FACULTY MANUAL

2007
I. ADMINISTRATION ORGANIZATION .......... 1
   Board of Trustees
   President’s Office
   Vice Presidents
   Associate Vice Presidents
   Academic Deans
   Academic Leadership Council
   Department Chairs

II. FACULTY ORGANIZATION ...................... 4
    Faculty Conference
    Academic Council and Constituent
    Faculty Assemblies
    Graduate Faculty Assembly
    Graduate Council and Constituent
    Graduate Faculty Committees
    Program Review
    Curriculum Revision
    Committees (not part of Faculty Conference)

III. FACULTY EMPLOYMENT ....................... 10
     Faculty Recruitment Overview
     Tenured, Tenure Track, and Non-tenure
     Track Appointments
     Appointments/Service Status
     Letters of Offer/Contracts
     Academic Rank
     Emeriti Faculty
     Academic Freedom and Tenure
     Conditions and Procedures for Granting
     Tenure
     Evaluation of Performance (as required by
     SC Performance Funding)
     General Standards for & Evidence of Teaching
     Effectiveness, Scholarship & Service
     Tenure for Academic Deans and Vice President
     for Academic Affairs
     Post-Tenure Review (also see Appendix IV)
     Promotions
     Faculty Salary Policies and Procedures
     Fluency in English Policy
     Faculty Ethics

IV. ACADEMIC POLICIES & PROCEDURES ........... 49
    Classroom Policies
    Grading Policies
    Academic Responsibilities
    Travel
    Purchasing

V. FACILITIES AND SERVICES .................... 59
    Audio Visual Services
    Banking Facilities
    Bookstore
    Campus Police
    Career Development
    Computer Services
    Counseling Services
    Credit Union
    Cultural Activities
    Facilities Management
    Health Services
    Identification Cards
    Instructional Support Centers
    Keys
    Library
    MacCafé Early Childhood Laboratory School
    Mail
    Notary Service
    Publications and Communication
    Recreational Facilities
    Space Reservations
    Student Publications
    Students with Disabilities
    Teaching and Learning Center
    Telephone
    Vehicle Registration (see Campus Police)
    Wellness Services
APPENDIX I. FACULTY GOVERNANCE .............. 68

The Faculty Conference Bylaws
  Article I – Name
  Article II – Responsibilities
  Article III – Membership
  Article IV – Officers
  Article V – Meetings
  Article VI – Parliamentary Authority
  Article VII – Amendments
  Article VIII – Ratification
  Article IX – Approving Degree Candidates
  Article X – Reports on Board of Trustees Meetings
  Article XI – Notification of Intent to Discuss Passed Item
  Article XII – Committees of Faculty Conference
  Article XIII – Constituent Assemblies
  Article XIV – Requirements for Teaching at the 500 Level or Above
  Article XV – Academic Council

The Graduate Faculty Assembly Bylaws
  Article I – Name
  Article II – Responsibilities
  Article III – Membership
  Article IV – Officers
  Article V – Meetings
  Article VI – Graduate Council
  Article VII – Committees
  Article VIII – Constituent Committees
  Article IX – Parliamentary Authority
  Article X – Amendments
  Article XI – Ratification

Acts of the Faculty Committees of the Councils (Academic and Graduate)

APPENDIX II. TERMINATION PROCEDURES ......................... 89

Procedures for Termination of Contract
  Termination Due to Financial Exigency
  Exit Interview

APPENDIX III. POLICY AND PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS .......... 94

  Purpose
  Statement of Policy
  Applicability
  Grievable Actions
  Grievance Committee
  Procedure
  Time Limit

APPENDIX IV. POST-TENURE REVIEW .............. 97

  Preamble
  Faculty Responsibilities
  Frequency of Review and Exceptions
  Review Committee
  Materials to be Considered in the Review
  Results of the Review
  Appeals Process
  Timetable

APPENDIX V. CONSULTING AND OUTSIDE EMPLOYMENT ..................... 107

  Definitions
  Disclosure and Approval
  Request for Approval of Consulting or Outside Employment (form)

FIGURES

Figure 1. Winthrop University Organizational Chart .......................................................... 111
Figure 2. Academic Affairs Organizational Chart ............................................................. 112
Figure 3. Internal Program Review ..................................................................................... 113
Figure 4. Procedure for Change in Undergraduate Curriculum ....................................... 114
Figure 5. Procedure for Change in Graduate Curriculum .................................................. 115
Figure 6. Procedure for Change in Graduate Curriculum for 500-Level Courses .......... 116
Figure 7. Organization of Faculty Governance................................................................. 117

INDEX ............................................................................................................................... 118
WINTHROP UNIVERSITY PURPOSE OF THE FACULTY MANUAL

The Winthrop University Faculty Manual serves as a source of information for faculty about a number of areas, including employment, campus governance, academic policies and procedures, and campus facilities and services. The Faculty Manual reproduces academic, institutional, and employment policies developed by, among others, the Faculty Conference and Graduate Faculty Assembly, Academic and Graduate Councils, recommended to and approved by the President and approved by the Board of Trustees.

Winthrop University’s policies, benefits and procedures are subject to applicable state and federal law.

No faculty member, dean, officer or employee, except for the University President, has the authority to bind the University to any employment contract for any specified period of time or to otherwise alter the terms and conditions of employment. Any such alteration or contract must be in writing and signed by the President.

WINTHROP UNIVERSITY MISSION STATEMENT

Building on its origins as a women’s college and its history as a teacher preparation institution, Winthrop University has broadened its mission and has achieved national recognition as a competitive and distinctive, public, residential comprehensive teaching institution that aspires to be among the very best institutions of its type in the nation.

The University provides personalized and challenging undergraduate, graduate, and continuing professional education programs of national caliber within a context dedicated to public service to the State of South Carolina. All eligible bachelor’s, master’s and specialist degrees in the liberal arts and sciences, education, business and the visual and performing arts are nationally accredited.

Winthrop enrolls an achievement-oriented, culturally diverse and socially responsible student body of 6,500 students and will remain a medium-sized comprehensive teaching university of between 5,000 and 7,000 students for the foreseeable future. The University recruits South Carolina’s best students as well as highly-qualified students from beyond the state whose presence adds diversity and enrichment to the campus and state. Winthrop prides itself on being an institution of choice for groups traditionally under-represented on the college campus.

Winthrop’s historic campus, located in a growing city within a major metropolitan area, provides a contemporary and supportive environment that promotes student learning and development. Winthrop has a diverse faculty and professional staff of national caliber and supports their work as effective teachers, scholars, researchers, practitioners, and creative artists. Through this talented group, Winthrop students acquire and develop knowledge, skills, and values which enrich their lives and prepare them to meet the needs and challenges of the contemporary world, including the ability to communicate effectively, appreciate diversity, work collaboratively, synthesize knowledge, and adapt to change. Ongoing assessment of programs and services ensures both that all academic programs challenge students at their highest level of ability and that the library, instructional technology and other academic service areas support courses of study that are consonant with current methods and knowledge. As a result, Winthrop graduates are eminently well-prepared to assume successful careers in business, industry, government, education, the arts, and human services, as well as to enter the most competitive graduate or professional schools. (Adopted by Board of Trustees, June 12, 1998.)
PROCEDURES FOR UPDATING THE FACULTY MANUAL

Responsibility for maintaining and updating the Winthrop University Faculty Manual lies with the Vice President for Academic Affairs. The Faculty Manual will be revised or updated as necessary, based on changes in University policies and procedures. All revisions and updates to the Faculty Manual will be incorporated and will be accessible in the online version at http://www.winthrop.edu/acad_aff/FacManual/facultymanual.pdf
CHAPTER I: ADMINISTRATION ORGANIZATION

BOARD OF TRUSTEES

The Board of Trustees is vested by law with the ultimate authority and responsibility for the governance of Winthrop University. If a conflict arises regarding any language in the Faculty Manual or other governing documents of the University, the Board of Trustees reserves sole discretion to construe and interpret such language. The principal office of the Board of Trustees shall be in the Office of the President at Winthrop University. There are 12 members of the Board of Trustees. Membership of the Board consists of the Governor of the State or designee, the State Superintendent of Education (as ex officio members), and ten other persons. Seven of the members are elected by joint ballot of the Senate and the House of Representatives to serve for six years; one Trustee appointed by the Governor to serve for six years; and the remaining two Trustees appointed by the Winthrop University Alumni Association to serve for six years. All elective members hold office until June 30 after their successors have been elected and have qualified.

The Board of Trustees invites the Chair of the Faculty Conference and the President of the Council of Student Leaders to attend meetings of the Board as representatives to the Board with the right to discuss but without a vote. The Board authorizes the Vice-Chair of the Faculty Conference and the Vice-President of the Council of Student Leaders to serve as alternates if the faculty representative and student body representative are unable to attend a meeting of the Board.

Executive Sessions of the Board include the Trustees and the President. Other individuals may occasionally be invited to give information as deemed necessary by the Board.

PRESIDENT'S OFFICE

The President. The President is elected by the Board and is charged with the managerial and administrative responsibility for the ongoing operations of the University and acts for the Trustees in carrying out the policies and decisions of the Board. The President serves as the official medium of communication between the Trustees, on the one hand, and the University faculty, administrative officers, staff, students, and alumni, on the other.

Executive Assistant to the President. The Executive Assistant to the President provides support and assistance to the President, especially in the gathering and analysis of data, preparation of reports required in the formulation and implementation of management policies and procedures, and the coordination of the activities within the office of the President. The Executive Assistant investigates problem areas, collaborates with the administrators of the University on official projects, and assists in preparation for the meetings of the Board of Trustees.

Assistant to the President for Public Affairs. The Assistant to the President for Public Affairs works with and advises the President and other senior officers as appropriate to determine the strategy, content, style, medium, and audience for official communications emanating from the University. The Assistant to the President for Public Affairs serves as the University’s spokesperson.

Assistant to the President for University Events. The Assistant to the President for University Events assists and consults with the President on campus operations and special events, including the Inn at Winthrop, and promotes the University to internal and external constituencies through the planning and execution of events.
CHAPTER I: ADMINISTRATION ORGANIZATION

Special Assistants to the President. The President may appoint special assistants as needed to accomplish specific objectives or respond to particular situations.

Athletic Director. The Athletic Director reports to the President and is responsible for administering and coordinating the intercollegiate athletic programs of Winthrop University. In addition, the Athletic Director is responsible for the Winthrop Coliseum and such other activities as assigned by the President.

Internal Audit Director. The Internal Audit Director reports to the President and the Board of Trustees. Internal Audit is responsible for assisting management by assessing financial and operational processes to insure adequate controls for reliable information and effective use of resources, in accordance with the University’s mission, relevant policies, and applicable laws.

VICE PRESIDENTS

Vice President for Academic Affairs. The Vice President for Academic Affairs represents the President in the President’s absence. As the Chief Academic Officer, the Vice President for Academic Affairs is responsible for instructional and academic program planning, evaluation, budgeting, and administration including faculty hiring and the Promotion and Tenure process. This individual is responsible also for Records and Registration, Graduate School, Institutional Effectiveness, and Sponsored Programs and Research. The Vice President for Academic Affairs works with the state coordinating board and other institutions in the state.

Vice President for Finance and Business. The Vice President for Finance and Business is the Chief Fiscal Officer of the University. This individual is responsible for Budgeting and Financial Accounting functions as well as Facilities Design and Development, Facilities Management, Information Technology, Human Resources functions, Procurement and Risk Management, Real Estate Management, and the Post Office.

Vice President for Student Life. The Vice President for Student Life is the Chief Student Affairs Officer of the University. This individual is responsible for student development programs, student discipline, orientation and support services including Residence Life, Student Affairs, Campus Police, Dining Services, Career Development, Bookstore, and the Health and Counseling Services.

Vice President for University Development and Alumni Relations. The Vice President for University Development and Alumni Relations is the Chief Development Officer of the University. This individual is responsible for Development and fund raising activities, Alumni Relations, Alumni Association, the Educational Foundation, and the Real Estate Foundation.

Vice President for University Advancement. The Vice President for University Advancement is the Chief Advancement Officer of the University. This individual is responsible for Enrollment Management, including Recruitment and Admissions, Marketing, University Relations and Printing Services.

ASSOCIATE VICE PRESIDENTS AND DEANS

The Vice President for Academic Affairs appoints Associate Vice Presidents or other academic administrators responsible for specific aspects of the academic program.
CHAPTER I: ADMINISTRATION ORGANIZATION

ACADEMIC DEANS

The Academic Deans exercise supervision over the academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, University College, and Library Services. Each dean assigns instructional and other responsibilities of respective faculty; recruits faculty; recommends promotions, tenure, and salaries for the faculty; supervises faculty-student relationships; develops budget requests and controls budgeted funds; and is responsible for the academic excellence of the individual unit.

ACADEMIC LEADERSHIP COUNCIL

The Academic Leadership Council advises the Vice President for Academic Affairs; enhances communication among the leaders of the academic units of Winthrop University; and assists the Vice President for Academic Affairs in formulating administrative responses to issues on and off campus.

The Council, which meets regularly, consists of the Vice President for Academic Affairs (who acts as chair), the Academic Deans, the Dean of the Graduate School, and the Assistant Vice President for Academic Affairs. Other persons may attend the meetings at the invitation of the Council.

DEPARTMENT CHAIRS

Department Chairs are appointed by the President through the Vice President for Academic Affairs upon recommendation of the appropriate dean. The appointment is subject to annual review. The Department Chair is responsible for recruiting and evaluating faculty, advising student majors, continually reviewing curricula, arranging departmental meetings, scheduling classes, making budget recommendations, supervising fiscal and physical operations. These administrative responsibilities are in addition to the teaching load which is determined in proportion to the administrative load of the department.

WINTHROP UNIVERSITY ORGANIZATIONAL CHART

For a more detailed listing of administrative offices and responsibilities for administrative functions, please see the Winthrop University organizational chart, Figure 1, located at end of Faculty Manual text.
CHAPTER II: FACULTY ORGANIZATION

For administrative and academic purposes, Academic Affairs is organized into six major divisions: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, University College, and the Library. See the Academic Affairs organizational chart, Figure 2, located at end of Faculty Manual text.

Faculty governance is represented by the Faculty Conference and its constituent assemblies and committees, and in the Graduate Faculty Assembly and its designated councils and committees. Detailed descriptions of the constituent assemblies and committees of Faculty Conference are found in Appendix I.

FACULTY CONFERENCE

The Faculty Conference is the principal legislative body of the faculty and is responsible for its own organization and procedures, academic programs, policies, and regulations, as well as other matters referred to it by the President or the Chief Academic Officer. In accord with the Bylaws of the Board of Trustees (October 29, 1993), all actions of the Faculty Conference are subject to the approval of the Board of Trustees and its policies. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference. The Chair of the Faculty Conference is elected biennially by its members and shall be a full-time, tenured faculty member. Administrative officers and department heads are ineligible to hold this office. The Chair of the Academic Council serves as Vice Chair.

ACADEMIC COUNCIL AND CONSTITUENT FACULTY ASSEMBLIES

The Faculty Conference has delegated certain responsibilities and authority to its constituent assemblies and to the Academic Council. Each college has its own faculty assembly which is responsible for recommending for approval the academic program(s) of that division. These assemblies are subordinate to the Faculty Conference. Every member of the Faculty Conference who is appointed to faculty status in a particular college is a member of the faculty assembly of that college.

The Academic Council is responsible to the Faculty Conference for reports and recommendations concerning general education requirements, academic programs, policies, and regulations except those that would be peculiar to the graduate program. Membership is by appointment by the President, election from the Faculty Conference, and election from the respective faculty assemblies; the term of membership is three years. A student member (Chair, Council of Student Leaders or designee) serves a one-year term. The chair is elected by the voting members of the Council from their own ranks. The Registrar serves as an ex-officio member and Secretary without vote.

GRADUATE FACULTY ASSEMBLY

The Graduate Faculty Assembly is responsible for recommending graduate academic programs, policies, and regulations, and for matters referred to it by the Faculty Conference, the President, or the Chief Academic Officer of the University. It is the principal legislative body of the graduate faculty. Membership criteria are determined by the Graduate Faculty Assembly on recommendation by the Graduate Council. In general, the criteria for membership include the possession of the highest earned degree in the discipline, completion of two years of full-time teaching or research experience, tenured or tenure track faculty at Winthrop University, and recommendations from the Department Chair, Dean, Chief Academic Officer, and Graduate Council. The Graduate Faculty Assembly elects a chair from
CHAPTER II: FACULTY ORGANIZATION

among its membership (excluding Deans) to serve for two years. The Chair of the Graduate Council presides in the absence of the Assembly Chair.

GRADUATE COUNCIL AND CONSTITUENT GRADUATE FACULTY COMMITTEES

The Graduate Faculty Assembly has delegated specific responsibilities to the Graduate Council and the Graduate Faculty committees. Each college has a Graduate Faculty Committee which is responsible for recommending the graduate academic programs of its division, and which reports to the Graduate Council. Faculty members who hold appointments to a particular college and who are members of the Graduate Faculty Assembly are eligible for membership in the Graduate Faculty Committee of that division.

