflect “recording” rather than the outdated “tape recording.”
- Correction of organizational errors, names, and titles of positions and offices throughout.
- Formatting corrections throughout.

FACULTY ORGANIZATION AND BY-LAWS

Preamble

These by-laws and all amendments shall constitute the rules and regulations governing the conduct and procedures of the faculty of the College of Charleston in the performance of its duties. They establish the Faculty Senate as the primary legislative body of the faculty.

Article I. Membership in the College Faculty

Section 1. Regular Faculty

The faculty members of the College of Charleston are those individuals whose obligation in the institution is both the dissemination and expansion of academic knowledge of an accepted academic nature. At the College of Charleston the following individuals are considered regular faculty members: (1) those full-time¹ tenured, tenure-track, Instructor, and Senior Instructor employees of the institution who normally teach at least three contact hours² of college credit courses or the equivalent in assigned academic research in their academic fields each semester; (2) full-time professional librarians; and (3) *ex-officio*, the President of the College, the Provost, the Dean of the Graduate School, the Academic Deans, the Dean of the Honors College, and all administrative officers of the College with academic rank.³ These members of the faculty have voting rights at meetings of the College faculty.

(Rev. May 2009)

Section 2. Non-Tenure-Track Faculty and Administrators Without Academic Rank

Non-tenure-track faculty (including full- and part-time visiting and adjunct faculty, lecturers, laboratory teaching associates, and graduate assistants) and administrative officers of the College without academic rank shall have floor privileges without voting rights at College faculty meetings.

¹ For the purpose only of interpreting Art. I., Sect 1, a “full-time” employee of the College of Charleston shall be defined as an employee receiving a salary and fringe benefits from the College in return for 40 hours or more of labor per regular work week. Any employee holding a title customarily associated with regular faculty membership is presumed to be a full-time employee unless the Provost stipulates in writing that the employee in question has part-time status. The determination of full-time status is not linked to the type or nature of the work assignment for each individual faculty member.

² When they are full-time tenured and tenure-track employees of the institution, full-time Instructor and Senior Instructor employees, or full-time professional librarians, Department Chairs, Assistant Department Chairs, Associate Department Chairs, Assistant Deans, and Associate Deans are defined as employees normally teaching at least three contact hours of college credit courses in each semester.

³ An “administrative officer” shall be defined as any College of Charleston employee with a position title using the words “President” or “Provost.” In addition, the Provost may stipulate in writing that any College employee with academic rank is an administrative officer if that employee (a) has a position title using the word “Director” and (b) normally teaches fewer than three contact hours of college credit courses or the equivalent in assigned academic research in ~~their~~^{her or his} academic field each semester. (Rev. Aug. ~~ust~~ 2018)

Article II. College Faculty Meetings

Section 1. Ordinary Faculty Meetings

Ordinary meetings of the College faculty may be called by the Speaker of the Faculty. Ordinary faculty meetings may be called for such purposes as the distribution of information, discussion of a topic or topics relevant to the College faculty, hearing a presentation, and asking questions of the President of the College or other administrative officers of the College. An ordinary meeting of the College faculty is not a deliberative assembly, and faculty at such meetings have no legislative or review authority.
(Rev. May 2009)

Section 2. Extraordinary Faculty Meetings

- A. Extraordinary meetings of the College faculty may be called by the President of the College, or the Speaker of the Faculty, or a petition to the Speaker of the Faculty by fifty faculty members. At such extraordinary meetings the College faculty may review any Faculty Senate action.
- B. Senate actions may be amended or vetoed by a simple majority vote of those members of the regular College faculty (as defined in Art. I) present at such extraordinary meetings of the College faculty, provided there is a quorum present.
- C. The College faculty has legislative authority (i.e., may legislate and recommend to the President on matters normally under the purview of the Faculty Senate) only in case it acts in an extraordinary meeting of the College faculty called by a petition to the Speaker of the Faculty by 50 regular College faculty (as defined in Art. 1) on a specific issue included in the agenda for that meeting and distributed at least one week prior to the date of the meeting.
- D. A quorum at extraordinary College faculty meetings shall be a simple majority of regular College faculty members.
- E. Extraordinary meetings of the College faculty must be called in writing at least one week prior to the date of the meeting. A written agenda for each meeting will be distributed to all faculty at least one week prior to the meeting. The requirement of one week advance notice may be waived by the Speaker of the Faculty (or the Speaker's designee) in case of emergency.
- F. The current edition of Robert's Rules of Order shall govern the conduct of extraordinary meetings of the College faculty.
- G. The Faculty Secretary shall perform as secretary for all meetings of the College faculty.

(Rev. May 2009)

Section 3. Presiding Officer

The Speaker of the Faculty shall preside at all ordinary and extraordinary meetings of the faculty. ~~If the Speaker cannot be present, she or he~~they ~~If unable to be present, the Speaker~~ shall designate an alternate Speaker for that meeting from among the members of the regular faculty of the College.

(Rev. Aug. 2018)

Article III. Officers

Section 1. Speaker of the Faculty

- A. The Speaker of the Faculty must meet the eligibility requirements of Faculty Senators as specified in Article IV, Section 2B.1.
- B. The Committee on Nominations and Elections shall announce nominees for this office no later than February 1.
- C. The Committee on Nominations and Elections shall conduct an election for this office no later than February 15. The electorate shall be all regular members of the College faculty (as defined in Article I) as of the date of the election. Election to the office of Speaker of the Faculty requires a simple majority of votes cast in the election. If no candidate obtains a majority on the first ballot, run-off elections will be held. Each run-off slate will exclude half of the candidates from the previous balloting, the half receiving the fewest number of votes on the previous balloting being excluded. Any tie is decided by lot.
- D. The term of office for the Speaker of the Faculty shall be one year, beginning July 1. No speaker may serve more than three consecutive terms. (Rev. Oct. 2011)
- E. In the event of a vacancy in the Speakership, a special election will be conducted by the Committee on Nominations and Elections to fill the vacancy. At least one week prior to the election, the Committee on Nominations and Elections will present a slate of nominees; the special election shall be conducted in the manner prescribed above for regular election of the Speaker.
- F. The Speaker of the Faculty shall attend and give reports to meetings of the College Board of Trustees.
- G. The Speaker shall be allowed to attend and participate without vote in meetings of all Senate and College standing and *ad hoc* committees, with the exception of the Faculty Hearing Committee, the Faculty Grievance

Committee, and the Advisory Committee on Tenure, Promotion and Third year Reappointment of Faculty. The Speaker may not be elected or appointed to formal membership on any Senate or College committee.