The Graduate Council is responsible to the Graduate Faculty Assembly for reports and recommendations on academic policies, programs, and regulations peculiar to the graduate program. The Graduate Council is responsible for calling special meetings of the Graduate Assembly and recommending changes in the organization and procedures of the Assembly to the Faculty Conference. The voting members of the Graduate Council also serve as the Graduate Petitions Committee. Membership in the Graduate Council is by appointment by the President and election from each academic college; a nonvoting representative is selected by the Winthrop Library faculty. The Dean of the Graduate School serves as a member, without vote. Voting members serve three years. The chair is elected to a one-year term by the voting members, and must have served on the Council at least one year. The voting members elect a Vice Chair from among their own members each year. A representative of the Graduate School office serves as an ex officio member and Secretary, without vote.

PROGRAM REVIEW

Program review, a process dealing with the addition, modification, internal suspension or termination of a program, is designed to result in a combination of programs for Winthrop University that uses resources effectively and efficiently. (Amended by Faculty Conference, 02-16-01) Providing the right programs which meet high quality standards at a reasonable cost is our goal. The practice related to program review shall reflect the participatory spirit embodied in sections dealing with: 1) Curriculum Revision; 2) Academic Council; 3) Graduate Council; and 4) Financial Exigency (Appendix II). Faculty and administration acknowledge the responsibility to use effectively the University's resources and in consultation to conduct periodic reviews of programs. These reviews may be necessitated by factors such as accrediting agencies and their standards, CHE, and market indicators as well as the University's changing mission and financial situations. Such reviews will involve faculty participation at the program level and proceed through the college committee structures seeking appropriate input and perspective. (See Figure 3, located at end of Faculty Manual text, Amended by Faculty Conference, 02-16-01)

Criteria used for program review shall begin with an understanding of the relationship of the program under review to the department's mission as defined by the department. Additional criteria shall include information such as CHE minimum standards for degree productivity, accrediting agency standards, significant trends related to individual degree programs, continuing student interest, and Winthrop's ability to provide resources appropriate to quality programs. Quantitative and qualitative data which relate to the mission of the University and its academic units will be used in these reviews.

CURRICULUM REVISION

The process of revising the undergraduate curriculum begins in the department. If the suggested change in
CHAPTER II: FACULTY ORGANIZATION

the undergraduate curriculum is approved, it is forwarded to the appropriate college curriculum committee and faculty assembly, then to the Teacher Education Committee or the General Education Committee when applicable, and from there to the Committee on Undergraduate Instruction, to Academic Council, the Faculty Conference (when required), the Vice President for Academic Affairs, the President, and the Board of Trustees (see Figure 4, located at end of Faculty Manual text). Graduate curriculum revisions are sent to the Graduate Council for approval and to Academic Council (when required) and to Graduate Faculty Assembly (when required). (See Figure 5 and Figure 6, located at end of Faculty Manual text.)

COMMITTEES

Statement. Participation on committees requires considerable professional judgment and responsibility as well as a dedication to the best interests of Winthrop University. Membership on committees which report to Faculty Conference carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with Faculty Conference. At the same time, most committees deal with issues that must remain confidential; it is incumbent upon the committee members to maintain complete confidentiality in these cases. This is of particular concern with respect to those persons serving on committees within the tenure and promotion process.

Winthrop University recognizes the value of the service provided by those persons serving on committees. Both committee participation and teaching bring with them legal exposure. For this reason, Winthrop University provides for its faculty, coverage under a tort liability insurance policy and, for committee chairs and committee members in particular, coverage under a directors and officers reimbursement indemnity policy. Additional information is on file in the Office of Risk Management. Persons involved with committee responsibilities should be aware of the nature of this coverage.

The committees of Faculty Conference as well as Academic Council and Graduate Council are found in Appendix I. This section contains committees which are not part of Faculty Conference. See Figure 7, located at end of Faculty Manual text, for the relationship of committees to the governance organizations and the University.

Biosafety Committee. The President appoints for a two-year term three faculty, one of whom is appointed chair, and 2 community members not affiliated with Winthrop University. The Winthrop University Safety Officer, and the Director of Sponsored Programs and Research (SPAR) serve ex officio. The committee oversees the safety of biological projects in order to qualify for certain categories of federal grants. For any federal grant, the committee must contain members with expertise in the research being conducted.

Board of Student Publications. This Board is composed of four members appointed by the President for two-year staggered terms, to include two faculty members from Mass Communication, one faculty member or administrator from Business or the Finance and Business Office, and one member with legal or journalistic expertise. A chair is appointed by the President for a two-year term. Three student members are appointed by the Chair of the Council of Student Leaders, as follows: a junior or senior Mass Communication major with a one-year term; a sophomore or junior with a two-year term; and one student at large with a one-year term. The Dean of Students serves ex officio. The membership also includes the elected editors and the advisors of The Johnsonian, The Anthology, and The Roddy-McMillan Record. All members vote except the chair, who may vote only in the case of a tie. Board responsibilities include setting minimum qualifications for editors, selecting editors and advisors, approving budgets, hearing complaints, hearing and deciding non-editorial conflicts between editors and their respective advisors, and formulating regulations in
CHAPTER II: FACULTY ORGANIZATION

the full spirit of the First Amendment to the Constitution of the United States.

Council of Student Leaders. The Council is a representative body of Winthrop student leaders and other concerned students providing students a role in institutional decision making and self governance. The Council serves as the official student voice to the Winthrop University Board of Trustees and administration. It reviews and approves charter applications from new student organizations, including the annual registration of existing campus clubs and organizations. The Council oversees the distribution of student activity funds and makes student appointments to campus committees according to the University’s governance structure. The Council promotes campus-wide institutional events and performs such acts as are necessary to advance student welfare. The Faculty Conference annually elects a faculty member who attends the public meetings of the Council.

Dinkins Student Union Advisory Board. The Dinkins Student Union Advisory Board consists of three faculty members elected at large to serve three-year, staggered terms; the following members serve one-year terms: the President and Vice President of Dinkins Student Union (DSU), the Chair and Vice Chair of the Council of Student Leaders (CSL), and three students: one each appointed by the President of DSU, by the Vice President of DSU, and by the Director of Campus Programs. The Dean of Students, Director of Campus Programs, Campus Programs Student Assistant, Secretary/Historian of DSU, the Editor of The Johnsonian, and the Editor of The Roddey-McMillan Record serve as ex officio members without vote. This group meets once a semester or at the call of the DSU President or the Director of Campus Programs to ensure that campus concerns and interests are addressed and discussed.

Faculty Advisory Committee on Intercollegiate Athletics. This committee advises the President and the Athletic Director on matters pertaining to intercollegiate athletics. The committee consists of faculty members and a chair appointed by the President, to include the Senior Women’s Administrator for Athletics and the Faculty Athletics Representative; two student athletes appointed by the Chair of CSL, the Athletic Director and the Director for Compliance serve as nonvoting members.

Institutional Animal Care and Use. This committee reviews and recommends policies on the care and use of animals in research. The President appoints five faculty members, and three members of the community, one of whom must be a veterinarian, for staggered three-year terms. The chair is appointed from among the faculty members for a one-year term. The Director of SPAR will serve ex officio.

Institutional Review Board (IRB). In compliance with the Title 45 Code of Federal Regulations Part 46, this committee reviews and approves research projects involving human subjects. The IRB assures that the rights and welfare of human subjects are adequately protected, the procedures used to obtain informed consent are adequate and appropriate, and risks to human subjects are reasonable in relation to anticipated benefits to the human subjects. In accordance with federal regulations, the IRB is composed of members with expertise in scientific and non-scientific areas, with diverse representation from the different disciplines on campus. This diversity fosters a comprehensive approach to safeguarding the rights and welfare of human subjects involved in Winthrop University research activities. The President appoints one member of the community who is unaffiliated with Winthrop University and seven faculty, one of whom is to be a physical scientist, for staggered three-year terms. The chair is appointed annually by the President from among the members. If serving on Research Council, a faculty member cannot serve on this Board. The Vice President for Academic Affairs serves ex officio as the Authorized University Representative. The Director of Sponsored Programs and Research (SPAR) also serves ex officio.
CHAPTER II: FACULTY ORGANIZATION

**International Advisory Committee.** This committee consists of six faculty members (2 from Arts and Sciences and 1 each from the remaining major academic units) and two community members appointed by the President for staggered three-year terms. The committee provides advice and guidance on the University's international programs. The Director, International Center will serve as chair. The Dean of University College, the Coordinator of International Education, the International Student Advisor, the Director of Honors, and the Assistant Dean of the Graduate School serve as ex officio members.

**Judicial Council.** The Judicial Council is a disciplinary committee which hears cases involving students and the General Conduct Policy. Membership consists of a faculty member appointed by the President to serve as chair for a two-year term, two faculty members elected by Faculty Conference for staggered two-year terms, two students appointed by the Chair of CSL for one-year terms.

**Post-Tenure Review Committee.** (See also Appendix IV). All members of post-tenure review committees will be tenured Winthrop faculty. A faculty member may serve on more than one committee in a year. No faculty member will serve in the year in which he/she is scheduled for review. In most cases, associate and assistant deans will not serve on committees in their departments unless there is an insufficient number of eligible faculty. Associate and assistant deans and chairs may serve on committees outside their departments. Chairs and deans cannot serve on a committee for a faculty member from his/her department. Composition of Committee: For faculty members, a committee of three faculty members: one from the candidate’s department if sufficient number of tenured faculty; one from outside the department, and the third preferably from the candidate’s department. For assistant and associate deans, a committee of three faculty members: one from the candidate’s academic department if sufficient number of tenured faculty, one from the academic unit in which candidate serves, and one assistant or associate dean from another academic unit. For academic deans, a committee of three faculty members: one from the dean’s academic department if sufficient number of tenured faculty, one from the academic unit in which the dean serves, and one dean from another academic unit.

**Research Council.** The Research Council administers a fund to support faculty research and to encourage creative activity on the part of the faculty. The President appoints six faculty members for one-year terms. While serving, members may not apply for Research Council funds. If serving on the Institutional Review Board, a faculty member cannot serve on Research Council. The Academic Vice President, the Dean of Library Services, and the Director of Sponsored Programs and Research (SPAR) serve as ex officio members. The chair will be appointed annually by the President from among the members.

**Scholarship Committee.** This committee consists of eight faculty and staff members appointed by the President. The committee selects outstanding upperclassmen to receive endowed scholarships ensuring the most effective distribution of scholarship funds. The committee also reviews appeals of athletic grants-in-aid that are revoked.

**Student Electronic Media Board.** The Student Electronic Media Board oversees student-produced electronic media transmitted by university facilities on or off campus by approving policy and procedures, appointments of student managers and faculty supervisors, and reviewing complaints against student productions as well as reviewing proposals. The Board oversees the student radio station WINR and Winthrop Close-Up video magazine. The President appoints for one-year terms a faculty member whose specialty is broadcasting, a faculty member whose specialty is not broadcasting, one Arts and Sciences faculty member, one faculty or staff member at large, one broadcast professional, the Vice President for Academic Affairs (or designee), and one student who is a broadcast major. One student-at-large is
CHAPTER II: FACULTY ORGANIZATION

appointed by the Chair of CSL for a one-year term. All serve as voting members of the Board. The President appoints one member as a voting chair. Ex-officio, nonvoting members are the Department Chair of Mass Communication, Faculty Supervisor and the Student Station Manager of WINR Radio, Faculty Supervisor and the Student Executive Producer of Winthrop Close-Up.
CHAPTER III: FACULTY EMPLOYMENT

FACULTY RECRUITMENT OVERVIEW

No search may begin until approval by the Vice President for Academic Affairs has been given to the dean to fill a vacancy or to recruit for a new faculty position.


Copies of the document are also available in the offices of the deans, chairs, Vice President for Academic Affairs, and Office of Human Resources.

TENURED, TENURE TRACK AND NON-TENURE TRACK APPOINTMENTS HAVE THE SERVICE STATUS OF REGULAR OR RESTRICTED

**Tenured**

(Regular Service Status)

Assistant, Associate and Professor ranks

**Tenure Track**

(Regular Service Status)

Assistant, Associate and Professor ranks

**Non-tenure Track**

(Restricted Service Status)

Full-time faculty at Instructor, Assistant, Associate, and Professor ranks

OTHER SERVICE STATUS

Multi-year faculty contracts (full-time faculty at various ranks)

Lecturers (part-time faculty)

Adjunct faculty

Visiting Faculty

APPOINTMENTS/SERVICE STATUS

**Regular Service Status.** Regular service status denotes service to the University for those individuals on a half-time or more appointment who are tenured or tenure track faculty. Appointments in regular service status will be at the rank of Assistant Professor, Associate Professor, or Professor.

A tenured appointment is a regular service status appointment which is continuous. Tenure will not be granted upon initial appointment, but credit toward the probationary period for Tenure may be granted. (See Chapter III, Conditions and Procedures for Granting Tenure, Credit toward Probationary Period for Tenure.) Service of a tenured faculty member shall be terminated by the University only for adequate cause, termination because of financial exigency, change of institutional program, or disability which impairs job performance and which cannot be remedied by reasonable accommodation.
CHAPTER III: FACULTY EMPLOYMENT

Transfers in Regular Service Status. Faculty members who achieve tenure, and who are employed on a full-time basis when tenure is granted, will continue on a full-time basis. Shifts of tenured persons from full-time to less than full-time employment, or vice versa, will only be made upon specific agreement between the faculty member and the administration or as necessitated by financial exigency.

A tenure track appointment is a regular service status appointment and is granted for a specifically limited term, usually one academic year, subject to renewal for a maximum of six years. The designation of a faculty appointment as tenure track does not imply that the appointment will automatically lead to tenure. Each year during the probationary period, the faculty member’s performance shall be carefully assessed, and the dean and/or chair shall provide an opportunity to discuss the evaluation with the individual faculty member.

Restricted Service Status. Restricted service status denotes service to the University for those individuals in temporary, non-tenure track appointments. Appointments in restricted service status will be at the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The non-tenure track appointment is granted for one academic year at a time. This temporary contract does not imply any obligation for renewal. The term "temporary" denotes a limitation with regard to the employment period only and does not imply limitation with regard to faculty privileges and responsibilities unless so designated in the employment contract and/or the University Bylaws. Time spent in restricted service (non-tenure track) appointments may, at the option of the administration, be counted toward the period leading to tenure if the individual is later changed to a regular service (tenure track) appointment. (See Chapter III, Conditions and Procedures for Granting Tenure, Credit Toward Probationary Period for Tenure.)

Other Service Status.

Faculty with Multi-year contracts. Multi-year contracts are not a substitute for tenure track appointments.

Lecturers. Appointments at the rank of Lecturer are for individuals who are hired on a semester basis to teach one or more courses or to conduct a series of lectures. The appointment may be renewed, but Lecturers are not eligible for tenure. Each nominee for appointment to the rank of Lecturer is expected to hold an earned Master's degree or higher. Comparable academic preparation and/or professional achievement appropriate to the field may be substituted in some cases. Each major academic division is responsible for appropriate orientation for Lecturers. (Also see Part Time Faculty at http://www.winthrop.edu/acad_aff/FacManual/addendum.htm.)

Adjunct faculty. Appointments of an Adjunct Assistant Professor, Associate Professor, or Professor will be tendered to individuals who serve in some capacity relative to their expertise and without remuneration. The appointment will be for a designated period of time, upon the recommendation of the department chair, the dean, the Vice President for Academic Affairs and with the approval of the President of Winthrop University. Appointments may be renewed. The names of Adjunct faculty appear in the University Catalog under a separate heading. Adjunct faculty will be issued an identification card which will entitle them to the use of the Library and University recreational facilities. Annual campus parking passes will be available from Campus Police upon request and at no cost.

Visiting Faculty. Appointments of a Visiting Assistant Professor, Associate Professor or Professor will be for a specific period of time, usually one academic year.
CHAPTER III: FACULTY EMPLOYMENT

LETTERS OF OFFER/contracts

The terms and conditions (beginning date of employment, service status, academic rank, salary, credit toward probationary period for tenure, and any special arrangement regarding completion of degree) of every faculty appointment will be stated in writing and will be in the possession of both the institution and the faculty member before the appointment becomes official. Background checks will be conducted prior to employment. Employment contracts are issued by the President of the University, upon recommendation of the appropriate administrative official, for all members of the faculty and senior-level administrators. Contracts are normally issued after the governor has signed the Appropriations Act. Nine-month contracts will begin in August and end in May. Twelve-month contracts are for the fiscal year, July 1 through June 30.

ACADEMIC RANK

Academic rank is predicated on academic preparation, teaching ability, personal qualifications, professional services, scholarship, concern for advising and counseling students, and other related factors.

Instructor. Each nominee for appointment to the rank of instructor is expected to have earned the master's degree and to offer evidence or promise of competence in teaching and professional service. Instructors are appointed for a term of one year only, but appointment to additional one-year terms is permitted. Instructors are not eligible for tenure. Comparable academic preparation and/or professional achievement appropriate to the field may be substituted for the master's degree.

Assistant Professor. Each nominee for appointment or promotion to the rank of assistant professor is expected to hold an earned doctoral or appropriate terminal degree and to offer evidence of potential in teaching, scholarship, and professional service. Faculty in this rank are eligible for tenure if in a tenure track appointment. Comparable academic preparation and/or professional achievement appropriate to the field may be substituted for the appropriate terminal degree.

Associate Professor. In addition to the criteria for assistant professor, each nominee for appointment or promotion to the rank of associate professor, a senior rank in the faculty, is expected to hold a terminal degree, evidence of effective teaching, productive scholarship and professional involvement, and appropriate professional service and academic responsibility. Faculty in this rank are eligible for tenure if in a tenure track appointment. At time of hire, in exceptional cases, comparable academic preparation and/or professional achievement appropriate to the field may be substituted for the appropriate terminal degree.

Professor. In addition to the criteria for associate professor, each nominee for appointment or promotion to the rank of professor, the highest rank in the faculty, is expected to hold a terminal degree, offer evidence beyond that requisite for other ranks, of maturity and leadership, as well as superiority in teaching, scholarship, and professional involvement, and professional service and academic responsibility. Faculty in this rank are eligible for tenure if in a tenure track appointment. At time of hire, in exceptional cases, comparable academic preparation and/or professional achievement appropriate to the field may be substituted for the appropriate terminal degree.

EMERITI FACULTY

In recognition of faithful service, Winthrop University confers the title of Emeritus on those assistant professors, associate professors, and professors who, at the time of their retirement from the University, were serving in that capacity and who have had a minimum of ten years of service at Winthrop.
CHAPTER III: FACULTY EMPLOYMENT

The names of retired faculty members so designated appear in the University Catalog under a separate heading. Various privileges are extended to the Emeriti faculty upon retirement, including the use of the Library, attendance at the Faculty Conference as nonvoting members, an email address, and the use of University recreational facilities. Annual campus parking passes will be available from Campus Police upon request and at no cost. Emeriti may request of the appropriate dean the use of available office and/or laboratory space. To facilitate the above privileges, each Emeritus faculty member is issued a permanent, special identification card.

This policy does not exclude administrative personnel holding academic rank. However, the policy pertains only to academic rank; administrative titles may be conferred at the pleasure of the Board.

ACADEMIC FREEDOM AND TENURE

Academic Freedom. All members of the faculty are entitled to academic freedom as set forth below from the AAUP 1990 Statement of Principles and Interpretive Comments: Academic Freedom and Tenure.

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

3. College and university teachers are citizens, members of a profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Academic Tenure. All tenure track and tenured members of the faculty are entitled to the principles of tenure as set forth in this Faculty Manual as adapted from the 1990 AAUP Statement of Principles and Interpretive Comments: Academic Freedom and Tenure. Academic tenure refers to the conditions and guarantees which apply to a faculty member’s professional employment as determined in accordance with the provisions of the Faculty Manual.

Academic tenure exists at Winthrop University by virtue of the action of the Board of Trustees. Faculty members are granted tenure when they have met the qualifications as prescribed by the Board of Trustees.

After the expiration of a probationary period, faculty members who are granted tenure will have appointment until retirement, resignation, dismissal for adequate cause, or termination because of financial exigency, change of institutional program, or disability which impairs job performance and which cannot be remedied by reasonable accommodation.

Tenure is granted to maintain and promote academic freedom and faculty quality. As a visible manifestation
CHAPTER III: FACULTY EMPLOYMENT

of the institution's commitment to the faculty member, tenure offers assurance of career continuity which is often essential to a reciprocal faculty commitment to long-term programs of study and research by which the frontiers of knowledge are expanded.

CONDITIONS AND PROCEDURES FOR GRANTING TENURE

The awarding of tenure to a tenure track faculty member will be based primarily upon teaching effectiveness at Winthrop and scholarly attainment and professional recognition.

The following is Winthrop University's policy:

1. Beginning with a tenure track appointment as an assistant professor or higher, the probationary period will not exceed six years, including credit for prior service.

2. During the probationary period, a tenure track faculty member will have the same academic freedom as other members of the faculty.

Credit toward Probationary Period for Tenure. At the time a tenure track appointment is made, credit for prior service may be given toward the probationary period for tenure. The number of years of prior service which will be credited toward the six years of probationary service will be stated in the Reasons/Remarks section of the Personnel Action Form. Policies for awarding credit are:

- Credit may be given for prior service as a temporary faculty member at Winthrop University if the appointment is changed from restricted to regular service.
- Credit may be given for prior full-time academic service at another institution of higher learning at the rank of Assistant Professor or above.
- Credit may be given for prior professional service, other than teaching at another institution of higher learning, when such service is related to the faculty member's appointment at Winthrop.
- Credit will not exceed 3 years except in unusual circumstances.
- In determining the amount of prior service which may be credited to a faculty member, no credit shall be given for summer school teaching at Winthrop or elsewhere.

During the probationary period, a faculty member may be granted leaves of absence. The time spent in a leave of absence granted for medical or administrative reasons will not be counted toward the probationary period. The time spent in a scholarly leave of absence, as determined by the Vice President for Academic Affairs, for one year or less will count as part of the probationary period.

Pre-Tenure Review. A pre-tenure review shall be conducted in the third year for faculty hired with no credit for prior service. For faculty hired with one or two years’ credit toward tenure, the review will take place in his/her second year of employment at Winthrop. If a faculty member is hired with three years’ credit toward tenure, a pre-tenure review will ordinarily not be conducted unless the review is requested by the faculty member. The pre-tenure review will be conducted by the appropriate committee as specified by the college
CHAPTER III: FACULTY EMPLOYMENT

or library. This review shall be completed and the results will be given to the faculty member by May 1. Results of this review shall be discussed with the candidate in a conference with the department chair and the dean of the college or library. A signed acknowledgment of the conference shall be maintained by the dean. Results of this review need not be included in the tenure portfolio unless the candidate chooses to include the results.

Following is the schedule for pre-tenure review:

- **Sep 15**: department chair notifies faculty member that pre-tenure review will be conducted. The dean and department personnel committee are informed of the faculty to be reviewed in that year.
- **Feb 15**: documentation for the review submitted by the faculty member to the department chair, who shares it with the committee.
- **Mar 15**: committee report due to the department chair.
- **Apr 15**: recommendations from department chair and committee forwarded to the dean.
- **May 1**: dean discusses review and recommendations with faculty member.

**Tenure Track Faculty Members.** Faculty will stand for tenure in the sixth year of probation, including credit given for prior service. A faculty member standing for tenure submits to the department chair by September 15 a tenure portfolio prepared according to the guidelines of the University Faculty Personnel Committee and the college or library. Annually, the Office of the Vice President for Academic Affairs distributes the University Faculty Personnel Committee guidelines for portfolio preparation to each dean and department chair. A copy of these guidelines should be provided by the department chair to each faculty member standing for tenure.

In the event that a faculty member is standing for tenure and is also applying for promotion, a single supporting portfolio for both processes will be used. For each process, the letter of application from the faculty member, recommendations from the chair and the dean, and all reports must be submitted separately, as each review process will occur independently.

A committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college (if possible), will be formed (as specified by the college) and convened at the request of the department chair to review the tenure portfolio and to determine whether to recommend the faculty member for tenure. If there are not a sufficient number of tenured faculty members within the department or college, then tenured faculty outside the department or college will serve as members of the committee.

In the case of a department chair's consideration for tenure, the dean will appoint a committee of no fewer than five tenured faculty, which must include at least one member of the department but may include a majority who are tenured outside the chair's department. Should there be no tenured faculty member in the department, the dean will appoint the committee members from tenured faculty outside the department.

The membership of all reviewing committees upon formulation will be made known to the candidate and
CHAPTER III: FACULTY EMPLOYMENT

appropriate administrators. Each reviewing body, whether faculty or administrator, will forward its recommendations, along with the tenure portfolio, to the next level of review.

The department chair forwards to the proper committee the portfolio, to which has been added annual evaluations including chair and dean comments, and student evaluations as outlined in the University Faculty Personnel Committee guidelines for portfolio preparation. The committee reviews and returns the portfolio with its report and recommendation to the department chair. At this juncture, no material may be deleted from the portfolio. At any stage of the review process, no material may be added to the portfolio by the candidate without the approval of all prior review bodies.

The department chair reviews all materials and submits a report and recommendation, along with all of the materials, to the college or library committee. The college or library committee reviews all materials and submits a report and recommendation to the dean, along with all of the materials.

The dean reviews all materials and forwards a recommendation, along with all of the materials to the Vice President for Academic Affairs.

The Vice President for Academic Affairs provides to the University Faculty Personnel Committee for review all portfolios and reports/recommendations received from the deans. The University Faculty Personnel Committee reviews all materials, and submits its recommendations to the Vice President for Academic Affairs. Upon receipt of the recommendations, the Vice President for Academic Affairs shall convene the University Faculty Personnel Committee to discuss the granting of tenure. The recommendation of the Vice President for Academic Affairs is forwarded to the President, along with recommendations from each level.

The President, acting as agent of the Board of Trustees, shall then determine whether to grant tenure to the faculty member in question. If tenure is to be granted, the faculty member shall be notified in writing by May 15 of the faculty member's sixth probationary year. The faculty member to whom tenure is to be granted will receive a tenured appointment for the seventh year of service, or its equivalent, at Winthrop. By May 31, the President or designee reports to the faculty on the status of tenure by submitting for publication the names of those faculty who have been granted tenure. The names will be published in FYI (For Your Information), the news bulletin for all employees.

A faculty member who is denied tenure shall receive written notice by certified mail postmarked not later than May 15 to allow for notification at least twelve months before the expiration of the appointment. This permits a faculty member to serve a final year after being denied tenure. (See Appendix II, Notification of Nonrenewal of Appointment.) A faculty member may appeal denial of tenure only if he/she considers that improper procedure has been followed. Any alleged improper procedure must have had a substantive impact on the outcome of the tenure denial decision. Such appeal may be filed with the Academic Freedom and Tenure Committee. (See Appendix II, Denial of Tenure.)

In matters of faculty promotion and tenure, while the Winthrop Board of Trustees may choose to receive an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President of the University. (Board of Trustee Resolution, 11-15-96)

In the case where tenure is denied, the tenure portfolio will remain in the Office of the Vice President for Academic Affairs until the office has received assurance that no appeal is forthcoming.
CHAPTER III: FACULTY EMPLOYMENT

EVALUATION OF PERFORMANCE (as required by South Carolina Performance Funding)

Faculty members at Winthrop University participate in a variety of performance evaluation activities which are formative and summative in scope. The following criteria, as relevant to Winthrop's mission and that of a faculty member's discipline, are incorporated into these activities: instruction/teaching, advisement and mentoring of students, graduate student supervision, supervision of other students (graduate assistants, independent study students), course/curriculum development, research/creative activities, activities which support the economic development of the region or the State, service to department, service to institution, service to community, participation in professional organizations/associations, honors, awards, and recognitions, self-evaluation, and participation in faculty development activities/programs.

While procedures within different academic units may vary, the University’s performance review system includes the following activities for all faculty members:

a. student evaluation (anonymously) of instruction according to a standard institutional process for each section taught;

b. faculty annual report addressing performance in instruction, scholarship, and service with evaluative comments and recommendations for development by department chair and dean; appeals procedures are available in each academic unit;

c. for tenure track faculty, a pre-tenure review (usually in the third year) based on internal peer evaluation with evaluative comments and recommendations by department chair and dean;

d. evaluation by peers form inside and outside the department for tenure track faculty (tenure review) and tenured faculty (post-tenure review).

GENERAL STANDARDS FOR AND EVIDENCE OF TEACHING EFFECTIVENESS, SCHOLARSHIP, AND SERVICE

Faculty are evaluated in the three categories of Teaching Effectiveness, Scholarship and Professional Recognition, and Professional Service and Academic Responsibility. Evidence of sustained growth and development in all three areas is expected. Because teaching is the primary responsibility of all faculty members, evidence of effective teaching is expected for tenure and for promotion. Because scholarship and professional recognition are essential to the mission of the University, evidence of sustained scholarly activity and continuing scholarly commitment must be provided for tenure and for promotion. Because faculty should be contributing members of the University community and, where appropriate, the community at large, evidence of service is expected.

While quantifiable data (numerical items from student evaluations, number of papers published, number of committee memberships, etc.) are important, decisions about tenure and promotion must ultimately rely on sound professional judgment of colleagues.

What follow are the general standards and evidence which remain constant throughout the five levels of institutional evaluation: namely, pre-tenure review, tenure, post-tenure review, promotion to associate
CHAPTER III: FACULTY EMPLOYMENT

professor, and promotion to professor. For individual college standards and evidence, contact the department chair or dean.

1. **Teaching Effectiveness**
   a. **Standard:**

   Teaching is the primary responsibility of faculty at Winthrop University. Teaching involves communicating knowledge to students and fostering in them the intellectual curiosity necessary to continue the quest for knowledge. The effective teacher exhibits a sustained concern for teaching which is reflected in teaching materials, classroom performance, academic advising, critical evaluation of students, and adequate preparation of students for later undergraduate and/or graduate work. Course materials should be well-conceived, well-organized, and well-written. Students should be exposed to current scholarship or research in the field, if appropriate. Student evaluations should be consistently good. A teacher should be prepared to provide sound advice to students and to newer colleagues on academic matters.

   b. **Evidence** may include, but is not limited to:

   - annual reports
   - conference presentations and/or publications relating to pedagogy
   - continuing course/curriculum development
   - evidence of availability to students; e.g., mentoring, out-of-class contact
   - observation of other teachers
   - peer review
   - self-analysis of teaching
   - student outcomes/performance
   - student ratings
   - survey data; e.g., from former students
   - syllabi, tests, handouts
   - statements supporting teaching effectiveness

2. **Scholarship and Professional Recognition**
   a. **Standard:**

   Scholarship and professional recognition are essential to a professor's ability to carry out the University's educational mission. For scholarship and professional recognition to be counted, it must be related to the faculty member’s area of teaching. Scholarship and professional development involve various activities which increase the faculty member's knowledge and which exemplify scholarly or artistic expertise. They include, but are not limited to, contributions to the discipline, creative activities in practice and performance in the fine arts, research in pedagogy, and appropriate studies within and outside one's specialities. The professional educator undertakes research in order to produce scholarly or creative works, to maintain currency in the content of courses taught, and to improve pedagogical techniques. The professional educator sustains professional contact with
colleagues and engages in continuing professional activities to upgrade and augment existing skills or develop new ones.

b. Evidence may include, but is not limited to:

- academic journal articles
- chairing or serving as a discussant on a panel at professional meeting
- chapters in scholarly books
- conducting professional workshops, seminars, and field trips
- conference papers, workshops, and presentations
- creative literary and artistic works and other creative works
- creative scholarly activity
- draft manuscripts
- edited books and journals
- funded grant proposals
- invited or juried exhibits, concerts, performances, presentations, etc.
- participating in professional meetings, seminars, workshops, field trips, etc.
- patents
- published bibliographies
- professionally published scholarly books
- proprietary consulting
- receiving fellowships, grants, and awards
- refereed electronic publications
- review essays
- reviewing manuscripts for journals and publishers; evaluating proposals for granting agencies
- reviews of candidate's books, performances, etc.
- scholarly reviews by the candidate of books performances, etc.
- serving as a professional consultant
- serving as an officer or member of a board or committee of an international, national, regional, or state professional organization
- serving on an editorial board of a scholarly journal
- technical reports
- textbooks, workbooks, study guides, gallery guides, and other published pedagogical materials
- undertaking post-terminal degree studies
- statements attesting to the value of the candidate's scholarly activity and/or involvement

3. Professional Service and Academic Responsibility

a. Standard:

Service to the University and/or community falls within the responsibilities of a faculty member and is essential to the fulfillment of the University's responsibilities to the academic community and to the attainment of institutional goals. Each faculty member should
CHAPTER III: FACULTY EMPLOYMENT

demonstrate willingness to accept faculty assignments and carry out his/her duties in a professional, ethical and collegial manner that enhances the purpose of the institution.

b. **Evidence** may include, but is not limited to:

- academic advising
- adviser to student organizations
- candidate's narrative of service activities
- colleague statements on service activities
- non-academic advising
- other community service
- service to the University through University, college and department committees, task forces, and/or special assignments
- work with community, state, regional, national, or international organizations using professional expertise
- statements attesting to the candidate's professional service and fulfillment of academic responsibility

TENURE FOR ACADEMIC DEANS AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The tenure policy for academic deans and vice president for academic affairs is currently under review.