- H. The Speaker of the Faculty will receive a supplementary stipend amounting to two-ninths of ~~their~~ ~~her or his~~ salary, and will have a one-half-time reduction in teaching load each year. (Rev. Aug. 2018)
- I. Duties:
1. The Speaker will preside at all College faculty and Faculty Senate meetings. The Speaker may participate in the debate and general proceedings of the faculty and Senate except when presiding.
 2. The Speaker has full voting privileges at College faculty meetings. The Speaker has voting privileges in the Senate only in cases in which the Senators' votes have been evenly divided.
 3. In general, the Speaker will represent the faculty to the administration of the College. The Speaker will attend administrative staff meetings and such other meetings as designated by the President.
 4. The Speaker will consult with officers of the administration on their ~~or~~ ~~their~~ ~~her/his~~ own initiative and will inform and advise the faculty and the Senate regarding matters of College government that are of concern to the faculty. (Rev. Aug. 2018)
 5. The Speaker will receive requests from the College administration to form *ad hoc* Faculty Senate and College committees to deal with matters not within the purview of any standing committees (Article V), and will take steps to establish such committees (Article V, Section 4).
 6. The Speaker shall appoint a Parliamentarian to the Faculty, who shall serve at the pleasure of the Speaker. The parliamentarian shall advise the Speaker or other presiding officer, and the faculty and Senate, concerning parliamentary procedure. The Parliamentarian shall perform other duties normally associated with such an office. If the Parliamentarian is unable or unavailable to perform those duties during a meeting of the Faculty Senate, the Speaker may appoint an Acting parliamentarian to the Faculty until such time as the Parliamentarian shall return to service.
 7. The Speaker will advise the President and ~~their~~ ~~her/his~~ the President's staff on matters concerning the faculty. (Rev. Aug. 2018)

8. The Speaker will receive from the Provost and administrators designated by the President any:
 - a. Trustee By-Law changes;
 - b. State Human Resources Regulations and state and College personnel policies and procedures (new or changed) that affect those for whose use the Manual is intended;
 - c. Administrative Memoranda affecting those for whose use the Manual is intended;
 - d. Administrative policies or procedures affecting those for whose use the Manual is intended;
 - e. Changes in these faculty By-Laws enacted according to the procedures specified in Article VI; and
 - f. Other changes in policies and procedures approved by the Faculty Senate.

The Speaker of the Faculty will review changes to insure accuracy of text and will refer duly approved changes as appropriate to the Committee on the By-Laws and Faculty/Administration Manual for insertion into the By-Laws and the Manual.

9. The Speaker of the Faculty shall, with the help of the Faculty Senate Secretariat, publish and distribute a faculty newsletter at least three times each semester and once during the summer months.
10. The Speaker of the Faculty shall supervise the Secretariat of the Faculty Senate and manage its budget.

Section 2. Faculty Secretary

- A. The Faculty Secretary must meet the eligibility requirements of Faculty Senators as specified in Article IV, Section 2B.1.
- B. The Committee on Nominations and Elections shall announce nominees for this office no later than February 1.
- C. The Committee on Nominations and Elections shall conduct an election for this office no later than February 15. The election procedure will be the same as the procedure described in Article III, Section 1C for the Speaker of the Faculty.

- D. The term of office for the Faculty Secretary shall be one year, beginning July 1. No Faculty Secretary may serve more than three consecutive terms. (Rev. Oct. 2011)
- E. The Faculty Secretary is a non-voting *ex-officio* member of the Faculty Senate. The Faculty Secretary has full voting privileges at College Faculty meetings. The Faculty Secretary may not be elected or appointed to formal membership on any Senate or College committee.
- F. The Faculty Secretary will have a one course reduction in teaching load each semester.
- G. Duties: The Faculty Secretary acts as secretary for all meetings of the College faculty and of the Faculty Senate. With the assistance of the Secretariat, this officer distributes College and Senate meeting agendas, prepares and distributes to all faculty members detailed minutes of all College and Senate meetings, and distributes minutes of the College Board of Trustees meetings to all Senators. The Faculty Secretary performs other duties normally associated with the office, including maintenance of the Faculty Senate roster on the Faculty Senate Web site and/or in some other medium or media as designated by the Faculty Senate.
(Rev. April 2007)

Article IV. Faculty Senate

Section 1. Functions

- A. The Faculty Senate is the primary legislative body of the College of Charleston faculty. The Senate may make recommendations on any matter under its purview to the President of the College. Except where otherwise specified in the By-Laws of the College Board of Trustees, the President shall have the power of veto over any action by the Senate. The veto shall be communicated in writing to the Senate, with reasons, within thirty days after receipt by the President. By a two-thirds vote, the Senate may appeal any action thus vetoed, through the Speaker of the Faculty, to the College Board of Trustees.
- B. The Faculty Senate shall be concerned with all matters relating to academic programs, the curriculum, admissions and continuation standards, the grading system, degree and certificate requirements, and the utilization of the intellectual resources of the College. The Faculty Senate shall have the right and obligation to initiate needed institutional and academic studies, either directly or through appropriate committees.

- C. The Faculty Senate may request meetings with the College Board of Trustees to discuss matters of mutual concern. Senators shall receive minutes of all meetings of the College Board of Trustees.
- D. The Faculty Senate may establish and instruct such committees, standing and *ad hoc*, as may be necessary for the performance of its functions and elect or provide for the members of the committees in accordance with these by-laws.
- E. At one Faculty Senate meeting early in the first semester and at one meeting late in the second semester, the Faculty Senate shall hear reports from and have the opportunity to question the President of the College and the Provost. Any written reports provided to the Faculty Senate by the President or the Provost shall be distributed by the Faculty Senate Secretariat to all faculty members. (Ins. May 2009)
- F. The Faculty Senate is authorized by the College faculty to approve all degree candidates for graduation.
- G. The specific duties of the Faculty Senate shall also include, but not be limited to, recommendations to the President concerning any of the following:
 - 1. Plans and policies to strengthen the educational programs and academic organization of the College;
 - 2. The College budget;
 - 3. Plans for the physical and educational development of the College;
 - 4. Plans for the athletic programs of the College;
 - 5. Academic freedom of members of the College faculty;
 - 6. Academic responsibilities of members of the College faculty;
 - 7. The general welfare of the College community;
 - 8. Policies concerning the College's relations with its supporting community;
 - 9. Policies concerning the College's relations with outside agencies; and
 - 10. Rules and procedures of the College concerning the conduct of its members.

Section 2. Composition and Election

A. Composition.

There shall be 50 Regular Faculty Senators (as defined in Article IV, Section 2.D.1), apportioned by the percentage of regular faculty [as defined in Article I, Section 1, (1) and (2), and excluding all those qualifying as *ex officio* regular faculty members under provision (3)] in each school (the library shall be considered a school for this purpose) and 3 Adjunct Faculty Senators with voting privileges). There shall be one Faculty Senator elected by each academic department, with the remainder of a school's senators elected at-large by the faculty in that school. If a school should have more departments than its apportioned senators, then all of that school's senators shall be elected at-large by the faculty in that school. (Ins. Dec. 2009) The Adjunct Faculty Senators shall represent at least two different schools (including the library) and three different departments.
(Rev. Aug. 2015, Aug. 2016)

B. Eligibility

1. A Faculty Senator must be a full- time tenured, tenure- track, Instructor, or Senior Instructor employee of the College who has completed at least three years of service at the College, and who normally teaches at least three contact hours per semester or the equivalent in assigned research or who is a full- time professional librarian. Without regard to teaching load, Department Chairs, Assistant Department Chairs, and Associate Department Chairs who otherwise would be members of the regular faculty are eligible to serve as Faculty Senators. (App. April 2005) Administrative officers, the Dean of the Graduate School, the Academic Deans, the Dean of the Honors College, Associate Deans, and Assistant Deans are not eligible to serve as Faculty Senators. Faculty members on Leave, teaching away from the Charleston campuses, or for other reasons unable to attend Senate meetings regularly, are not eligible to serve as Faculty Senators. (Rev. May 2009, Dec. 2011)
2. An Adjunct Faculty Senator must have been employed as an adjunct faculty [as defined in Article III, Section A, 2, b, (4)] instructor of record at least twice in the preceding three academic years prior to election as an Adjunct Faculty Senator and must be currently employed as an adjunct faculty (as defined above) at the time of service as an Adjunct Faculty Senator. Election to the position of an Adjunct Faculty Senator or service as an Adjunct Faculty Senator is entirely voluntary, does not guarantee or in any way affect departmental hiring of adjunct faculty, nor shall it affect rate of pay or determination of hours of service for adjuncts. Concurrently serving Adjunct Faculty Senators must represent at least two different schools and three different departments. (Ins. Aug. 2015)