POST-TENURE REVIEW

A post-tenure review process complements Winthrop’s other forms of faculty evaluation and is the University’s response to the mandate in Act 359 (1996), South Carolina’s performance funding legislation, that public institutions of higher education include in their faculty performance review systems periodic peer evaluation of tenured faculty members. This process complies with the “Best Practices for Post-Tenure Review” mandated by the South Carolina Commission on Higher Education. (See Appendix IV)

Post-Tenure Review Committee Composition. All members of post-tenure review committees will be tenured Winthrop faculty. No faculty member will serve on a post-tenure review committee in the year in which he or she is scheduled for post-tenure review. For faculty members, a committee of three faculty members: one member from the candidate’s department if sufficient number of tenured faculty; one member external to the department, and the third preferably from the candidate’s department. For assistant and associate deans, a committee of three faculty members: one member from the candidate’s academic department if sufficient number of tenured faculty, one additional member from the academic unit in which the candidate serves, and one assistant or associate dean from another academic unit. For academic deans, a committee of three faculty members: one from the dean’s academic department if sufficient number of tenured faculty, one additional member from the academic unit in which the dean serves, and one dean from another academic unit.
CHAPTER III: FACULTY EMPLOYMENT

PROMOTIONS

Advancement and promotions are granted at Winthrop on a merit basis. The criteria for promotions are the same as those required for academic appointment (See Academic Rank). Standards and Evidence for meeting these criteria are discussed in the previous section.

A promotion in rank is associated with the academic discipline and should not be based exclusively on performance unrelated to the discipline. However, this does not preclude a promotion of faculty holding administrative duties, provided that judgments can be made in matters relevant to the academic discipline.

Department chairs will provide a promotion review form by September 1 to faculty. For non-departmental faculty requesting a promotion review form, the appropriate dean will provide the form by September 1. [Not included in this process are non-tenure track, multi-year, visiting, and adjunct faculty. For these faculty, the department chair recommends promotion to the dean, who recommends to the Vice President for Academic Affairs who, if he/she concurs, recommends promotion to the President for approval.]

A faculty member requesting promotion review returns the form to the department chair by September 15. In the absence of exceptional circumstances, failure to meet the September 15 deadline constitutes waiver of promotion review.

A faculty member requesting promotion submits to the department chair by October 15 a promotion portfolio prepared according to the guidelines of the University Faculty Personnel Committee and the college or library. Annually, the Office of the Vice President for Academic Affairs distributes the University Faculty Personnel Committee guidelines for portfolio preparation to each dean and department chair. A copy of these guidelines should be provided by the department chair to each faculty member applying for promotion.

In the event that a faculty member has applied for promotion and is also standing for tenure, a single supporting portfolio for both processes will be used. For each process, the letter of application from the faculty member, recommendations from the chair and the dean, and all reports must be submitted separately, as each review process will occur independently.

A committee of no fewer than five tenured faculty, of whom a majority will be tenured within the faculty member's department or college (if possible), will be formed (as specified by the college) and convened at the request of the department chair to review the promotion portfolio and to determine whether to recommend the faculty member for promotion. If there are not a sufficient number of tenured faculty members within the department or college, then tenured faculty outside the department or college will serve as members of the committee.

In the case of a department chair's consideration for promotion, the dean will appoint a committee of no fewer than five tenured faculty, which must include at least one member of the department but may include a majority who are tenured outside the chair's department. Should there be no tenured faculty member in the department, the dean will appoint the committee members from tenured faculty outside the department.

The membership of all reviewing committees upon formulation will be made known to the candidate and appropriate administrators. Each reviewing body, whether faculty or administrator, will forward its recommendations, along with the promotion portfolio to the next level of review.
CHAPTER III: FACULTY EMPLOYMENT

The department chair forwards to the proper committee the portfolio to which has been added annual evaluations including dean and chair comments, and student evaluations as outlined in the University Faculty Personnel Committee guidelines for portfolio preparation. The committee reviews and returns the portfolio with its report and recommendation to the department chair. At this juncture, no material may be deleted from the portfolio. At any stage of the review process, no material may be added to the portfolio by the candidate without the approval of all prior review bodies.

The department chair reviews all materials and submits a report and recommendation, along with all of the materials, to the college or library committee. The college or library committee reviews all materials and submits a report and recommendation to the dean, along with all of the materials.

The dean reviews all materials and formulates a recommendation. By February 15, the dean privately notifies each candidate of his/her recommendation and the recommendations of the committee(s). When the dean's recommendation is positive, all materials are submitted to the Vice President for Academic Affairs.

When the **dean's recommendation is negative**, no materials are submitted. Rather, the dean discusses with the faculty member strengths and weaknesses identified in the review process. If the **dean disagrees with a positive college or library recommendation in two consecutive years**, the promotion portfolio will be forwarded to the Vice President for Academic Affairs, unless the faculty member requests otherwise, by February 15.

The Vice President for Academic Affairs provides to the University Faculty Personnel Committee for review all portfolios and reports/recommendations received from the deans. The University Faculty Personnel Committee reviews all materials and submits its recommendations to the Vice President for Academic Affairs. Upon receipt of the recommendations, the Vice President for Academic Affairs shall convene the University Faculty Personnel Committee to discuss the granting of promotion. The recommendation of the Vice President for Academic Affairs is forwarded to the President, along with recommendations from each level.

The President, acting as agent of the Board of Trustees, shall then determine whether to grant promotion to the faculty member in question. If promotion is to be granted, the faculty member shall be notified in writing by May 15. By May 15, the Vice President for Academic Affairs shall notify in writing faculty who are not being promoted. By May 31, the President or designee reports to the faculty on the status of promotions by submitting for publication the names of those faculty who have been promoted. The names will be published in *FYI (For Your Information)*, the news bulletin for all employees.

Any promotion candidate who has reason to suspect discrimination as defined by South Carolina Code in 8-17-320 may file a grievance (See Appendix III).

In matters of faculty promotion and tenure, while the Winthrop Board of Trustees may choose to receive an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President of the University. (Board of Trustee Resolution 11/15/96)

In the case where **promotion is denied**, the promotion portfolio will remain in the Office of the Vice President for Academic Affairs until the office has received assurance that no appeal is forthcoming.
CHAPTER III: FACULTY EMPLOYMENT

FACULTY SALARY POLICIES AND PROCEDURES

Recommendations for Merit Raises. The guidelines for merit raises are intended to foster an environment where meritorious performance is rewarded and where non-performance based factors play a minimal role. They are intended to allow, promote, and support individuality, creativity, and academic freedom. All decisions concerning merit should be thoroughly documented and justified to preclude the use of nebulous or difficult to document criteria and irrelevant criteria. Promotion and Tenure Guidelines should also be used for evaluating meritorious performance. The evaluation should be based upon performance in all of the areas consistent with the institutional purpose of Winthrop University – teaching effectiveness, scholarship and professional recognition, and professional service and academic responsibility.

The following basic principles should be considered when awarding merit:

1. Criteria must remain flexible to allow for individual uniqueness and creativity in performance.

2. Administrative judgments by those responsible for making merit decisions will always play a role in determining who is awarded merit. However, documented evidence consistent with the purpose of Winthrop University must be used to support the decision.

3. Consideration for merit awards will not be influenced by the age, gender, race, creed, or religion of the faculty member.

4. Activities in which a faculty member engages outside of the University should not restrict the opportunity to be considered for merit as long as they are within the individual’s legal right and are consistent with the traditions of academic freedom.

5. Documented evidence supporting a faculty member’s qualifications for consideration for merit may be submitted or solicited from many sources, such as the faculty member, the department chair, other colleagues, students, or persons outside of Winthrop University who have had contact and are qualified to evaluate the faculty member’s work.

Review Process and Criteria. All faculty are reviewed by their administrative supervisor in the spring semester. These evaluations form the basis of the unit supervisor’s recommendation of meritorious, satisfactory, or unsatisfactory performance.

Criteria used in determining the merit recommendations are teaching effectiveness, scholarship and professional recognition, and professional service and academic responsibility. In order to achieve a merit raise a faculty member must excel in one of these areas and contribute to the University above and beyond his/her normal performance expectations.

Guidelines for Evaluating Faculty Performance to Award Merit

1. Those to be recommended for merit must show evidence of meritorious performance, especially in teaching effectiveness.

2. Merit evaluations should be based upon performance during the current academic year. In the event that funds are not available in a given year for merit raises, a complete evaluation
CHAPTER III: FACULTY EMPLOYMENT

for that year should still be conducted and documented so that retroactive awards of merit may be possible in a subsequent year.

3. Satisfactory performance should be judged by the criteria in the Winthrop University Faculty Manual with respect to teaching effectiveness, scholarship and professional recognition, and professional service and academic responsibility.

4. Scholarly activity involving long-term projects should be evaluated on an annual basis with respect to effort and progress rather than entirely on the end result.

Sources of Funds. Funds for cost of living increases and merit raises may potentially come from two sources. The South Carolina legislator’s annual appropriations bill may provide monies for these purposes depending on the State’s fiscal status and capacity. Guidelines for distribution of such funds come from the South Carolina Budget and Control Board.

Similarly, Winthrop University may designate funds for salary enhancements depending on the University’s fiscal status and capacity. Distribution guidelines for institutional funds will be determined by the President of Winthrop University.

Promotion Raises. Salary increments accompany promotions to the various academic ranks. These amounts are awarded by the President each year.

Administrative Supplements. In some instances faculty may receive salary supplements and/or release time for administrative assignments. The supplement is not considered during the raise process, i.e., raises are only applied to the base amount of the salary.

FLUENCY IN ENGLISH POLICY

Each department and academic unit will make every effort to ensure that instructional faculty who are offered employment possess adequate proficiency in written and spoken English. Such assurance will usually be attained through interviews and documents submitted by candidates as a part of the hiring process. In cases where there is a question about a candidate's proficiency in English, further demonstration of proficiency may be required. The complete policy on fluency in English and procedures for student grievances is available from department or deans' offices.

FACULTY ETHICS

The Winthrop University faculty endorses the following statements of ethics:

The faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon its members. The primary faculty responsibility is to seek and to state the truth as one sees it. To this end, faculty members should devote their energies to developing and improving scholarly competence, understanding the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members practice intellectual honesty. Although one may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry.
CHAPTER III: FACULTY EMPLOYMENT

As a teacher, the faculty member encourages the free pursuit of learning by students. Faculty members hold before them the best scholarly standards of their discipline, demonstrate respect for the student as an individual, and adhere to the proper role as intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. Faculty members respect the confidential nature of the relationship between professor and student, avoid any exploitation of students for private advantage, and acknowledge significant assistance from them. Faculty members observe academic freedom of students.

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. Faculty members respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty members show due respect to associates and respect for the opinions of others. Faculty members acknowledge academic debts and strive to be objective in the professional judgment of colleagues. Faculty members accept a share of faculty responsibilities for the governance of the institution.

As a member of the institution, the faculty member seeks, above all, to be an effective teacher and scholar. Although faculty members should observe the stated regulations of the institution, provided they do not contravene academic freedom, each should maintain the right to criticize and seek revision. Faculty members determine the amount and character of work to be done outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of service, faculty members recognize the effect of any such decision upon the program of the institution and give due notice of intention.

As a member of the community, the faculty member has the rights and obligations of any citizen. Faculty members measure the urgency of these obligations in the light of responsibilities to their disciplines, students, profession, and institution. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Winthrop employees are also covered by "Ethical Principles for South Carolina State Government Service."

EMPLOYEE DUE PROCESS

A faculty member who has tenure or whose appointment has not expired may be dismissed for adequate cause and after proceedings that guarantee the faculty member’s right to due process. In dismissal proceedings, and when used in this document, “adequate cause” shall be restricted to violations of the General Conduct Policy and to demonstrated incompetence or dishonesty in teaching or research, substantial and manifest neglect of duty, moral turpitude, or physical or mental incapacity, which substantially impairs the individual’s fulfillment of his/her institutional responsibilities. The prima facie burden of proof rests upon the institution.

Teachers on continuous appointment who are dismissed for adequate cause shall receive no salary after notice of the final decision of the President.

Termination of a continuous appointment because of financial exigency or change of institutional program shall be demonstrably bona fide.
CHAPTER III: FACULTY EMPLOYMENT

Procedures for Termination of Contract. A contract for a faculty member who has tenure or whose term of appointment has not expired may be terminated in accordance with due process as outlined in Appendix II. A tenure track faculty member whose appointment is not renewed shall be given written notice by certified mail postmarked not later than the following dates:

1. In the first academic year at Winthrop, by March 1.
2. In the second academic year at Winthrop, by December 15.
3. In subsequent academic years at Winthrop, at least twelve months prior to the expiration of the appointment.

Policy and Procedure for Faculty Grievance and Appeal. A faculty member who feels that he/she has basis for appeal may do so in accordance with procedures outlined in Appendix II, Termination Procedures, and Appendix III, Faculty Grievance and Appeals.

GENERAL CONDUCT POLICY

Ethical Principles for South Carolina State Government Service. Serving the public as an employee of South Carolina State Government requires an appreciation for and dedication to the basic principles of integrity, honesty, respect for others, fairness, and accountability. These principles are fundamental in providing good government and advancing the public interest and are central to and implicit in any personal, professional, or agency code of ethical conduct.

Because protecting the public trust and strengthening public confidence in Government requires the highest standards of personal and professional conduct, State employees have an obligation to apply these ethical principles in their individual job duties and responsibilities.

Integrity: State employees should adhere to a personal code of conduct which supports the moral values necessary for good Government and advances the purpose and mission of the State, their profession and their agency.

Honesty: State employees should be truthful and sincere in all their interactions with the public and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge unethical behavior.

Respect for Others: State employees should discharge their duties with care, compassion, and concern for the well-being of all those they serve. They should recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, disability, social or economic status.

Fairness: State employees should make decisions in a fair, objective and impartial manner.

Accountability: State employees should take responsibility for their own actions and personal decisions and protect the public trust by upholding the constitutions and laws of the United States of America and the State of South Carolina.
CHAPTER III: FACULTY EMPLOYMENT

FACULTY AWARDS

**Distinguished Professor.** The Distinguished Professor Award is made to a faculty member who holds the rank of associate or professor and who has demonstrated exceptional skill in teaching, significant research or creative efforts, and service to the University and community. As an expression of appreciation, the recipient receives a cash award from the Alumni Association and the Winthrop Foundation.

**Outstanding Junior Professor.** The Outstanding Junior Professor Award is made to a faculty member who holds the rank of assistant professor and who has a reputation for inspired teaching, research or creative excellence, and dedication to the welfare of students. This honor is accompanied by a cash award from the Alumni Association and the Winthrop Foundation.

Procedures for nominating and selecting candidates for Distinguished Professor and Outstanding Junior Professor will be distributed to the academic deans each Spring. These awards are announced at Commencement ceremonies at the close of the academic year.

**James Pinckney Kinard and Lee Wicker Kinard Award for Excellence in Teaching.** The James Pinckney Kinard and Lee Wicker Kinard Award is made annually to the faculty member selected as Winthrop's outstanding teacher. The faculty member named receives a cash award made possible by a contribution from James and Agnes A. Dodds Kinard in memory of his father, James Pinckney Kinard, the University's second President. In addition to the cash award, the recipient will have access to funds for expenditure to enhance and support excellence in teaching. These funds are housed in the appropriate dean's budget, with expenditure requiring prior approval of the dean.

Procedures for nominating and selecting candidates will be disseminated each Fall. The James Pinckney Kinard Award is announced at each year's Fall Commencement.

**Graduate Faculty Award.** The Graduate Faculty Award is made to a tenured graduate faculty member who holds the rank of associate or full professor, who has a record of outstanding teaching at the graduate level, and who has made a significant contribution to the quality of graduate education at the University. This honor is accompanied by a cash award from the Winthrop Foundation.

Procedures for nominating and selecting candidates will be disseminated each Spring, and the award will be announced at the Spring Graduate Commencement.

**Faculty Student Life Award.** The Faculty Student Life Award is presented annually to the faculty member who has most significantly contributed to the quality of student life and to the Winthrop community of learners. The recipient is honored for sustained commitment to student growth and development outside traditional classroom activities. The Faculty Student Life Award is announced at each year's Fall Commencement.
CHAPTER III: FACULTY EMPLOYMENT

POLICIES

The following policies in this section are based on federal and state laws, regulations and provisos and are adapted within the general framework of pre-established State guidelines.

Workplace Assurances

Equal Employment Opportunity Statement

Winthrop University recognizes that employees are the essential resource of the institution. Winthrop is committed to the principles of equal employment. It is the policy of the University that all personnel related decisions be made without regard to race, color, religion, sex, national origin, age (40+), protected disability, veteran status or any other characteristic protected under applicable federal, state or local law. This policy applies to all personnel actions including, but not limited to, recruitment, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs and educational, social or recreational programs of this institution.