- C. The President of the College, the Provost, a student representing the Student Government Association, and the Faculty Secretary are non-voting *ex-officio* members of the Faculty Senate.
- D. Election
1. Without regard to teaching load, all and only regular faculty members as defined in Art. I, Sect. 1, excluding all those qualifying as *ex officio* regular faculty members under provision (3), are eligible to vote in elections for Faculty Senators. (Rev. Aug. 2015)
 2. Only adjunct faculty [as defined in Article III, Section A, 2, b, (4)] who are also currently listed as instructor of record for at least one course are eligible to vote in elections for Adjunct Faculty Senators. (Ins. Aug. 2015)
 3. No later than February 15, vacancies from the group of at-large Faculty Senators will be filled by means of an election conducted among the eligible faculty of each school (as defined in Section 1 above) through ballot. By February 1, any and all regular faculty of a school may forward nominations or self-nominations to the Committee on Nominations and Elections for the at-large Faculty Senators in that school. The candidates receiving the most votes cast in these elections shall be elected to the at-large seats allocated to each school. Any tie shall be decided by lot. (Rev. Dec. 2009; Aug. 2015)
 4. No later than March 15, each of the academic departments and Library will elect its Faculty Senator(s) from among its eligible members (as defined in Section 2B above). (Rev. Dec. 2009; Rev. Aug. 2015)
 5. No later than April 15, the three Adjunct Faculty Senators shall be elected by the adjunct faculty in a manner consistent with the representation described in Section 2B above. (Ins. Aug. 2015)
 6. The Committee on Nominations and Elections shall oversee all Senate elections. (Rev. Dec. 2009; Rev. Aug. 2015)
 7. All elections for at-large Faculty Senators and Adjunct Faculty Senators shall be conducted by secret ballot. Upon the receipt of a vote, the Committee on Nominations and Elections shall ensure that the vote was cast by an eligible voter. In case of a tie vote, the election is decided by lot. (Rev. Dec. 2009; Aug. 2015)

E. Terms of Office

1. The term of office for Faculty Senators shall be two years; terms begin the day after spring commencement. A Senator shall be eligible for re-election to one additional consecutive term, following which one year must pass before ~~he or she~~they is-are again eligible. For purposes of eligibility, a partial term of service of one year or more shall be counted as a full term. Additionally, in order to maintain continuous service by departmental senators, any department with no eligible members may petition the Committee on Nominations and Elections for an exception at any time. One half of the Senators are elected each year. (Rev. Apr. 2010; Aug. 2015; Aug. 2016; Aug. 2018)

2. Adjunct Faculty Senators shall be elected to fill a vacancy that span an entire academic year, commencing in August at the beginning of the period of contracted employment as an adjunct faculty member. An elected Adjunct Faculty Senator can only serve during times of active employment as an instructor of record, so ~~their~~her(his) status as an Adjunct Faculty Senator lapses at the conclusion each contract period but is automatically renewed at the start of the ensuing contract period in the academic year. Service in any combination of semesters over a four-year service period requires that a full calendar year must pass before ~~he or she~~that adjunct faculty member is again eligible to serve as an Adjunct Faculty Senator. Additionally, in order to maintain continuous adjunct representation at the senate, the office of the Provost or the Speaker of the Faculty may petition the Committee on Nominations and Elections for a special election to fill a vacated Adjunct Faculty Senator seat. (Ins. Aug. 2015; Rev. Aug. 2018)

F. Any Faculty Senator or Adjunct Faculty Senator may be recalled from ~~their~~her/his position as the result of a special election initiated by a recall petition to the Speaker of the Faculty signed by 25% of ~~their~~her/his~~that~~position's electorate as defined in Article IV, Section 2D. In the special election the Senator shall be recalled if at least 75% of those eligible to vote for the position have cast a ballot, and if a simple majority of those voting has voted in favor of recall. (Rev. Aug. 2015; Aug. 2018)

G. Vacancies due to resignation, non-employment of Adjunct Faculty Senators, recall or any other reason may be filled by a special election by the appropriate electorate. Senators elected in such special elections will serve out the term of the Senators they replace. If an at-large Faculty Senator needs to be replaced, the faculty of that school shall elect the replacement by ballot. No Senator, including replacement Faculty Senators and Adjunct Faculty Senators, shall serve for more than four consecutive years. (Rev. Jan. 2007, Apr. 2007; Ins. Apr. 2007; Rev. Dec. 2009; Rev. Aug. 2015)

- H. Every three years, beginning in the fall semester of 2015, the Committee on Nominations and Elections shall request from the Associate Provost for Faculty Affairs the current number of full-time tenured, tenure-track, Instructor, or Senior Instructor employees in each School, based on the October report to the South Carolina Commission on Higher Education. Based on those numbers, the Committee on Nominations and Elections shall use the Huntington-Hill methods of apportionment to determine and report, at the January meeting of the Faculty Senate, the allocation of Faculty Senators for each School to be effective at the start of the next fall semester. In the event that a School loses more at-large Faculty Senate seats than it is slated to elect in the spring elections then the at-large senator who has the lowest seniority in terms of service will be removed first; if two or more at-large senators have the same seniority in terms of service, the order of removal shall be based on lowest number of votes when elected; in the event of a tie, removal is to be decided by lot. For each reapportionment, the Faculty Senate Secretariat shall record the allocation of Faculty Senators, and the basis of that allocation (number of regular faculty by department and school). (Ins. Aug. 2016)

Section 3. Offices

A. Speaker of the Faculty *Pro Tempore*

The Speaker of the Faculty *Pro Tempore* is a Senator elected by the Senate at its first meeting of the academic year. Adjunct Faculty Senators may not be elected Speaker of the Faculty *Pro Tempore*. This officer presides at Senate meetings and performs other duties in the temporary absence of the Speaker of the Faculty; ~~she or he~~ they presides when the Speaker is participating in Senate debate. While presiding, the Speaker *Pro Tempore* has voting privileges only when the other Senators' votes are evenly divided. The term of office is one year (one year as Speaker *Pro Tem*; the Speaker *Pro Tem* is a Senator, and the term of office as Senator is two years), and no Speaker *Pro Tem* may serve more than four consecutive one-year terms as Speaker *Pro Tem*. (Rev. Aug. 2015; Aug. 2018)

B. Secretariat

The Faculty Senate shall have a secretariat: adequate office space, office support (supplies and equipment), and secretarial and clerical support. The Secretariat shall assist the Speaker of the Faculty, the Faculty Secretary, and Senate and College committees in carrying out their duties. The Secretariat shall be the repository for records of the College faculty, of the Faculty Senate, and of Senate and College committees. There shall be a line item in the College budget supporting the Secretariat.

Section 4. Meetings of the Faculty Senate

- A. The Faculty Senate normally shall meet the first Tuesday of each month during the academic year at 5:00 p.m. at a place announced to the College community.
- B. Special Senate meetings may be called by the President of the College, by the Speaker of the Faculty, by a simple majority vote of the Senate, or by petition to the Speaker of the Faculty of a simple majority of the Senate. Special Senate meetings must be called in writing at least three working days prior to the date of the meeting. The requirement of three working days notice may be waived in case of emergency.
- C. The Speaker of the Faculty shall preside at all regular and special meetings of the Faculty Senate. In the absence of the Speaker, the Speaker of the Faculty Pro Tempore shall preside.
- D. The current edition of Robert's Rules of Order will govern the conduct of all meetings of the Faculty Senate.
- E. A quorum shall be constituted by a simple majority of the elected membership of the Faculty Senate.
- F. All meetings of the Faculty Senate shall be open, with the provision that the Senate may, by two-thirds vote, restrict a session to regular College faculty and Adjunct Faculty Senators only, subject to state and federal law. Space will always be provided for all College faculty present and wishing to attend. (Rev. Aug. 2015)
- G. Only senators have voting privileges.
- H. Agendas for all regular and special Faculty Senate meetings shall be distributed to all members of the College Faculty at least one week prior to each meeting. In exceptional cases, the Speaker of the Faculty may modify the agenda in order that the Senate may address concerns in a timely fashion.
- I. Members of the College faculty who are not senators have floor but not voting privileges at Senate meetings.
- J. The order of business for each regular Senate meeting shall include the opportunity for expression of faculty constituents' general concerns (i.e., concerns not directed toward specific agenda items). Any members of the College faculty may at this time present matters that they wish to bring before the Senate and may question senators about matters before the Senate. The Speaker of the Faculty must provide at least fifteen minutes per meeting for all such expression of constituents' general concerns.

- K. The agenda for each regular Senate meeting shall include reports by the President of the College and the Provost or their designees about actions taken on Senate recommendations and about all matters of concern to the Senate. In addition, the Speaker of the Faculty and the Senate may request timely administrative reports on matters of concern to the Senate.
- L. The order of business for regular meetings of the Faculty Senate shall be as follows, subject to change by the Speaker of the Faculty as per Article IV, Section 4H or by a simple majority vote of the Senate:
1. Call to order
 2. Approval of the minutes of previous meeting
 3. Announcements and information
 4. Reports
 - a. College and Senate Committees
 - b. President and Provost
 5. Old business
 6. New business
 7. Constituent's general concerns
 8. Adjournment
- M. The Faculty Secretary shall keep detailed minutes of Senate meetings, including attendance and absence of senators and *ex-officio* Senate members, as well as records of any roll call votes. Minutes will be distributed to all faculty members within two weeks after each meeting.

Article V. Committees

Section 1. General Regulations

- A. No faculty member may serve on more than two standing committees.
- B. Members of committees (Including alternates) serve for a term of one year and may be re-elected up to four times. Commencing with the first year of service, consecutive or intermittent service on a committee during a five-year period will require a lapse of three years before a member is eligible to serve

again on that committee. Any three-year lapse resets the eligibility for another five-year period. Terms begin on August 15. Adjunct faculty committee members shall be elected to fill a vacancy that spans an entire academic year, commencing in August at the beginning of the period of contracted employment as an adjunct faculty member. An elected adjunct faculty committee member can only serve during times of active employment as an instructor of record, so ~~their~~~~her~~~~(his)~~ status as an adjunct faculty committee member lapses at the conclusion of each contract period but is automatically renewed at the start of the ensuing contract period in the academic year. Service in any combination of semesters over a three-year service period requires that a full calendar year must pass before ~~he or she~~~~that adjunct faculty member~~ is again eligible to serve on a committee. (Rev. Aug. 1999; ~~Rev.~~ Aug. 2015; ~~Rev.~~ Aug. 2017; Aug. 2018)

- C. The Faculty Secretary shall publish and distribute to all faculty members and the Provost a complete list of committees upon election of the committees.
- D. Within ten days after the election of new committees, the Chairs of the outgoing committees shall call meetings of the new committees. Each new committee shall elect a Chair and a secretary and report these names to the Faculty Secretary. Adjunct faculty may not be elected as a chair or secretary of a faculty committee. Any remaining business of any committee that can be completed by August 15 will be completed by the outgoing committee. On completion of its business and no later than August 15, all records will be transferred to the new committee. (Rev. Aug. 2015)
- E. Each committee shall meet and prepare for distribution to the faculty a written report at least once each semester. The Committee on Nominations and Elections and the Faculty Hearing Committee are exempt from this requirement.
- F. The Student Government Association will select the student for each student position on designated committees. These student representatives shall have full voice and vote. The Faculty Secretary shall include the names of student representatives in the published list of committee members.
- G. A simple majority of the committee membership shall constitute a quorum.
- H. Meetings of committees shall be called by the Chairs of the committees or by 50% of the members of the committees.
- I. Senate committees deal with general College and faculty concerns and long-range planning issues, while College committees deal with regular, specific matters of College and faculty business. This division of responsibilities will be maintained in the formation of *ad-hoc* Senate and College committees (see Article V, Section 4).

- J. Senate and College committees report to the Faculty Senate. In addition, the Faculty Research and Development Committee reports to the Provost and the Advisory Committee on Tenure, Promotion and Third-Year Review reports to the President.
- K. For the remainder of Article V, references to the terms “faculty” or “faculty member” specifically mean all and only regular faculty members, as defined in Article I, Section 1, excluding all those qualifying as *ex-officio* regular faculty members under provision (3). (Rev. Aug. 2014)

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. (Rev. April 2013)
- B. The following standing Senate committees are established:
 - 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 non-voting *ex-officio* members. (Rev April 2013)
 - b. Duties: To consider and recommend long-range academic programs and goals for the College. To this end, the committee shall gather information from such administrators, academic schools and departments, committees, program directors, and other individuals as are advocating new programs and goals, and it shall gather such budgetary information as would be necessary to evaluate the economic feasibility of such new programs and goals. In this work the Academic Planning Committee shall work closely with the Budget Committee. The committee shall also review and respond to plans brought to the committee by the Provost concerning the termination of programs, and shall gather such information as would be necessary to evaluate the impact of program termination upon the College’s academic mission. The Chair of the Academic Planning Committee or ~~their~~ ~~or~~ his representative shall attend meetings of the Academic Affairs Committee of the Board of Trustees. (Rev. May 2009, Jan. 2011; Aug. 2018)

2. Budget Committee

- a. Composition: Seven faculty members. The Provost and the College Budget Director are non-voting *ex-officio* members of the Budget Committee.
- b. Duties: To review College policies relating to long-range financial planning, budget preparation and the allocation of funds within budget categories, and to recommend policy changes. To review in particular the projected costs of proposals for new College programs and initiatives, and to inform the Senate, before these proposals are put to a vote, of the Committee's evaluation of their potential budgetary impact. To review and make recommendations concerning the potential budgetary impact of proposals for the termination of programs brought to the committee by the Provost. To review each annual College budget. The Chair of the Budget Committee or ~~their~~^{her or his} representative shall attend meetings of the Budget Committee of the Board of Trustees. (Rev. Nov. 2010; [Aug. 2018](#))

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). The Senior Vice President for Legal Affairs (or designee) is a non-voting, *ex-officio* member. (Rev. April 2007, April 2013)
- b. Duties:
 - (1) To review any motions to amend the Faculty By-Laws and report to the Faculty Senate;
 - (2) To propose changes for the improvement of these documents and to forward the recommended changes to the administration and/or the Faculty Senate as appropriate;
 - (3) To incorporate any revisions to or interpretations of either document in new editions of the documents; and
 - (4) 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. 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.