The University has developed an Equal Employment Opportunity Plan to assist in achieving the goal of equal employment opportunity for all. The President of the University is committed to this effort and is ultimately responsible for the development and implementation of equal employment policies. Specific authority and responsibility for administering the Equal Employment Opportunity Plan has been delegated to the Associate Vice President for Human Resources, who administers the plan in collaboration with the Vice President for Academic Affairs and their respective staff members. Full cooperation of all administrators, managers, supervisors and other employees in achieving the goal of equal employment is expected.

No one will be subjected to, and the University prohibits, any form of discipline or retaliation for reporting, pursuing, or cooperating in the investigation of complaints of employment discrimination that are consistent with this policy.

Equal employment opportunity is an integral part of the mission and purpose of the University. The Winthrop University Equal Employment Opportunity Plan is available for review in the Office of Human Resources, 303 Tillman Hall, Winthrop University, Rock Hill, S.C. 29733.

Workplace Violence Policy

Applicability. The provisions set forth below apply to all persons employed by Winthrop University; and with regard to workplace domestic violence, this policy applies to all persons employed by Winthrop and to visitors to the university.

Intent of Policy. Pursuant to Section 7, Chapter1, Title1, Article 21 of the 1976 South Carolina Code of Laws as amended in 2003, Winthrop University has developed a Workplace Violence Policy as a commitment to providing employees and students with a workplace free from violence of any kind, including workplace domestic violence. This zero tolerance policy prohibits the commission of any violent act or the threat of committing any violent act on Winthrop property by an employee, student, or visitor. This zero tolerance policy also prohibits any form of workplace domestic violence in the
CHAPTER III: FACULTY EMPLOYMENT

workplace, including, but not limited to, physically, sexually, and/or psychologically abusive behavior perpetrated upon one household member by another.

Winthrop University also prohibits employees, students, and visitors from possessing any firearm or any components which can readily be assembled into a firearm unless otherwise authorized by law. (State law prohibits carrying or displaying firearms or carrying concealed weapons in public buildings and adjacent areas.) Any such weapon or firearm will be confiscated and violators will be subject to the appropriate legal and/or disciplinary action.

No one will be subjected to, and the University prohibits, any form of discipline or retaliation for reporting, pursuing, or cooperating in the investigation of incidents of workplace violence or workplace domestic violence that occur on Winthrop property or premises.

Policy. Winthrop University does not tolerate violence of any kind in the workplace. “Workplace” includes, but is not limited to, offices, facilities, work sites, vehicles or other university property. Employees who engage in any kind of violence in the workplace or who use University facilities, property, or resources to engage in violence are subject to disciplinary action up to and including termination. Appropriate disciplinary action, consistent with zero tolerance, may be taken against employees who are charged with a violent act or threat in the workplace. Criminal prosecution may result if federal, state, or local laws are violated.

Likewise, Winthrop University does not tolerate workplace domestic violence of any kind. “Workplace” includes, but is not limited to, offices, facilities, work sites, vehicles or other university property. Employees or visitors to the University who engage in any kind of workplace domestic violence, who use University facilities, property, or resources to engage in domestic violence, or who in violation of any protective order commit any such act on Winthrop property, are subject to prosecution to the fullest extent of the law. Winthrop employees who engage in workplace domestic violence on university property will be subject to disciplinary action up to and including termination in addition to prosecution if federal, state, or local laws are violated.

Any person, including non-University employees, who makes threats, exhibits intimidating or threatening behavior, or engages in destructive violent acts against employees, students, visitors, or against University buildings, equipment, or property while on Winthrop University property shall be subject to removal from the premises and will be subject to arrest and/or criminal prosecution. For the purpose of this policy, violence and threats of violence include but are not limited to:

- Any act that is physically abusive
- Any physical or verbal threat, behavior, or action which could be interpreted to carry the potential to:
  - harm or endanger the safety of others
  - result in an act of aggression
  - destroy or damage property
- Any physical or verbal threat, behavior, or action which may place a person’s workplace productivity at risk.
CHAPTER III: FACULTY EMPLOYMENT

Violent acts committed by students toward faculty or staff are covered under the Student Code of Conduct.

*Complaint Procedures:*

- Any employee who has witnessed violent behavior or threats of violent behavior is responsible for reporting it to Campus Police or the Office of Human Resources immediately.

- A Workplace Incident Report may be obtained from Campus Police or the Office of Human Resources and should be completed immediately after an incident occurs. The Workplace Incident Report should be forwarded to Campus Police where an investigation may ensue. In the event that violence is imminent or an employee’s safety is in question, Campus Police should be contacted immediately.

- Employees should feel free to report any behavior regarded as threatening or violent, even without an actual threat, to Campus Police or the Office of Human Resources immediately.

- All University supervisors or officials are responsible for contacting Campus Police with any report that was made to them of a potential threat, actual threat, or actual act of violence.

The University intends to respond promptly and firmly to threats or acts of workplace violence or workplace domestic violence. All reports of workplace violence or workplace domestic violence will be treated confidentially to the maximum extent possible.

Employees who violate this policy will be handled in accordance with Winthrop University policies and procedures, in addition to federal, state, and local laws. Non-employees who exhibit behavior described in this policy will be subject to prosecution under federal, state, and local laws.

The Office of Human Resources has information regarding resources in the community that accommodate and assist victims of domestic violence. Employees may take advantage of these resources if they so choose.

**Campus Smoking Policy (Adopted by Executive Officers for August 1, 2006 Implementation)**

Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Winthrop University or those areas leased or controlled by Winthrop University.

Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, clients, contractors and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events.

*Implementing and Enforcing the Policy.* The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy.
managers will be responsible for monitoring compliance with the Campus Smoking Policy within their designated areas. Any problems should be referred to the building managers. At university events where building managers may not be present, those persons responsible for conducting the event are responsible for monitoring compliance with the policy. For situations that may occur outside areas monitored by building and events managers, students, employees, faculty, staff and visitors share the responsibility of following and politely encouraging compliance with the policy.

Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies. Clients, contractors and visitors who fail to comply with this policy may be asked to leave the campus, have access to the campus denied and/or other appropriate measures taken to ensure future compliance with the policy. Should anyone refuse cooperation, Campus Police may be summoned to assist in the matter and respond accordingly, such as placing visitors on trespass notification should they fail to comply and are requested to leave university premises.

Smoking Cessation Resources. State employees who presently smoke but would like to stop can obtain assistance by contacting the Office of Human Resources for information about the state smoking cessation program and/or other resources for smoking cessation programs.

Drug Free Workplace Policy

Applicability. The provisions set forth below apply to all persons employed by Winthrop University.

Statement of Policy. In order to comply with the provisions of the Drug Free Workplace Act of 1988, it is the policy of Winthrop University that the workplace shall be free from the illegal use, possession or distribution of controlled substances (as defined in the Controlled Substances Act). Controlled substances include, but are not limited to, marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates.

Employees are expected to report for work and while at work to remain in condition to perform assigned duties free from the effects of controlled substances. It is the University's intent and obligation to, in good faith effort, and on a continuing basis, provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances on property owned or controlled by Winthrop University, or while conducting University business off University property, is prohibited. Any illegal substances discovered on University property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Violations:

A. Disciplinary action, which may include suspension without pay and/or termination, will be taken against any employee who is found to be in violation of this policy. For faculty members, such disciplinary action will be taken in accordance with the Faculty Manual. For classified staff, such disciplinary action will be taken in accordance with the University's "Guidelines for Disciplinary Action."
CHAPTER III: FACULTY EMPLOYMENT

B. Any employee of Winthrop University who is convicted of a drug-related offense for a violation occurring on University property or while conducting University business must report that conviction to both the department head and the Associate Vice President for Human Resources in writing within five (5) calendar days of the date of that conviction. Failure to provide notification will result in the termination of employment with Winthrop University.

C. The fact that an employee is convicted of a controlled substance related offense may affect the status of his/her employment. The nature of the offense together with the nature of the employee's work assignment will be considered by the appropriate administrative officer in determining what actions should be taken by the University. Actions which may be taken include but are not limited to transfer, demotion or termination of employment. When appropriate, the employee may be required to successfully complete a substance abuse assistance or rehabilitation program as a condition of continued employment.

*Federal Grants and Contracts.* The Drug Free Work Place Act of 1988 places an emphasis on persons who are directly involved with a federal grant or contract. Accordingly, University employees engaged in the performance of activities funded in whole or in part by a grant or contract should be aware of the following:

A. University employees working directly on a federal grant or contract will be required to sign a statement indicating that they have received, read, and understand the University’s Drug Free Workplace Policy and agree to abide by this policy as a condition of employment. This statement will be maintained in the employee’s official personnel file.

B. As outlined in section III B, an employee convicted under a criminal drug statute must notify the department chair and the University’s Associate Vice President for Human Resources in writing within five (5) calendar days from the date of the conviction. Additionally, the University must notify the funding agencies of any employee conviction for drug activity within ten (10) calendar days of such notice from an employee.

C. Disciplinary action, which may include suspension without pay and/or termination, will be taken against any employee working directly on a federal grant or contract who is found to be in violation of this policy. For faculty, such disciplinary action will be taken in accordance with the *Faculty Manual.* For classified staff, such disciplinary action will be taken in accordance with the University’s “Guidelines for Disciplinary Action” located in the Employee Manual. Violation of this policy by employees working directly on a federal grant or contract and who are classified as temporary employees may result in immediate termination of employment.

D. Any employee working on a federal contract or grant who is found to be in violation of this policy and remains employed with the University will be required to satisfactorily complete a drug abuse assistance or rehabilitation program which has been approved for such purposes. Failure to satisfactorily complete the drug abuse assistance or rehabilitation program may result in termination of employment.
CHAPTER III: FACULTY EMPLOYMENT

E. Any convictions under criminal drug statute may result in the suspension of further payments to the grant recipient under the grant agreement and could result in the termination of the grant program and/or suspension or debarment from future grant programs. A conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any federal body charged with the responsibility to determine violations of state or federal criminal drug statutes.

Assistance. Winthrop University recognizes the growing problem of substance abuse in society. It is recognized also that dependency on controlled substances can be treated and controlled. Any employee experiencing a substance abuse problem is encouraged to seek assistance to resolve the problem before disciplinary action becomes necessary. An employee experiencing such problems may request assistance by contacting the Associate Vice President for Human Resources or the professional staff of Counseling Services. Community agencies also have programs designed to assist those experiencing substance abuse problems.

No disciplinary action will be taken under this policy against an employee who requests assistance under this provision. This exclusion will not apply if disciplinary action has been taken or is being considered because the employee has violated other provisions of this policy prior to requesting assistance.

Drug Free Awareness Program

In accordance with the Drug Free Workplace Act of 1988 and the U.S. Education Department General Administrative Regulations (EDGAR), Winthrop University has developed an on-going drug free awareness program for all employees. The following steps have been implemented in order to inform employees of the dangers of drug abuse in the workplace, the University’s policy of maintaining a drug free workplace, available drug counseling, rehabilitation and employee assistance programs, and the penalties that employees may incur for drug abuse violations in the workplace.

A. The university will distribute in writing to each employee a copy of Winthrop University’s Drug Free Campus and Crime Prevention Statement on an annual basis. This statement includes:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities;

2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and

5. A clear statement that Winthrop University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), and a description of those
sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct as described in Section III of the Drug Free Campus and Crime Prevention Statement.

B. The President shall appoint a committee to conduct a biennial review of its drug prevention program to determine its effectiveness, recommend needed changes and ensure that disciplinary sanctions are consistently enforced. The committee shall submit a written report to the President for his review.

Ethics Act (Nepotism)

The State Ethics, Government Accountability and Campaign Reform Act was enacted in October, 1991, to restore public trust in governmental institutions and the political governmental processes. The State Ethics Act applies to all public officials, public members and public employees of the State and political subdivisions, with the exception of members of the judiciary. Probate judges, candidates for public office and committees or groups working on behalf of candidates are also covered by the law.

No public official, public member or public employee may cause the employment, appointment, promotion, transfer or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages. Family member means an individual who is:

1. The spouse, parent, brother, sister, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent or grandchild; or

2. A member of the individual’s immediate family. Immediate family is defined as follows:
   a. A child residing in a candidate’s, public official’s, public member’s or public employee’s household; or

   b. A spouse of a candidate, public official, public member or public employee; or

   c. An individual claimed by the candidate, public official, public member or public employee or the candidate’s, public official’s, public member’s or public employee’s spouse as a dependent for income tax purposes.

A public official, public member or public employee may not participate in an action relating to the discipline of the public official’s, public member’s or public employee’s family member.

Non-Discrimination and Anti-Harassment

Applicability. The provisions set forth below apply to all persons employed by Winthrop University.

Statement of Policy. Winthrop University is committed to maintaining a workplace that is free of unlawful discrimination and harassment. In keeping with this commitment, Winthrop University is an equal opportunity employer and complies with applicable federal and state employment laws. No one
CHAPTER III: FACULTY EMPLOYMENT

will be subjected to, and the university prohibits, any form of discipline or retaliation for reporting incidents of unlawful discrimination or harassment, pursuing any such claim or cooperating in the investigation of such reports.

Policy:
A. Non-Discrimination:

Winthrop University is an equal employment opportunity employer and complies with applicable federal and state employment laws. The university does not discriminate against employees or applicants because of race, color, religion, sex, national origin, age (forty-plus / 40+), protected disability, veteran status or any other characteristic protected under applicable federal, state or local law.

This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, discrimination or retaliation because they have:

1. filed a complaint;
2. assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal state or local law requiring equal employment opportunity;
3. opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity;
4. exercised any other right protected by federal, state or local law requiring equal opportunity.

B. Anti-Harassment:

Winthrop University prohibits harassment of any employee because of the employee’s race, color, religion, sex, national origin, age (forty-plus / 40+), protected disability, veteran status or any other characteristic protected under applicable federal, state or local law.

Harassment may include verbal or physical conduct (including improper joking or teasing) that denigrates or shows hostility or aversion towards an individual because of these protected attributes and that has the purpose or effect of:

1. creating an intimidating, hostile or offensive working environment as defined by law;
2. unreasonably interfering with an individual’s work performance;
3. otherwise adversely affecting an individual’s employment opportunities.
CHAPTER III: FACULTY EMPLOYMENT

Winthrop University also prohibits harassment based upon sex or gender. Sexual harassment may encompass a variety of behaviors, including unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mail or voice-mail and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee’s physical appearance, conversation about your own or someone else’s sex life and teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create a hostile working environment.

Complaint Procedure. All university employees are responsible for helping to assure that this policy is followed and ensuring that everyone is committed to maintaining a workplace that is free of unlawful discrimination and harassment.

Employees who believe they are being subjected to unlawful harassment or discrimination must notify their supervisor, department head, the Associate Vice President for Human Resources or any other department head with whom they feel comfortable.

Employees who witness conduct that may be in violation of this policy must notify their supervisors, department head or the Associate Vice President for Human Resources.

Employees who are unsure of to whom to raise an issue of unlawful harassment or discrimination should contact the Associate Vice President for Human Resources.

Employees who have not received a response after reporting an incident of perceived unlawful harassment or discrimination should contact the Associate Vice President for Human Resources, who will ensure that the matter will be investigated immediately.

Winthrop University will promptly and thoroughly investigate the facts and circumstances of claims of perceived harassment or discrimination as confidentially as possible. Due to the sensitivity of the issues involved in an investigation, employees interviewed by the university during the investigation must treat the information discussed as confidential. Disclosure of such information is a violation of the university’s policies and procedures and may lead to disciplinary action. Anyone, regardless of position or title, whom the university determines has engaged in unlawful harassment or discrimination, will be subject to disciplinary action, up to and including termination of employment.

No one will be subject to – and the university prohibits – any form of discipline or retaliation for reporting incidents of unlawful harassment or discrimination, pursuing any such claim or cooperating in the investigation of such reports.

Student complaints: Employees who receive complaints from students who believe they have been subjected to unlawful harassment or discrimination by a Winthrop employee must advise the student to contact the Director of Counseling Services, the Dean of Students or the Associate Vice President for Human Resources. In addition, it is the responsibility of the employee who received the complaint to immediately inform the Director of Counseling Services, the Dean of Students or the Associate Vice President for Human Resources.
CHAPTER III: FACULTY EMPLOYMENT

Employees who receive complaints from students who believe they have been subjected to unlawful harassment or discrimination by another student should refer to the Student Handbook.

Contractual Provisions and Benefits

Faculty Salaries

Nine-month faculty may elect to be paid either on a nine-month (18 installments) or a twelve-month (24 installments) basis. Paychecks are distributed on the 1st and 16th of each month, unless otherwise notified. When these dates fall on a Saturday or Sunday, the pay date is usually the preceding Friday. Paychecks (or pay stubs, if the employee has requested direct deposit) are distributed to departmental representatives by the Payroll Department on the specified pay date. Staff and faculty employees should consult with their supervisor regarding intra-departmental practices for obtaining paychecks or pay stubs. Most deductions, including mandatory deductions and those for benefits elected by the employee, are deducted from each paycheck in equal amounts, unless otherwise notified. The amount of mandatory deductions is determined by state, federal, and local regulations. The amount of voluntary deductions is determined by benefits election decisions made by the employee.