(Ins. April 2007; Rev. May 2009)

Section 3. Standing College Committees

- A. Members of standing College committees are nominated by March 15 by the Committee on Nominations and Elections and are elected by members of the regular College faculty (as defined in Art. I, Sect 1) in a manner to be determined by the Committee on Nominations and Elections and consistent with all applicable requirements of the Faculty By-laws. Adjunct faculty representation on selected committees is limited to adjunct faculty [as defined in Article III, Section A, 2, b, (4)] who are listed as instructor of record for at least one course at the time of the election and during the time of service as a committee member. Adjunct faculty committee members are to be elected by the adjunct faculty [as defined in Article III, Section A, 2, b, (4)] who are listed as instructor of record for at least one course at the time of election, in a manner to be determined by the Committee on Nominations and Elections and consistent with all applicable requirements of the Faculty By-Laws. Participation by adjunct faculty on committee service is entirely voluntary, does not guarantee or in any way affect departmental, school or College hiring of adjunct faculty, nor shall it affect rate of pay or determination of hours of service for adjuncts.
(Rev., Ins. Apr. 2007; Rev. May 2009; Rev. Aug. 2015)
- B. The following standing College committees are established:
1. Committee on Nominations and Elections
 - a. Composition: Seven members of the faculty as defined in Article I Section 1 who have completed at least three years of service at the College.
 - b. Election: Nominations may be made by faculty either at the April Senate meeting or by submission in writing to the Speaker at least one week prior to the April election of the Committee on Nominations and Elections. As is the case with

all committees, the new committee begins its work August 15 (Article V, Section 1D). (Rev. April 2007; Rev. April 2010).

c. Duties:

- (1) To nominate for the offices of Speaker of the Faculty and Faculty Secretary and for membership on all standing and *ad-hoc* committees of the Faculty Senate and of the College (Rev. Dec. 2009);
- (2) To fill all vacancies through nomination or appointment which may occur on any committee;
- (3) To present to Senators, in writing, its slate of candidates for standing Senate committees at least 15 days prior to the April Senate meeting;
- (4) To present to members of the faculty, in writing, its slate of candidates for standing College committees and sixteen faculty for the College Honor Board by March 15 (Rev. Dec. 2009);
- (5) To present to members of the faculty, in writing, its slate of candidates for the offices of Speaker of the Faculty and Faculty Secretary by February 1;
- (6) Conduct elections for at-large school senators (verifying Senate apportionment and candidate and voter eligibility; constructing, distributing, collecting and validating ballots, and certifying results.) (Rev. Dec. 2009)

- d. Additional Nominations: Faculty members deciding to make additional nomination(s) for Speaker of the Faculty, Faculty Secretary, or committee membership may circulate such nomination(s) to the Elections Committee and to the Senate or faculty as appropriate in writing at least one week prior to the date of the election. (Rev. Aug. 1999).

2. Committee on Graduate Education

- a. Composition: Five regular faculty members, at least three of whom are also members of the Graduate Faculty, the Dean of the Graduate School, the Registrar, the Provost, and the Associate Vice President for Institutional Effectiveness and

Strategic Planning, or their designees, are non-voting *ex-officio* members.

b. Duties:

- (1) To review or create recommendations and suggestions concerning graduate education policy, such as programs' student admissions policies and program review policies;
- (2) To review proposed changes in graduate programs and courses and, via the Graduate Council, to forward approvals to the Faculty Senate;
- (3) To provide faculty review for credit-bearing graduate level education programming of an academic nature that is not applicable to any College of Charleston graduate degree or certificate, such as the non-catalog offerings of the Office of Professional Development in Education;
- (4) To plan or review faculty development programs related to graduate education;
- (5) To review and make recommendations concerning proposals for the termination of graduate programs brought to the committee by the Provost.

3. Committee on Continuing Education

a. Composition: Five regular faculty members, the Dean of the School of Professional Studies, the Registrar, the Provost, and the Associate Vice President for Institutional Effectiveness and Strategic Planning, or their designees, are non-voting *ex-officio* members.

b. Duties:

- (1) To review or create recommendations and suggestions concerning policy for non-credit continuing education;
- (2) To review non-credit continuing education offerings and advise the College of Charleston units relative thereto;

- (3) To assist in planning and review of faculty development programs related to continuing education;
- (4) To review and make recommendations concerning evaluation of non-credit continuing education offerings.

4. Faculty Welfare Committee

- a. Composition: Eight faculty members and one adjunct faculty member. (Rev. Aug. 2015)
- b. Duties: The committee shall concern itself with all College policies that affect the welfare of the faculty at large, such as:
 - (1) employment and working conditions;
 - (2) tenure and promotion policies;
 - (3) work loads;
 - (4) summer and evening school employment;
 - (5) sabbatical leave;
 - (6) leaves of absence;
 - (7) fringe benefits, including: state retirement; health insurance, to include medical and dental benefits; life insurance; annuities, to include state and/or privately sponsored programs; Social Security benefits; all other programs of a like nature.

The committee shall also report to the Senate annually on current and pending legislation, regulations, and programs related to faculty welfare, including fringe benefits. The committee shall gather statistics and report to the faculty annually regarding such benefits at other state institutions and peer institutions.

(Rev. Apr. 2005).

5. Committee on the Library

- a. Composition: Seven faculty members. The Dean of Libraries is an *ex-officio* non-voting member of this committee.

b. Duties:

- (1) To review annually the status of the library and statistics on the number of volumes, circulations, and expenditures;
- (2) To receive from the faculty, or from any school or department, recommendations or suggestions that may aid in library development, promote efficient services, and encourage increased use of the library;
- (3) To advise the Dean of Libraries on basic policy for the operation of the library insofar as such policy affects the use of the library;
- (4) To advise the Dean of Libraries on the allotment of funds for the acquisition of library materials.

6. Committee on Student Affairs and Athletics

a. Composition: Five faculty members, one non-resident student, one male resident student and one female resident student. The Senior Vice President for Student Affairs, the Executive Athletic Director, and the faculty athletic representative are non-voting *ex-officio* members.

b. Duties:

- (1) To consult with and make recommendations to student organizations, the faculty and administration in matters related to the cultural, social and physical well-being of the students;
- (2) To review student petitions and to make recommendations to the Faculty Senate and/or administration;
- (3) To advise the Faculty Senate and administration concerning the relation between academic and athletic interests of the College;
- (4) To recommend to the President and the Faculty Senate matters concerning athletics policies of the College relating to new programs, schedules and athletic scholarships.