Salaries are reviewed annually by the department chair and the dean of the College or Library. The dean makes recommendations for appropriate increases to the Vice President for Academic Affairs. Final determination is made by the President.

Additional compensation that is to be paid from any Winthrop University account to Winthrop faculty members for participation in special projects shall be paid as dual employment.

Summer Session Employment

Teaching assignments during summer terms are offered in anticipation of course demand. Schedules for summer sessions are constructed by department chairs and college deans. Faculty members whose regular contracts are not renewed, including retiring faculty, are not eligible to teach during the summer session following their last academic year of employment at Winthrop, except in extraordinary circumstances. The rate of pay should be comparable to the preceding academic year and may not exceed 40% of the employee’s annualized salary.

Summer Teaching Load. In general, faculty will teach no more than six hours during summer semester. Exceptions to this policy will be made only under unusual circumstances and under the following conditions:

A. one of the courses is taught during Maymester;

B. the faculty member teaches no more than nine hours; or

C. the appointment has the approval of the appropriate dean.

This policy is designed to ensure faculty sufficient time to engage in necessary scholarly activity and professional development and to maintain the same quality of instruction during the summer that is expected during the regular academic year.
CHAPTER III: FACULTY EMPLOYMENT

Consultant Activity

See Appendix V: Consulting and Outside Employment.

Dual Employment

Dual employment is defined as the outside employment of a permanent Winthrop employee who will perform, and be paid by another State agency or by Winthrop University, for services which are separate from and in addition to his/her regular duties with Winthrop.

The State Budget and Control Board has established guidelines regulating dual employment, which Winthrop University must follow, including the following:

A. Permanent State employees may accept temporary, part-time employment of a consultative or technical nature with state agencies, provided that prior approval is obtained in each instance from the appropriate Vice President and the Office of Human Resources before such work begins.

B. No State employee may accept any work or remuneration that could be reasonably construed as a conflict of interest. Acceptance without proper prior approval of work assignment or remuneration that is found to be a conflict of interest will be grounds for disciplinary action or termination.

C. An employee's work schedule shall not be altered or revised in order to provide time to perform dual employment duties.

D. No employee can receive additional compensation for services performed during scheduled hours of work, including meal times and breaks, unless the employee takes annual leave or leave without pay.

   1. If dual employment is for a State agency other than Winthrop: An employee may use annual leave while providing services during working hours for a requesting (secondary) agency and may receive compensation from that agency for services performed during the period of leave.

   2. If dual employment is for Winthrop University: No employee shall receive any additional compensation from the employing (primary) agency while in a leave with pay status to include all designated paid state holidays and compensatory leave. The employee must request leave without pay for such dual employment.

E. The maximum compensation that an employee may be authorized to receive for dual employment in a fiscal year shall not exceed 30% of the employee’s annualized salary. Compensation for dual employment is determined by the requesting (secondary) agency.

F. No employee shall be eligible for any additional fringe benefits as a result of dual employment, including annual leave, sick leave, military leave, state insurance and holidays. However, dual
CHAPTER III: FACULTY EMPLOYMENT

employment compensation shall be subject to such tax and retirement deductions as stipulated by law.

Dual employment request forms are available in the Office of Human Resources.

Outside Employment

See Appendix V: Consulting and Outside Employment.

Employee Educational Assistance Program (EEAP)

The Winthrop University Employee Educational Assistance Program was approved on June 19, 1990, by the Winthrop Board of Trustees as a tuition assistance program for permanent staff employees. On November 14, 1990, the Winthrop Board of Trustees amended program guidelines to extend tuition assistance to permanent faculty. Program guidelines were further amended on July 9, 1996, to comply with South Carolina State Budget & Control Board guidelines, as directed by the S.C. Attorney General’s Office.

The EEAP was designed to improve recruitment, retention, development and education of Winthrop employees.

Guidelines

A. Eligibility:

Staff – Staff employees must be assigned to FTE positions or to temporary grant or temporary time-limited positions; must have completed at least twelve (12) months of state service; and must work at least thirty (30) hours per week.

Faculty – Faculty employees must be assigned to FTE positions or to temporary grant or temporary time-limited positions; must have completed one (1) academic year of state service; and must work at least three-quarter (¾) time during the academic year to be eligible for the program.

B. Admission. Employees must apply for admission to Winthrop and fulfill all requirements of the admission policy.

C. Employee Student Status. Employees will be enrolled as degree-seeking undergraduate students, degree-seeking graduate students, or as special students, according to their particular academic circumstances. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree. Note: Faculty and staff taking courses through EEAP do not pay student fees, and therefore, are not eligible to use Health & Counseling Services, a department funded by student fees. Faculty and staff taking courses through EEAP also are not eligible to use the Lois Rhame West Center recreational facilities (beyond participating in a registered course) unless they purchase a membership.

D. Academic Requirements. Employees enrolled at Winthrop are subject to all rules and regulations of Winthrop governing academic requirements and eligibility for degree-
CHAPTER III: FACULTY EMPLOYMENT

non-degree-seeking students. Employees may take any credit course offered by Winthrop under the program if they qualify academically.

E. Tuition and Fees. Tuition is waived for a maximum of six credit hours per semester. Tuition is waived for a maximum of six credit hours for all summer terms combined.

For credit hours above the maximum of six, regular tuition fees will be assessed. Employees who reside out-of-state may request an exemption for out-of-state tuition fees by completing the “Application for Classification as a South Carolina Resident for Fee and Tuition Purposes,” available in the Office of Records and Registration.

F. Enrollment Process. Employees will enroll in classes following the same process for all admitted students.

G. Request for EEAP Form. The EEAP request form may be accessed via the web at https://www.winthrop.edu/recandreg/services/sEEAP_form.htm or via e-mail to HRHELP or via telephone at 323-2273.

H. Time Away from Work. Specific time away from work to attend class must be approved in advance by the employee’s supervisor (and other administrators in the approval line) and will be accounted for by using compensatory time or annual leave. The supervisor (or other administrator in the approval line) has the right to deny the employee time away from work to attend class if the employee’s absence would interfere with the academic or business needs of the department, division or University.

I. Approval. All requests for participation in this program will be reviewed by the appropriate executive officer before forwarding to the President for final action.

J. Upon Termination. EEAP employees leaving the university for any reason prior to completion of EEAP coursework may be required to reimburse the university for part or all of the waived tuition. This determination will be made by the President (or designee) on a case-by-case basis.

Employee Insurance Benefits

A comprehensive benefits package is available to Winthrop University employees in FTE positions and who work at least 30 hours per week. Employees in grant-funded and time-limited positions should contact the grant administrator to determine eligibility for benefits. A complete description of benefits available to eligible Winthrop University employees may be found at http://www.eip.sc.gov/publications/catman/IBG.htm or by contacting the Office of Human Resources.

Changes in Insurance Coverage. Changes in certain insurance coverage may be made only during annual/open enrollment each year. Employees will be notified prior to annual/open enrollment of the specified changes that may be made. Other than during the open/annual enrollment period, changes in coverage may be made only within 31 days of the “qualifying event.” Examples of a qualifying event include the birth of a child, death of a spouse, marriage, divorce, and the loss or gain of insurance coverage.
CHAPTER III: FACULTY EMPLOYMENT

Reporting Workplace Injuries and Workers’ Compensation

All employees of the university are protected while on duty by a Workers’ Compensation Plan administered by State Accident Fund (SAF.) Medical case management is provided by Compendium Services, Inc., through a contractual agreement with SAF. Workers’ compensation claims are filed electronically by Compendium Services in response to the submission of a First Report of Injury. Questions regarding this plan or the reporting procedures should be directed to Winthrop University Environmental Health and Safety at 803-323-2392.

When an injury or illness is determined by SAF to be work-related, the employee’s medical expenses including prescription drugs and mileage for doctor’s visits in excess of ten (10) miles per round-trip may be paid. An employee also may be eligible for temporary payroll benefits if they become disabled due to a work-related injury or illness and cannot work.

A. Reporting Minor Injuries or Work-Related Illnesses:

1. Any employee who sustains even a minor injury while on duty or develops a work-related illness must immediately report the injury or illness to their supervisor.

2. When medical treatment is needed, the supervisor must contact Compendium Services at 877-709-2667 to file a First Report of Injury and to receive authorization for the treatment. All non-emergency medical treatment must be pre-approved by Compendium Services and is provided by:

   Occumed at Riverview Medical Center
   1393 Celanese Road
   Rock Hill, SC  29732
   803-327-0033

3. The supervisor must also report the injury or illness to Winthrop University Environmental Health and Safety at 803-323-2392

Employees should report all injuries and work-related illnesses to their supervisor, no matter how minor they may seem at the time. An employee who fails to report an injury or work-related illness may risk being denied benefits by SAF should medical treatment be needed at a later time.

B. Medical Emergencies:

1. In the event of a serious or life-threatening injury that requires immediate or emergency medical attention, call 9-911 for an emergency operator or call the Winthrop University Campus Police Department at 803-323-3333. Compendium Services and Environmental Health and Safety must be contacted as soon as the situation allows.

2. When an injured employee is transported to an emergency treatment facility for care, the supervisor or a designated university representative should accompany them to the facility and remain until the employee has been admitted or released.
CHAPTER III: FACULTY EMPLOYMENT

3. The supervisor or designated university representative should notify the treating facility that worker’s compensation may be filed for the injured employee and provide the following insurance information, if needed:

For case management and treatment authorization: Compendium Services, Inc.
877-709-2667

For billing and payment information:
State Accident Fund
Post Office Box 102100
Columbia, SC 29221-5000
800-521-6576

For verification of employment and insurance coverage:
Winthrop University
Environmental Health and Safety
803-323-2392
OR
Winthrop University
Human Resources
803-323-2273

C. Return to Work:

An employee who has received medical treatment for an injury or work-related illness may return to work only when authorized in writing by the treating physician to return to full duty. Full duty is defined as being able to perform all job functions without restriction or limitation. If the treating physician restricts an employee’s activities, but the specific restrictions do not impact job performance, the employee may return to work. However, if the restricted activities limit the employee’s ability to perform at full duty, the employee may not be allowed to return to work until the restrictions are lifted and he/she presents a doctor’s written statement to that effect. Winthrop University does not provide light or limited duty assignments. Potential ADA issues arising because of an injury or work-related illness and accommodation issues should be addressed to the Office of Human Resources.

Supplemental Retirement Plans

Winthrop University offers payroll deductions for certain supplemental retirement plans in which faculty members may participate. Employees may contact the Office of Human Resources for a list of supplemental retirement vendors for which payroll deduction has been approved. It is the employee’s responsibility to confirm with the vendor(s) the total tax-year contribution allowable under the Internal Revenue Code. The faculty member must agree to a salary reduction equal to the amount of the annuity premium. Winthrop University’s Office of Human Resources does not offer financial or retirement planning advice to employees.

Leave

Annual Leave. Faculty members and unclassified administrators who are employed under 12-month contracts earn credit for 10 hours of vacation leave each month. This is equal to 15 days or 3 weeks per year. After 10 years of service, employees receive bonus earnings at a rate of 10 hours per year for each year of service over 10, until an employee with 22 years of service earns 30 days or 6 weeks per year. Annual leave
CHAPTER III: FACULTY EMPLOYMENT

Credits accrue each month; however, the maximum number of vacation leave credits which may be carried over from one calendar year to the next is 45 days. An employee may take no more than 30 days of annual leave per calendar year.

Annual leave may be taken at any time during the year, provided approval is granted by the supervisor prior to taking the leave time and provided the academic and other programs of the University are not adversely affected. Leave must be reported to the Office of Human Resources on the “Record of Leave Taken” form. The form is available at http://www.winthrop.edu/hr/forms.htm or by contacting the Office of Human Resources.

Sick Leave with Pay. This policy applies equally and uniformly to all Winthrop University employees - faculty, staff and administrators - who are assigned to regular positions. Each month, all Winthrop employees assigned to regular positions who are scheduled to work at least half time earn credits for sick leave. Full-time employees earn sick leave credits at the rate of 10 hours per month while in paid status; part-time employees earn on a pro-rata basis. Credits for up to 1440 hours of sick leave with pay may be carried forward from one calendar year to the next. Sick leave must be charged when the employee is unable to work because of personal illness or injury, for medical or dental appointments that cannot be scheduled outside normal working hours, or when the employee's presence while ill might endanger the health of students and other employees. NOTE FOR FACULTY MEMBERS: Even if the faculty member has no scheduled classes, scheduled office hours, or other scheduled work or University activities, if he/she is unable to attend the workplace for a full day due to illness, eight (8) hours of sick leave must be reported upon returning to work on the "Record of Leave Taken" form. For illness lasting less than a full day, the actual hours scheduled but missed for classes, office hours, or other work or University activities must be reported—or, in the case of no scheduled activities, the actual number of hours (up to eight hours) that the illness lasts.

An employee is eligible for sick leave with pay only during periods of scheduled employment. If a faculty member whose contract is for less than twelve months is employed by the University to teach summer school or for other work during a period not covered by the faculty member's contract, sick leave may be paid only when such leave is necessitated after the first day of employment during the applicable period.

Dependent Sick Leave. An employee may use a maximum of 10 days of sick leave during a calendar year (pro-rated for part-time employees) to provide care for members of the immediate family who become ill or disabled. For sick leave purposes, “immediate family” includes the employee’s spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparent, legal guardian, and grandchildren.

Family and Medical Leave Act. The Family and Medical Leave Act (FMLA) of 1993 requires Winthrop University to provide up to twelve (12) weeks of leave each calendar year to “eligible” employees for specified family and medical leave reasons. All unused sick leave balances must be applied toward, and run concurrently with, FMLA leave if the qualifying reason for FMLA leave is due to the employee’s own serious health condition. If this leave qualifies for FMLA, it is included in the twelve (12) weeks of FMLA leave. The employee has the option to use accrued annual leave in the event the sick leave is exhausted or if the approved FMLA leave is due to the illness of a covered family member (see “3” under Leave Entitlement.)
CHAPTER III: FACULTY EMPLOYMENT

A. Employee Eligibility:

For a Winthrop University employee to be eligible for FMLA benefits, he/she must:

1. have worked for the State of SC for a total of at least twelve (12) months; and
2. have worked at least one thousand, two hundred and fifty (1,250) hours over the previous twelve (12) months immediately preceding the request of FMLA leave.

B. Leave Entitlement:

Employees are eligible for a total of twelve (12) weeks of FMLA leave during a calendar year for any of the following reasons:

1. for the birth of a child and to care for that child;
2. for placement of a child for adoption or foster care with the employee;
3. to care for a “covered family member.” (“Covered family member” is defined as the employee’s spouse, daughter, son or parent with a serious health condition); and
4. because of the employee’s serious health condition that makes the employee unable to perform the employee’s job.

Note: eligibility for reasons 1 and 2 expires twelve (12) months after the date of the birth or placement.

If both spouses work for the state of South Carolina, they are jointly entitled to a combined total of twelve (12) workweeks of family leave for the birth or placement of a son or daughter, for adoption or foster care and to care for a parent (but not a parent-in-law) who has a serious health condition.

A “serious health condition” means an illness, injury, impairment or physical or mental condition that involves:

1. any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility;
2. any period of incapacity requiring absence of more than three (3) calendar days from work that also involves continuing treatment by (or under the supervision of) a health care provider.
3. continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days or for prenatal care.
CHAPTER III: FACULTY EMPLOYMENT

C. Notice and Certification:

Employees seeking to use FMLA leave will be required to provide:

1. thirty (30)-day advance notice of the need to take FMLA leave when the need is foreseeable;

2. medical certification supporting the need for leave due to a serious health condition affecting the employee or a covered family member; and

3. periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

Winthrop University may require second (2nd) or third (3rd) medical opinions and periodic recertifications (at Winthrop’s expense) from employees seeking FMLA leave.

When leave is needed to care for a covered family member or the employee’s own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the normal routine of the department.

D. Maintenance of Health Benefits and Job Restoration:

Group health insurance will be maintained for the employee on FMLA leave whenever such insurance was provided before the leave was taken on the same terms as if the employee had continued to work. Employees will be required to pay for their share of the health insurance premiums while on leave in the same manner as they paid while working.

An employee returning from approved FMLA leave will be restored to his/her original position, or to a similar position with equivalent pay, benefits and other employment terms and conditions for which the employee is qualified. The employee will not lose any benefit that the employee earned or was entitled to before using FMLA leave.

An employee who is determined to be a “key employee” (among the highest paid ten (10) percent of all employees within seventy-five (75) miles of the employee’s worksite) could be denied job restoration if such denial is necessary to prevent substantial and grievous economic injury to the operations of the university.

For additional information concerning FMLA leave, contact the Office of Human Resources.

*Extended Disability Leave.* For the purposes of this section, extended disability includes the employee’s illness, injury or maternity condition which may require an employee to be away from work for a period of time that exceeds the twelve (12) weeks of approved FMLA leave. The employee may request additional leave which may not exceed one hundred and eighty (180) calendar days, including any combined leave with pay, leave without pay and/or FMLA leave. Prior to approval of extended disability leave, the employee will be required to provide to the Office of Human Resources certification by the health care practitioner to include:
CHAPTER III: FACULTY EMPLOYMENT

1. the date on which the serious health condition commenced,

2. the probable duration of the condition, and

3. appropriate medical facts within the knowledge of the health care practitioner regarding the condition.

Such certification may have been provided in the FMLA process, but the university may require updated information from the health care provider. The request will not be denied for bona fide illness or disability for employees who are in an FTE position. Upon approval, leave without pay will be granted with reinstatement privileges to the same position or to one of a comparable pay band/level for which the employee is qualified.

The employee must provide a signed statement of release from the medical care provider before returning to full duty work. Upon returning to work, the employee must be able to perform the essential functions of his/her position with or without reasonable accommodation. Winthrop University does not recognize “light duty.”

If the employee is unable to return to full duty work within the one hundred and eighty (180)-day period, the employee will be separated from employment. In extenuating circumstances, the employee may request approval from the President for an extension of up to an additional one hundred and eighty (180) days of disability leave provided the health care practitioner certifies the medical probability of the employee’s return within this time period. At his discretion, the President may approve the extension not to exceed a total of three hundred and sixty-five (365) days with the appropriate certification from the health care provider stating that the employee should be able to return to work before the end of the three hundred and sixty-five (365) day period. An employee who is unable – or fails – to return to work at the end of the final period of approved leave will be separated from employment.

Employees who are approved for extended disability leave must use all sick leave credits before going on leave-without-pay status unless the President, at his discretion, grants an exception at the employee’s request. However, the employee shall have the option of using or retaining all or part of his/her accrued annual leave earnings before going on sick leave without pay.

Certain extended illnesses may be protected as disabilities under the Americans with Disabilities Act (ADA) and may require reasonable accommodation. For questions regarding the ADA, please contact the Office of Human Resources.

Military Leave:

1. Short-Term Military Leave with Pay – An employee of the university who is a member of the SC National guard or a reserve unit of the United States Armed Forces will be entitled to military leave with pay for up to fifteen (15) work days in any one (1) calendar year while taking part in training exercises or other duties ordered by the appropriate authority. An employee who is called to active duty to serve during an emergency will be entitled to such leave with pay for up to thirty (30) additional working days. Any one (1) calendar year means either a calendar year or, in the case of members required to perform active duty or other duties within or on a fiscal year basis,
CHAPTER III: FACULTY EMPLOYMENT

the fiscal year of the National Guard or reserve component issuing the orders. While on this type of leave, the employee will receive his full regular salary from the university. The employee must request the leave in writing and present appropriate documentation to the supervisor as soon as orders are received.

2. Long-Term Military Leave without Pay – An employee who enlists or who is drafted for military service in the Armed Forces of the United States will be granted leave without pay for a period of up to five (5) years beginning with the date of induction and ending not more than ninety (90) calendar days after the date of separation from military service. The employee must request the leave in writing and present appropriate documentation to the supervisor as soon as orders are received.

3. Specific questions about military leave should be directed to the Office of Human Resources.

   Death in Immediate Family Leave. In the event of a death within an employee’s “immediate family,” the employee may be granted up to three (3) consecutive days of leave with pay. For the purposes of this section, “immediate family” is defined as the spouse, great-grandparents, grandparents, parents, legal guardians, sisters, spouse of sisters, brothers, spouse of brothers, children, spouse of children, grandchildren, great-grandchildren of either employee or the spouse.

   Among those not included under this policy are aunts, uncles, nieces, nephews and cousins. The employee is expected to notify the supervisor of the circumstances before taking leave due to a death in the immediate family. The name of the deceased and the relationship to the employee must be stated on the Record of Leave Taken form and submitted to HR.

   If the employee needs to be excused from work for more than the three (3) days of leave provided under this policy, the employee may request annual leave (or leave without pay if no annual leave is available.)

   Retirement

   Participation in a retirement program is mandatory and faculty may choose either the South Carolina Retirement System (SCRS) or one of the State Optional Retirement Programs (State ORP.) Detailed information regarding retirement options, contribution rates, and benefits may be found at http://www.retirement.sc.gov/ or you may contact the Office of Human Resources. Winthrop University’s Office of Human Resources does not offer financial or retirement planning advice to employees.

   TERI (Teacher and Employee Retention) Program

   Active members of SCRS who are eligible for service retirement may elect to participate in the TERI program. TERI allows you to retire and begin accumulating your retirement annuity on a deferred basis without terminating employment. You must enroll at the time of retirement.

   By participating in TERI, you may defer receipt of your retirement annuity for up to 60 months. As a TERI participant, your monthly retirement annuity is deferred and is accumulated in your TERI account. No interest is paid on annuity benefits accumulated in your TERI account. Retiree cost-of-living increases are applied to a TERI participant’s monthly annuity in the same manner in which other retirees receive
CHAPTER III: FACULTY EMPLOYMENT

increases. As a retired contributing member, you will pay the same pre-tax contribution rate as active members; however, you will not earn service credit or interest on your account. Additional information regarding the TERI program may be found at http://www.retirement.sc.gov/teri/default.htm or you may contact the Office of Human Resources.
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

CLASSROOM POLICIES

Class Attendance. Faculty are expected to meet all their scheduled class engagements. Faculty who expect to be absent from any of their classes should obtain permission from their department chair or dean. Emergency absence should be reported immediately to the department chair. Faculty who are absent because of illness should file a sick leave form with the department office.

Hazardous Weather Conditions. It is the practice of Winthrop University to carry out its primary responsibility of providing instruction for students during regularly scheduled hours, except in cases when extreme weather conditions make roads unsafe for travel. While Winthrop feels a responsibility to meet scheduled classes and maintain office support for those classes whenever possible, the University places the highest priority on the safety of its students, faculty, and staff.

In instances of unsafe road and traveling conditions, the University notifies local media outlets in areas where Winthrop students and employees live if scheduled classes and activities of the University have changed. Students should use their local media and discretion in judging the safety of traveling to the University during periods of inclement weather. Students and employees may check the Winthrop home page or call the campus alert line (803) 323-2222 for official announcements and information during hazardous conditions.

During periods of inclement weather, faculty members are expected to meet scheduled classes unless they have been officially canceled by the President. In cases in which conditions prevent a faculty member from meeting a scheduled class, the department chair or dean should be contacted to arrange for someone else to meet the class.

Classroom Assignments. The official Class Schedule lists the room location and meeting times for all classes and laboratories. Changes may be made only for good reason and with approval of the appropriate dean.

Meeting Times. Instructors are expected to meet their classes at the assigned times. Any changes in meeting times must have the approval of the department chair and the dean.

Final Examinations for Undergraduate Courses. The form of the final examination is determined by the instructor. However, a final examination, or comparable evaluation, should be administered in all classes. The exam period may not exceed two and one-half hours. The times and places of final examinations are officially scheduled by the Registrar and faculty are expected to adhere to the scheduled times.

The student and the instructor will be notified of a legitimate exam conflict if one or more of the following occurs: the student has more than one scheduled exam per period, the student has more than two examinations scheduled per day, or more than three examinations scheduled in any four consecutive periods.

Final Examinations for Graduate Courses. In 600-level courses, the class meets during examination week. However, it is left to the discretion of the instructor as to whether the two and one-half hour examination period is spent in an examination or in other class activities considered more useful. In 500-level courses, graduate students, at the discretion of the instructor, follow the same procedures as undergraduate students with regard to final examinations.

Class Rolls (Rosters). Class rosters may be accessed at any time by the instructor via Wingspan for Faculty.
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

After Hours Entry into Academic Buildings. Although the academic buildings are made secure at closing hours in the evening and on holidays, it is recognized that students may have legitimate needs to enter these buildings.

Students may be admitted to the academic buildings after normal class hours if their names appear on a roster supplied to the Campus Police by their department chair or dean, and provided they have in their possession a permit issued by the Campus Police. However, no student who is alone may be admitted to Sims or Thurmond (safety precautions require that the student be accompanied by someone who will remain in the building with the student).

A student who enters an academic building with approval must not use this advantage to admit other students. Security officers are authorized to evacuate any building wherein there has been an abuse of the privilege extended to a student.

Students granted admission to an academic building after hours are obligated to notify Campus Police at the time of departure.

Food and Drink in Classrooms. Bringing food and drinks into class rooms is prohibited. Building coordinators will consider requests for exceptions to the ban for special events through department chairs or from other requesting student and academically related groups.

Smoking in University Buildings. The Campus Smoking Policy was adopted by Executive Officers for August 1, 2006 implementation. Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Winthrop University or those areas leased or controlled by Winthrop University. Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, clients, contractors and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events. Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy.

GRADING POLICIES

Evaluation and Grading. It is the responsibility of all faculty members at Winthrop to assign to all of their students fair grades based on evaluation relevant to the content and purpose of the course of study and, reasonably early in the semester, to inform students of the evaluation placed upon their work. Testing procedures are generally guided by the following principles: A number of evaluations of students' achievements should be made throughout any given semester. The instructor in each class is encouraged to base students' final grades on at least four major evaluations. The instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances on projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately.

Grade Reports. It is the responsibility of the instructor at the end of each semester and summer term to
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

report final grades to the Office of Records and Registration, using Wingspan for faculty
https://w4f.winthrop.edu

After each semester and summer term, the instructor will receive a class roll for each of the courses he/she taught showing the grades assigned. He/she should check this for errors; and, if errors are detected, they should be reported by use of the grade change procedure. Such changes should be made within one month of the end of the semester or summer term.

**Change of Grade.** A grade once reported may be changed only upon the recommendation of the instructor, with the approval of the dean of the college. The approval of the dean is not required to raise a grade with the prefix "I" if the change is made during the twelve-month period immediately following the assignment of the prefixed grade.

**Posting Grades.** Grades for students in Winthrop University courses may be posted by faculty members, provided the following requirements are met (both requirements must be met before the grades can be posted):

1. Grades must be posted by a numerical or alphabetic code which is known only to the student and instructor. Grades cannot be posted by student name, by campus I.D. number, by student social security number, or any portion of the social security number.

2. The student must give written permission for the grade to be posted. This can be done by a statement on the test paper or a written statement signed by the student.

**Class Attendance Policy.** Students are expected to attend classes and should understand that they are responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences.

Instructors are obligated to provide makeup opportunities only for students who are absent with adequate cause such as incapacitating illness, death of an immediate family member, or authorized representation of the university. The instructor will be responsible for judging the adequacy of cause for absence. The student is responsible for providing documentation certifying the legitimacy of the absence to his or her instructor in advance of such absences. In health-related or family emergency cases where advance notice is not possible, documentation should be provided to the instructor no later than the date the student returns to class. If the instructor denies the adequacy of cause, the student can appeal the denial to the Vice President for Academic Affairs, who will judge the adequacy of cause, and if found to be adequate, will require the instructor to provide a make-up opportunity.

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student’s absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the Withdrawal from Courses section of the University catalogs, a grade of F or U shall be assigned.

The instructor may establish different attendance requirements for the course, after notifying the department chair in writing. The instructor will give each student a written statement of the attendance
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

policy for that course during the first class meeting.

The final examination meeting is not counted for attendance policy purposes.

Audit Policy. Anyone admitted to Winthrop University may audit a course with the permission of the instructor, the department chair, and the academic dean. This authorization will be given only if there is space available in the class. The student is not required to participate in any examinations or graded course assignments. Participation in class activities and the class attendance policy is at the discretion of the instructor.

Student Academic Misconduct Policy. The Student Handbook contains the Student Conduct Code (page 37) which provides to the community the University policy and guidelines for confronting cheating and other forms of student academic misconduct. Academic misconduct in any form cannot be condoned by allowing it to go unchallenged. The procedures for addressing academic misconduct are very explicit in order to outline faculty responsibility and to uphold the instructor’s role in establishing the degree of violation and the appropriate consequences. The process preserves student rights while protecting instructors from allegations of arbitrary or capricious actions. The Dean of Students Office is available for consultation for any situation involving academic misconduct. The Student Handbook can be accessed at http://www.winthrop.edu/handbook.pdf.

The policy in part, states the following:

A. During the course of an examination or other exercise, an instructor or proctor who observes suspicious behavior such as copying or collusion may warn the individuals involved of the appearance of their actions and request them to cease immediately. Continuation of such behavior can be considered evidence of academic misconduct. The professor is not obligated to warn students beforehand and the cessation of the suspicious behavior does not relieve the student of a later judgment of academic dishonesty.

B. A remarkable similarity between works supposedly completed independently that are submitted for evaluation may be considered evidence indicating academic misconduct.

C. When a professor believes there is sufficient evidence to demonstrate a clear case of academic misconduct, the professor shall notify the student in writing. Notification should occur within 30 days of discovery of the academic misconduct. The notice shall indicate that unless the student requests a hearing, the professor shall impose the appropriate academic consequences warranted by the circumstances and that a disciplinary hearing may be initiated. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. Students may not withdraw from a course to avoid an F grade as the academic consequence for a violation. For less serious offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit.

The faculty member is responsible for saving the evidence of academic misconduct in its original form and need not return any of the papers or other materials to the student. Copies of the student’s work and information about other evidence will be provided to the student upon request.
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

D. The student is given seven days from this first written notice to respond. If the student acknowledges responsibility or does not respond to the written notice, the academic consequences shall be imposed by the professor who will also submit a report to the dean of the instructor’s college and the Dean of Students.

E. If the professor requests or if the student has a prior disciplinary record or unusual circumstances exist, the Dean of Students can initiate a hearing utilizing the regular discipline process as stipulated in the Student Conduct Code which may alter the student’s status with the university.

F. If a student chooses to contest the charge of academic misconduct, the student may request in writing to the professor with a copy to the Dean of Students, a disciplinary hearing to determine the facts of the alleged misconduct. The Dean of Students shall initiate the regular disciplinary process. The purpose of the hearing is to determine the student's responsibility for the alleged academic misconduct. If the student is judged by the hearing authority as stipulated in the Student Conduct Code to be responsible for a violation, the professor shall determine the appropriate academic consequences within the course, and the hearing authority will decide what regular disciplinary sanction, including suspension or expulsion, will be imposed. If the hearing authority determines the student was not responsible for a violation, no academic consequences within the course can be imposed by the professor.

G. The Dean of Students is responsible for assisting students, professors and hearing authorities in matters of process and procedure associated with Winthrop’s academic misconduct policy. The Dean of Students will inform the Dean of the College in which the student is enrolled that the case has been reported and of any final action taken by the professor and/or the hearing authority.

ACADEMIC RESPONSIBILITIES

Academic Advising. Academic advising is viewed by both faculty and students as a necessary part of the teaching/learning process. The individual contact, in formal and informal settings, promotes understanding, provides orientation, and supplements classroom learning. The primary role of the adviser is to assist the student in planning an academic program which will lead to the desired degree. Newly admitted students who have declared their intended major are assigned an adviser in the college offering that degree. Generally, this assignment is not changed unless the student changes degree programs. Students are required to contact advisers prior to registration to receive necessary forms and assistance. It is ultimately the student's responsibility to make final course selections.

Academic Processions and Regalia. Faculty members are expected to be present in proper academic regalia for official academic functions such as commencement and convocation. The faculty member's dean should be notified if an emergency should arise which prevents a faculty member from participating.

Arrangements to purchase or rent academic regalia may be made through the bookstore, The Bookworm at Winthrop University.

Annual Report of Faculty Member. This report is completed by the faculty member each year following instructions from the academic dean's office.
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

**Faculty Office Hours.** Faculty members are required to maintain office hours and to post the hours on their respective office doors. Office hours shall be reported to the department chair and to the dean. While the number of office hours required is not fixed, it is assumed that each faculty member will maintain office hours each day which will be convenient and adequate for the students to arrange conferences pertaining to their work.

**Copyright Policy.** It is the policy of Winthrop University to respect the ownership of all intellectual material protected by copyright laws. The University does not condone copying instead of purchasing copyrighted works where such copying would constitute an infringement under copyright law, but it does encourage faculty to exercise good judgment in serving the best interests of students in an efficient manner. It is the policy of Winthrop University that the user (faculty, staff, student or librarian) secure permission to copy whenever it is legally necessary. The University and its faculty, staff and students will make a conscientious effort to comply with these guidelines. The complete Winthrop University Copyright Policy is available in departmental and deans' offices and online at [http://www.winthrop.edu/copyright/copyrightfinal.pdf](http://www.winthrop.edu/copyright/copyrightfinal.pdf).