- (5) The Chair of the Committee on Student Affairs and Athletics, or ~~their her or his~~ representative, shall attend meetings of the Student Affairs Committee of the Board of Trustees. [\(Rev. Aug. 2018\)](#)

7. Committee on Academic Standards, Admissions and Financial Aid

- a. Composition: Seven faculty members and one student.
- b. Duties:
- (1) To rule on student petitions concerning academic matters.
 - (2) To rule on queries from the faculty and administration on matters relating to interpretation or application of academic standards.
 - (3) To recommend to the Faculty Senate standards for admissions, continuation and graduation; and to monitor actions of administrators to ensure that such standards as may be approved by the Senate are enforced.
 - (4) To make recommendations for scholarships and to review policies for financial assistance.

8. Advisory Committee on Tenure, Promotion and Third-Year Review

- a. Composition:
- (1) Five tenured faculty members. Five tenured alternates will also be elected. The Provost will serve as an *ex-officio* non-voting member of the committee.
 - (2) No faculty member holding either a full-time administrative or part-time administrative position that is connected with the tenure and promotion process, or serving as Dean or Department Chair, may serve on this committee.
 - (3) No faculty member undergoing promotion review may serve on this committee during the academic year of that review. (Rev. Aug. 2014; Corrected Jan. 2015)

- (4) No member of this committee may participate on any school or departmental evaluation panel for tenure and promotion except those conducted in ~~their~~ her or his school or department. (Rev. Aug. 2018)
- (5) No member of this committee may participate in a review involving a faculty member of ~~their~~ her or his department. (Rev. Aug. 2018)
- (6) Upon disqualification of a member or members from a review, the Chair of the committee shall complete its composition by drawing lots from among the alternates.

b. Duties:

- (1) To review each school and departmental recommendation involving tenure and promotion, and to review any third-year evaluation upon the request of the faculty member under consideration or a member of the school or departmental panel.
- (2) In the course of its review, to determine whether the school or department has duly considered the standards, criteria and evidence established by the College, the school, and the department in evaluating the candidate, and to determine whether the school or department has followed the procedures established by the College for evaluating the candidate.
- (3) To make a recommendation in writing to the President regarding tenure, promotion or reappointment. The written recommendation of the committee shall be determined by a recorded vote of its members.

9. Curriculum Committee

a. Composition: Nine faculty members and one student. The Provost is a non-voting *ex-officio* member. The Registrar is an *ex-officio* member.

b. Duties:

- (1) To consider and forward to the Faculty Senate its recommendations on all courses, programs, and changes in the undergraduate curriculum. No changes in the curriculum shall be presented to the Faculty

Senate without the committee's action. Any decision of the committee can be appealed to the Faculty Senate.

- (2) To review and make recommendations with regard to degree requirements.
- (3) To advise officers of the administration on questions of interpretation which may be referred to the committee.
- (4) To review and make recommendations concerning proposals for the termination of programs brought to the committee by the Provost. (Rev. Nov. 2010)

10. Faculty Advisory Committee to the President

- a. Composition: The chair, or a designated member, from each of the Academic Planning Committee, Budget Committee, Faculty Welfare Committee, Committee on General Education, Committee on Assessment of Institutional Effectiveness, and Faculty Compensation Committees, together with six additional faculty members, at least one of whom shall be an adjunct faculty member. (Rev. Aug. 2015, Aug. 2017)
- b. Duties:
 - (1) To meet regularly to advise the President of faculty opinions concerning all issues and matters at the College that the committee considers of importance to the faculty and to the institution.
 - (2) To receive from the President requests for advice and counsel regarding matters that do not fall within the purview of the Faculty Senate or of any other standing Senate or College committee, or may call for action by the President.
 - (3) To receive from individual faculty, schools, departments, the Faculty Senate, other committees, or other faculty organizations, matters to be discussed with the President that do not fall within the purview of the Faculty Senate or of any other standing committee or that may call for action by the President. The committee will report in writing to the person or group making inquiry what recommendations have been made and what actions have been taken by the President regarding the matter submitted.

- (4) To advise the President relative to the selection of a commencement speaker.
- (5) To make recommendations to the President regarding the award of honorary degrees in recognition of exceptional achievement and/or distinction in scholarship, public service, or contribution to the College. Nomination of candidates for honorary degrees may also be made by anyone by submitting to the President in written form the accomplishments of the nominee.
- (6) With the help of the Senate Secretariat, written minutes of the committee's meetings will be distributed promptly to the faculty.

11. Faculty Grievance Committee

a. Composition:

- (1) Five faculty members, three with tenure and two without tenure. In addition, four alternate members, two with tenure and two without tenure. Each member of the committee and each alternate must have served at least three full years at the College of Charleston.
- (2) Any member of the committee who is involved in any way with a grievance before the committee will be disqualified and replaced by the appropriate alternate. The grieving faculty member shall have the right to challenge the impartiality of any member.

b. Duties:

- (1) To hear from any faculty member grievances of a nature not in the purview of the Faculty Hearing Committee.
- (2) To investigate a grievance when required for purposes of mediation.
- (3) To mediate the grievance.
- (4) To refer to the appropriate authority any unresolved grievances.

c. Grievance Procedure:

- (1) Any faculty member with a grievance should first report it to ~~their~~^{her or his} Department Chair. (Rev. Aug. 2018)
- (2) If a faculty member is not satisfied with the settlement provided by the or Department Chair, or if the or chair is directly related to the grievance, the faculty member should request in a letter to the Chair of the Grievance Committee a hearing before the Grievance Committee. The letter should state the nature of the grievance.
- (3) On receipt of such a written request, the committee Chair will convene the committee to hear the complaint within ten days (normally excluding Christmas, other state holidays, Spring holidays, and from the day after spring Commencement through August 15).
- (4) If in the judgment of the committee a grievance is determined to exist, the committee shall attempt to resolve the matter through mediation or other appropriate action.
- (5) Grievances unresolved by the Grievance Committee will be referred by the committee Chair to the appropriate authority.
- (6) The committee shall supply a faculty member who has brought a grievance before the committee with a written statement of the committee decision in the case.

12. Faculty Hearing Committee

- a. Composition: Five tenured faculty members, at least two of whom shall hold the rank of Professor, and six tenured alternates, at least two of whom shall have the rank of Professor, who shall be available in case of a conflict of interest involving a member of the committee. In the event of the disqualification of a committee member because of a conflict of interest, a replacement of comparable rank shall be chosen from among the alternates, if possible.

b. Duties:

- (1) To hear the cases of tenured faculty members against whom the College has made formal, written allegations of a nature that, if substantiated, could lead to their dismissal for cause.
 - (2) To hear cases of non-tenured faculty members against whom the College has made formal, written allegations of a nature that, if substantiated, could lead to their dismissal during the course of a contract year.
 - (3) To hear cases involving alleged discrimination in denial of tenure, dismissal at the end of the contract term, promotion, compensation, or work assignment.
 - (4) To hear cases involving alleged violation of academic freedom.
 - (5) To hear cases involving alleged violation of due process.
- (6) To hear election appeals.

c. Grievance Procedure:

On receipt of a written request, the committee Chair will convene the committee within thirty days (normally to exclude all College holidays and from the day after spring commencement through August 15) in accordance with procedures for the committee outlined in the Faculty Hearing Committee Faculty/Administration Manual, Appendix E, which details the Hearing Committee's procedure.

13. Faculty Research and Development Committee

- a. Composition: Nine faculty members. The Provost, or a representative selected by the Provost, shall serve as *ex-officio* member without a vote.
- b. Duties:
 - (1) To support and encourage faculty research, professional advancement, and development at the College.

- (2) To secure College-wide recognition of faculty research of particularly high quality. This includes recommendation to the President of a faculty member to receive the Distinguished Research Award presented annually at Commencement.
- (3) To initiate or comment to the Provost on recommendations dealing with specific policies, procedures and other matters that relate to faculty research and development.
- (4) To advise the Provost concerning College programs supporting faculty research and development; to announce such programs and invite faculty to apply for support; to recommend to the Provost awards to be made.
- (5) To advise the Provost, when requested, concerning proposals from faculty members for special research and development projects requiring College support (e.g., American Council on Education Fellowships, sabbatical leaves in years when funding does not permit granting of all those requests).
- (6) To serve as the patent and copyright advisory body for the College and when requested to hear individual cases involving ownership of materials subject to copyright or inventions entitled to a patent.

c. Members of the Faculty Research and Development Committee are not eligible to apply to the Committee for grants from funds under its jurisdiction. They may, however, apply directly to the Provost for support of their research and/or professional development.

14. Honors College Committee

- a. Composition: Seven faculty members [one representative each from: School of Humanities and Social Sciences; School of Sciences and Mathematics; School of Business; School of the Arts; School of Languages, Cultures and World Affairs; and School of Education, Health, and Human Performance; plus one member at-large (four of whom shall have taught recently in the Honors College)], two student representatives (one junior and one senior) chosen by the Honors Committee from students nominated by the Honors student body. The

expectation is that faculty committee members will serve a two-year term; student member terms are one year and they are eligible for re-election. The Dean of the Honors College (or the Dean's designee) is an *ex-officio* non-voting member of this committee; the dean may also invite other Honors faculty and staff to participate as *ex-officio* non-voting members.

b. Duties:

- (1) To review student applications for admission into the Honors College.
- (2) To review faculty course proposals and select Honors College courses.
- (3) To review and apply policy concerning the Honors College curriculum, admission and retention standards, and course selection procedures.
- (4) To review and make recommendations on written requests from students, faculty members, schools, or departments for exceptions from Honors College regulations and requirements.
- (5) To review information from the Dean of the Honors College concerning Honors College admissions, retention, curriculum, and other matters pertaining to the Honors College.

(Rev. May 2009; Aug. 2016)

15. Committee on Assessment of Institutional Effectiveness

- a. Composition: Nine faculty members. In addition, the following are *ex-officio* non-voting members: the Provost or ~~their~~^{his/her} designee and the Senior Vice President for Institutional Research and Planning. [\(Rev. Aug. 2018\)](#)

b. Duties:

- (1) To advise the College administration on compliance with the requirements of the South Carolina Commission on Higher Education's Guidelines for Institutional Effectiveness, and on basic policies related to assessment.

- (2) To review the College's Plan for Institutional Effectiveness and make recommendations for revisions as necessary.
- (3) To review or initiate policy issues related to assessment of institutional effectiveness.

16. Post-Tenure Review Committee

a. Composition:

- (1) Five tenured faculty members. Five tenured alternates will also be elected.
- (2) No faculty member holding either a full-time administrative or part-time administrative position that is connected with the post-tenure review process, or serving as Department Chair, may serve on this committee.
- (3) No faculty member undergoing post-tenure review may serve on this committee during the academic year of that review. (Rev. Aug. 2014; Corrected Jan. 2015)
- (4) No member of this committee may participate in any school or departmental evaluation panel for post-tenure review except those conducted in their ~~her or his~~ school or department. (Rev. Aug. 2018)
- (5) No member of this committee may participate in a post-tenure review involving a faculty member of their ~~her or his~~ department. (Rev. Aug. 2018)
- (6) Upon disqualification of a member or members from a post-tenure review, the Chair of the committee shall complete its composition by drawing lots from among the alternates. (Rev. Oct. 2000)

b. Duties:

- (1) To conduct all institutional-level post-tenure reviews (excluding promotions) that fall during its term of office.

17. Educational Technology Committee

- a. Composition: Seven faculty members and one student. No more than two members may come from any one academic department. Non-voting *ex-officio* members are the Provost (or the Provost's designee), the Chief Information Officer (or the CIO's designee), and the Director of Teaching, Learning and Technology. (Rev. Jan. 2011)
- b. Duties:
 - (1) To review annually the status of support for faculty and student use of educational technology, which includes the use of computers, audio-visual media, the Internet, and telecommunications;
 - (2) To consider and plan long-range academic use of educational technology for teaching and learning;
 - (3) To receive from the faculty, or from any school or department, recommendations or suggestions that may aid in the appropriate use of educational technology, promote efficient services, and encourage increased use of educational technology;
 - (4) To advise the Provost on basic policy for faculty use of educational technology;
 - (5) To advise the Chief Information Officer on the allotment of funds for implementation of educational technology and on educational technology policies, projects, and planning. (Rev. Oct. 2000, Jan. 2011)

18. Faculty Compensation Committee

- a. Composition: Seven faculty members and one adjunct faculty member. In addition, the Provost (or the Provost's designee) is a non-voting *ex officio* member. (Rev. Nov. 2010; Rev. Aug. 2015)
- b. Duties
 - (1) To review and recommend changes as needed to College Policies concerning faculty compensation;

- (2) To review and recommend changes as needed to College policies concerning adjunct faculty compensation;
- (3) To conduct or recommend faculty salary and/or compensation studies and report the results to the faculty; these studies may be internal and/or external; they may address such issues as internal equity, appropriate entry-level salaries, salary compression, and comparisons with peer institutions;
- (4) To recommend measures taken in response to findings of any faculty salary and/or compensation studies;
- (5) To advise the administration concerning the development and implementation of any special compensation enhancement program (programs which go beyond any regular annual salary increases);
- (6) To monitor the effects of any special compensation enhancement programs, recommend modifications as necessary in the implementation of long-term programs, and report to the faculty the results of such programs;
- (7) To review and recommend adjustments as needed to College policies concerning salary increases for the awarding of tenure, promotion, and post-tenure review ratings of "superior."
(Approved April 2005)

19. Committee on General Education

- a. Composition: Seven regular faculty shall be elected to serve on the Committee. Each academic school shall be represented on the Committee. The Committee shall have one voting student member selected by the Student Government Association. Committee members shall serve a term of one year and may, if re-elected, serve as many as three consecutive terms. The Associate Vice President for the Academic Experience (or other administrator designated by the Provost) and the Director of Assessment (or other administrator designated by the Provost) are *ex officio*, non-voting members.
- b. Duties:

- (1) To monitor and review the General Education Program and to initiate and/or review all General Education Program revision proposals and/or changes prior to their consideration by the Faculty Senate;
- (2) Whenever required by current General Education Program policies, to review proposals from departments and programs requesting that individual courses and/or sequences be counted for General Education credit, and to forward the committee's recommendations to the Faculty Senate;
- (3) To initiate actions, devise procedures, and make recommendations to the Provost and to the Faculty Senate on any and all aspects of General Education Program administration and program features;
- (4) To consult with the Faculty Committee for Assessment of Institutional Effectiveness, and with the Office of Accountability, Accreditation, Planning, and Assessment, when they conduct periodic assessment of the General Education Program;
- (5) To promote and explain the goals of the General Education Program to the relevant audiences.
- (6) To recommend that courses already fulfilling General Education program requirements be modified or that certain courses or course sequences previously fulfilling General Education Program requirements no longer be permitted to do so.

c. Course approval procedures:

- (1) The Committee shall use a public process of review when considering proposals for courses to count for General Education credit.
- (2) The Committee shall be responsible for publishing the approval criteria for each requirement, as well as proposal forms and instructions that may be used by any department or program. The department or program proposing the course is responsible for supplying evidence that the course fulfills the criteria that the Senate has approved for a particular requirement.

- (3) The Committee shall maintain a regular schedule of meetings and shall publish an agenda of course proposals scheduled for consideration. The agenda and copies of scheduled course proposals shall be available to all faculty at least one week in advance of the meeting. Meetings shall be open to all faculty unless the Committee has entered into executive session. Meetings may also include conversations between the Committee and other invited guests with expertise in a discipline, department, or program relevant to a particular course proposal.
- (4) The Committee shall forward all recommendations to the Faculty Senate.
- (5) In consultation with the Faculty Secretariat, the Committee shall maintain an archive of all materials submitted to it.
- (6) Requirements for a public process of course proposal review shall not interfere with the right of the Committee to enter into executive session.

- d. Appeals: No changes in the General Education Program shall be presented to the Faculty Senate without the Committee's action. Any decision of the Committee on General Education can be appealed to the Faculty Senate.
- e. Effective on the date on which this committee is established, no change to the General Education Program shall be approved without consideration by this committee.

20. Advisory Committee on First-Year Experience

- a. Composition: Seven regular faculty members, at least three of whom shall be teaching in the First-Year Experience program (i.e., teaching either a First-Year Seminar or a Learning Communities Course) during the relevant academic year or have taught in the First-Year Experience program during the preceding academic year. Preferably, each academic school should be represented on the committee. The committee shall have one voting student member selected by the Student Government Association. The Associate Vice President for the Academic Experience (or other administrator designated by the Provost), the Assistant Vice President for New Student Programs (or other administrator designated by the Provost),

the Dean of Students, and the Director of the First-Year Experience program are ex officio, non-voting members.

b. Duties:

- (1) In consultation with the relevant administrators, to support and advise the First-Year Experience program on all matters relevant to the program, including program development, budget requests, and other issues germane to program support;
- (2) In consultation with the Director of the First-Year Experience program, to review and assess the First-Year Experience program and to make non-binding recommendations for revisions to the program;
- (3) To request and review proposals for First-Year Experience courses (sections of FYSM 101 and Learning Communities); and
- (4) To assist the Director of the First-Year Experience program in recruiting students for First-Year Experience courses and to recruit and plan the training for new First-Year Experience faculty and peer facilitators for Learning Communities.

- c. Implementation: The Advisory Committee on the First-Year Experience shall be constituted only if the Provost and the Speaker of the Faculty certify in a written notice addressed to the members of the Faculty Senate that a coordinated, comprehensive, and unified First-Year Experience program has received the necessary approvals and shall be implemented in a timely fashion. Such written notice shall be supplied no later than August 15, 2009, or the ratification for which Art. VI, Section 1.A. provides shall be null and void and this committee description shall be removed from the Faculty By-Laws.

21. Adjunct Oversight Committee

- a. Composition: Four regular faculty members, designated from each of the Budget Committee, Faculty Welfare Committee, Faculty Compensation Committee, and Academic Planning Committee; together, with an elected adjunct faculty member

(as described in Article V, section 1.B), and an *ex-officio* non-voting member designated by the Provost.

b. Duties:

- (1) Receive and analyze reports: from the Office of Institutional Research, Planning, and Information Management on the number of adjuncts employed by the College, the number of credit hours delivered by adjunct faculty, adjunct faculty members' rank and status (part-time or full-time), and adjunct faculty compensation; and from the Provost's office on College policies for adjunct faculty.
- (2) Solicit additional information on adjunct practices in use in schools, departments, and programs. To obtain this information, the committee may analyze published documents (*e.g.*, department websites or handbooks), interview deans and chairs, conduct surveys of adjunct faculty, and/or do additional research.
- (3) Receive and response to information from the Provost's office and/or senior leadership regarding future plans for the College that will affect the College's reliance on adjunct faculty or compensation of adjunct faculty.
- (4) Regularly report to the Faculty Senate, Provost, and adjunct faculty on the College's adjunct policies and practices; make recommendations to the Faculty Senate and appropriate committees regarding compensation, working conditions, ongoing professional development, and collegiality for adjunct faculty. With the assistance of the Faculty Secretariat, maintain a permanent record of each year's minutes and annual reports.
- (5) Meet twice each semester, or more frequently, at the committee's discretion.

Section 4. Ad Hoc Committees

- A. *Ad hoc* committees may be formed as necessary to address matters not falling within the purview of standing Senate or College committees. *Ad hoc* committees may be established by formal action of the Faculty Senate or initiated by the College administration.

- B. After Senate approval of the formation of an *ad hoc* committee, or after receiving a request from the administration via the Speaker to form an *ad hoc* committee, the Committee on Nominations and Elections nominates members for the committee, which is elected by the Senate.

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 the 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; April 2013)

Section 2. Extraordinary Meeting Option for Amendment Introduction

Motions for amendment or repeal of these by-laws may be made in writing at any extraordinary meeting of the College faculty. The motion shall be referred to the Committee on the By-Laws and the Faculty/Administration Manual. The committee shall report to the faculty its recommendation on the motion and any amendments at a second extraordinary faculty meeting called by the Speaker of the Faculty to consider the motion. The faculty will then vote on the motion to amend or repeal the by-laws. It shall be adopted by a two-thirds vote of the membership voting, provided a quorum is present. (Rev. May 2009)

STANDING RULES OF THE FACULTY OF THE COLLEGE OF CHARLESTON

1. Officers of the faculty and Faculty Senate shall prepare and distribute to the faculty one week in advance of any faculty or Faculty Senate meeting a packet of materials to consist of the following items:
 - a. The printed agenda for the meeting;
 - b. Announcements to be made at the meeting;
 - c. Committee reports;

- d. Motions to be made at the meeting, together with explanatory material, issues considered, and rationale for the motion.
2. All business coming to a deciding vote of the faculty or the Faculty Senate shall be placed before the faculty or Senate in writing at least one week prior to the faculty or Senate meeting. Business not so announced may be discussed or referred to committee, but neither adopted nor rejected.
3. Faculty members shall identify themselves when recognized by the presiding officer to speak to an issue at all College faculty and Senate meetings.
4. Speeches at College Faculty and Faculty Senate meetings may not exceed five minutes.
5. Meetings of the College faculty and Faculty Senate shall be held in a place conducive to full and free debate.
6. Media coverage of College faculty and Faculty Senate meetings shall adhere to the following guidelines:
 - a. Attendance at College faculty and Faculty Senate meetings will be first cleared through the Office of Marketing and Communications.
 - b. The media will set up equipment prior to the faculty or Faculty Senate meeting.
 - c. The media will be restricted to a set location determined by the Speaker of the Faculty and the Office of Marketing and Communications.
 - d. Camera lights will not be allowed during the proceedings.
7. Smoking cigarettes, cigars and pipes is prohibited at all official working sessions of the faculty to include College faculty, Faculty Senate, department, school and committee meetings.