**Intellectual Property Rights.** The University has a policy and procedures regarding ownership of intellectual property produced by faculty and staff. Information is available online at [http://www.winthrop.edu/acad_aff/Policies/iprp.html](http://www.winthrop.edu/acad_aff/Policies/iprp.html).

**Privacy of Educational Records.** Winthrop University policy regarding access to student records (such as grades, grade-point ratios, and class rank) is governed by the Family Educational Rights and Privacy Act of 1974 as amended, commonly known as "The Buckley Amendment." Under this law, students have the right to inspect and challenge the accuracy of information contained in their Winthrop educational records.

Also, these regulations restrict Winthrop to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with the student's prior written consent to release the records to another specified person. Without this consent to release the records to another specified person, Winthrop cannot release a student's records even to parents, except in one instance. Parents or guardians of a student may be given access to certain student records if the parents or guardians sign a statement in the Office of Records and Registration and provide proof that they have claimed the student as a dependent on their last federal income tax return.

Questions concerning Winthrop's policy for release of academic information should be directed to the Office of Records and Registration.

**Institutional Animal Care and Use.** The Board of Trustees and the Institutional Animal Care and Use Committee (IACUC) at Winthrop University adopted a policy on the Care and Use of Vertebrate Animals in Research and Instruction on December 18, 2002. The policy ensures that the University remains in compliance with the Animal Welfare Act (7 U.S.C.2131, et seq.). A copy of the policy statement is available in the Office of Sponsored Programs and Research (SPAR) and is posted on its website [http://www.winthrop.edu/spar/IACUC.htm](http://www.winthrop.edu/spar/IACUC.htm) and follow the link to Humane Care and Use of Animals Policy Statement.
Protection of Human Subjects Guidelines Statement from Institutional Review Board (IRB) Guidelines

1.1 Policy Statement

Definition:

Winthrop University acknowledges and accepts its responsibilities for protecting the rights and welfare of human subjects participating in research covered by this policy statement. A “human subject” means an individual about whom a researcher (whether professional, student or other) conducting research obtains (1) data through intervention with, interaction with, or observation of that individual, or (2) identifiable private information about that individual.

This policy assures that:

a. The rights and welfare of the human subjects are adequately protected;

b. The procedures used to obtain informed consent are adequate and appropriate;

c. The risks to the human subject are reasonable in relation to the anticipated benefits to the subject.

The policy outlined in this document is in accordance with Department of Health and Human Services Regulations, as well as with the guidelines enumerated in the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (the Belmont Report), the Nuremberg Code, and the Helsinki Report. In circumstances where the Winthrop policy is more restrictive than federal regulations, the Winthrop policy will be considered binding. In circumstances not explicitly addressed by this policy, relevant federal regulations will be binding. In all cases, researchers will be responsible for following the Winthrop policy or other applicable regulations.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge [Code of Federal Regulations - Title 45 (45 CFR) - Public Welfare Part 46 Protection of Human Subjects, Subpart A section 46.102(d)].

Research that involves Winthrop personnel or resources must be approved by the Winthrop IRB. This policy applies regardless of whether the research is funded and regardless of whether the subjects are members of the Winthrop community. This policy applies to research conducted at other institutions by Winthrop faculty, staff, and students, even if that institution has its own review process.

1.2 Authorized University Representative (AUR)

The Vice President for Academic Affairs serves as the Authorized University Representative (AUR) who represents the University in any legal matters concerning IRB decisions. The AUR oversees the enforcement of IRB decisions in instances where members of the Winthrop community fail to follow proper protocols designed to protect human subjects or act in ways that could potentially harm human subjects. The IRB will review suspected and alleged protocol violations, subject complaints, or violations of Winthrop IRB policies and/or applicable state and federal regulations. Failure by the researcher to respond to IRB decisions on these matters in an appropriate manner will be referred to the AUR. The Winthrop IRB has the authority to suspend or terminate approval of research that is not conducted in accordance with its requirements or that pose serious threat to human subjects and will report suspensions to the AUR.
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

**Research.** Faculty members are encouraged to participate in research endeavors. Applications for support for research may be made by the faculty member with support of the department chair, academic dean, and administration. The administration of Winthrop University wishes to foster, encourage, and promote research and creative activity by members of the faculty.

The University sponsors research, defined in the broadest sense, through the Research Council and through Faculty Development Funds. Information about faculty development funds is available from the appropriate dean. Research Council grant application forms and guidelines are available from the Sponsored Programs and Research Office (SPAR,) or online at [http://www.winthrop.edu/spar](http://www.winthrop.edu/spar) and follow the link to Research Council.

**Grant proposals** submitted for external funding must have the approval of the appropriate dean and be coordinated through the Sponsored Programs and Research Office (SPAR). Guidelines for proposal preparation and submission are available from the SPAR office or online at [http://www.winthrop.edu/spar](http://www.winthrop.edu/spar) and follow the link to Proposal Development Procedures.

**Sabbatical Leave.** Sabbatical leave may be granted by the President of the University to a member of the faculty who holds the rank of Associate Professor or Professor as recognition of excellent service and scholarly achievement. This leave is to be used for further professional development, which may involve research, formal study, or other pertinent activity which might enhance the competence of the faculty member. The faculty member on this leave may not undertake teaching or other gainful employment without the written permission of the President of the University.

A sabbatical leave can be granted to a faculty member who has completed not less than six years of full-time service with the University and who has had at least six years of full-time service since any previous sabbatical leave. The approval of a sabbatical leave is dependent upon budgetary conditions and staffing support of the University.

The sabbatical leave is granted on the condition that the faculty member agrees to return to Winthrop University for active service when the leave is ended. Upon the conclusion of the leave, the faculty member shall file a follow-up report with his/her dean. At the conclusion of the leave, the faculty member is obligated to render service to the University for at least one contract year or to refund the money received in compensation from the University during the leave.

Sabbatical leaves may be granted for the full contract year at half the stated salary or for one-half the contract year at full salary. The University reserves the right to make adjustments in the compensation awarded during leave.

The candidate for sabbatical leave will make application to the President in writing, by way of the usual administrative channels. The application will be accompanied by a statement of purpose for which the leave is requested, an abstract up to 250 words, a current resume, and any pertinent information which supports the application. The department chair and the dean will then attach supporting statements. Applications and supporting material are due in the office of the Vice President for Academic Affairs by [November 1](#).

**Teaching Load.** Teaching loads at Winthrop University vary among departments and within departments depending upon the nature of the courses being taught. Reduction in load may be made because of added
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

administrative responsibilities or involvement in research, and appropriate teaching load reductions are made when conditions warrant.

**Unpaid Leave.** A faculty member may request an unpaid leave through his/her Dean for approval by the Vice President for Academic Affairs. Unpaid leaves are granted usually for a semester or academic year. Any request for extension of the leave is channeled in the same manner.

**TRAVEL**

The University encourages participation in off-campus professional activities by assisting with travel expenses. At the same time, the faculty member must expect to share in this expense. Full remuneration for professional travel is highly unlikely, especially for meetings at great distances from the campus.

Please access the following Accounts Payable home page http://www.winthrop.edu/finance/controllersoffice/acctspayable.asp to follow the links listed below.

Employees of the University must have advance approval for all official travel, as provided through the Travel Authorization procedures. Please follow the link to the Travel Authorization Form.

Travel Reimbursement vouchers submitted upon completion of approved travel must be accompanied by the original receipts (not machine copies). The Travel Reimbursement must be signed by the traveler and the individual approving Travel Authorization, which is to be attached. Please follow the link to the Travel Reimbursement Form.

For an overview of travel expenses (allotment for mileage and meals, as well as departure and return times for these reimbursements), please follow the link to the Travel Expense Overview.

The employee on official business is advised to show actual expenses for each trip, regardless of amount. The University can reimburse only that portion approved and permitted by State law, but the difference can be important in private tax computations. An official record of the difference is of mutual advantage to employee and University.

**Advance Payments.** Payments to vendors for airline tickets and registration can be paid in advance. Meals which are stated separate from the registration cannot be prepaid. Advance payment may be requested by purchase order or check request voucher with the Travel Authorization form attached.

**In-Town (Rock Hill) Meals.** Winthrop cannot reimburse employees or pay vendor invoices for employees' meals obtained within a ten-mile perimeter of Winthrop. This includes not only regular meals, but special coffees, picnics, and similar events, in addition to purchase of regular coffee supplies for departmental use.

**Off-Campus Trips with Students.** Faculty members wishing to take students off campus must have the permission of their chair or dean. Trip insurance is required when students are asked to use their own cars on University-authorized business, such as authorized field trips. This insurance provides protection for student drivers, should they be sued by fellow passengers in case of accidents. If a student drives a Winthrop vehicle, trip insurance is not required. As with all official travel, advance approval is required.

The trip insurance is requested by sending a list of the students who will be driving their personal automobiles, along with the names of the passengers in that automobile, to the dean. This list should include
CHAPTER IV: ACADEMIC POLICIES AND PROCEDURES

the times of departure and return, destinations, and the name of the department to which the premium cost is to be charged. The list should be submitted at least seven days prior to the start of the trip. The dean will approve and forward two copies of the list to Purchasing. One copy will be retained by Purchasing and the other will be forwarded to the appropriate insurance company.

PURCHASING

All materials and special service acquisitions, including rentals, dues, subscriptions, membership fees, and miscellaneous contractual services, must be arranged through Purchasing so that evidence of institutional liability will exist. The University cannot accept responsibility for handling, delivery, or payment for items obtained through personal contacts with vendors.

Requirements of the State of South Carolina relative to purchases place limitations on reimbursement following purchases made without a purchase order. As a consequence, anyone who makes a purchase with personal funds without a purchase order risks a denial of reimbursement.

Additional information regarding purchasing policies and procedures for online requisitioning as well as the purchasing card program may be accessed at the Winthrop Web site at http://www.winthrop.edu/procurement/


The Office of Risk Management is responsible for administering an insurance program to protect and preserve Winthrop University's human, physical and financial assets. In this capacity the office acts like an insurance agency for the University by soliciting quotations for property, liability, and surety coverages, as well as compiling and processing insurance claims. Management of this program is accomplished by identifying potential human, physical, financial and natural losses and then determining the best method available to handle the risk, whether that it is through risk avoidance, risk prevention, risk assumption or risk Transfer through contracts or insurance.
CHAPTER V: FACILITIES AND SERVICES

AUDIO VISUAL SERVICES

Department of Distance Learning and Audio Visual Services

Winthrop maintains various types of standard audio visual equipment for instructional use. Audio visual equipment owned by departments is commonly shared with other departments occupying a given building. Each building has an equipment coordinator who can assist with scheduling for use. The Department of Distance Learning and Audio Visual Services coordinates audio visual requirements between buildings and arranges for equipment repairs provided by off-campus vendors.

The Blackboard online course delivery system is available for instructors who wish to enhance their traditional classes.

Smart Classroom LCD ceiling projectors are maintained by Distance Learning and Audio Visual Services. Technology troubleshooting is also provided for these classrooms.

This department provides daily sound support for many areas of campus with the exception of Byrnes Auditorium, Tillman Auditorium and Barnes Recital Hall.

The WebCT/Blackboard online course delivery system is also managed by this department as is some IP-based video conferencing.

BANKING FACILITIES

An automatic teller machine is available for use on Myrtle Drive and also on the main floor of the Student Center. Credit Union teller machines are available for use and are located in the walkway between Tillman Hall and Bancroft Hall, and in Thomson Hall.

BOOKSTORE

The bookstore, The Bookworm at Winthrop University, sells school supplies, textbooks, stationery, imprinted clothing, and trade books. The store features faculty-authored books; all faculty members with new publications are requested to notify the store about them. Faculty and staff may special order or purchase supplies or books and receive a 10% discount.

CAMPUS POLICE

Police Assistance. Emergency services can be obtained by calling the Campus Police, extension 3333.

Building Security Measures. Faculty, staff and students are advised that all faculty offices, laboratories, and other rooms housing valuable equipment are to be locked at the end of each day and whenever the occupant is to be out for any appreciable period of time. The Campus Police begin locking all academic buildings each night after 11:00 PM.

Students using classroom and laboratory facilities after normal class hours must leave the building by 11:30 PM. The lack of adequate supervision and a concern for the safety of the students necessitates this policy.

However, in cases where students are involved in legitimate research, they may remain in or gain entry to
CHAPTER V: FACILITIES AND SERVICES

classroom buildings after closing times, provided their names appear on a roster supplied to the Campus Police by their department chair or dean and provided they have in their possession a permit issued by Campus Police on the basis of the roster. The roster of students using classroom and laboratory facilities after normal class hours will remain in effect for only one semester. In every case, the building must be unlocked and locked by someone from Campus Police.

Faculty and staff remaining in or returning to their offices, laboratories, or studios after 11:30 PM and before 6:00 AM on weekdays and anytime during weekends and holidays must first report either in person or by telephone to the Campus Police, extension 3333. Faculty and staff must also report when leaving the building and must see that the doors of the building being used are locked after entry and upon leaving.

Traffic, Parking, and Registration of Motor Vehicles. The operation of motor vehicles on Winthrop University property is a privilege granted by the Winthrop University Administration. This privilege is extended to all faculty, staff, students, and visitors having business at the University. Individuals who desire to exercise this privilege are expected to adhere to the South Carolina laws governing the operation of motor vehicles and to the Winthrop University regulations for motor vehicles. Failure to comply will result in a warning or in a penalty that may include the loss of motor vehicle privileges.

The University will assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on University property. For parking directions and a campus parking map, please see http://www.winthrop.edu/publicsafety/traffic_and_parking_regulations.htm.

Motor vehicles parked on Winthrop University property by faculty, staff and students must be registered with Campus Police. Motorcycles must also be registered. All vehicles parked on University property must bear either a regular parking permit or a visitor's parking permit. Upon entering campus, visitors must obtain a temporary permit from Campus Police.

Regular registration is for one year beginning with the first day of course registration for the fall semester and ending with the first day of fall course registration the following year. The full registration fee applies until the first of January, at which time the fee is reduced one half.

Temporary registration for periods over 24 hours must be handled through Campus Police. There is a $1 per week fee. Temporary registration for 24 hours or less is free. Permit placement will be specified at the time of registration.

CAREER DEVELOPMENT

From freshman year to after graduation, Career Development provides services for every stage in a student's pre-professional life. Beginning with the choice of a major to transforming this choice into a career, the department offers programs to facilitate a student's decision-making process. Programs include career development issues such as resume writing and portfolios, networking, interviewing, and etiquette, cooperative education, career assessment tools, part-time jobs and job search assistance. Faculty members are encouraged to refer students to our services, and our staff members are available to present career information to classes.

Cooperative Education (Co-op) provides students with the opportunity to obtain professional experience in their major while earning academic credit and an hourly wage. For students interested in positions not related
to their major, a non-credit option is also available. Both full and part-time co-ops are available in all academic majors, allowing students to integrate classroom knowledge with the "real world" of work.

**COMPUTER SERVICES**

**Division of Computing and Information Technology**

**Academic Computing**

Winthrop University Academic Computing supports the instructional and research functions of the University. Within the Division of Computing and Information Technology, Academic Computing provides access to diverse computing resources. These resources include Linux servers and workstations, Windows XP microcomputer networks, laboratories with microcomputers, and access to OpenVMS clustered AlphaServers. Over 20 computer laboratories supporting PC, Macintosh, Linux, and UNIX systems are available on campus for open access and instructional needs.

Winthrop’s host computers have an assortment of programming languages such as Ada, BASIC, C, C++, COBOL, Fortran, Java, LISP, and Pascal. Microcomputer networks and laboratories provide computing resources for support of instructional and research applications. Typical applications include desktop publishing, database management, spreadsheet analysis, graphics, communications, word processing, statistical analysis, and mathematical computation. Specific applications include Microsoft Office, Photoshop, FrontPage, Internet Explorer, Adobe Creative Suite, SAS, SPSS, Mathematica, and Microsoft Visual Studio. Some labs support additional software including AutoCAD and other design applications.

All main campus buildings and residence halls are connected to the campus network and Internet through fiber optic cable. Students are provided with consolidated computing services including web based email, central server storage space, and personal web pages.

Academic Computing also provides computer access for visually impaired students, as well as Braille printing services.

For additional information on Academic Computing and to view the general operational hours for Academic Computing labs visit [http://www.winthrop.edu/acc](http://www.winthrop.edu/acc).

**Administrative Systems and Programming**

The Administrative Systems and Programming department is responsible for the maintenance of vendor supplied central software used by Winthrop University. This software includes SIS, FRS, HRS, PCS, Wingspan, and Raisers Edge. Through the administrative computing system, faculty have limited access to student and class records for use in academic advising. Clearance for access and the scheduling of training is arranged through department chairs.

**User Support**

The User Support department provides support for Winthrop computer users. User Support personnel are available to provide technical assistance with departmental purchases, installation of new equipment, maintenance of Winthrop’s technology and telecommunications equipment, and provides limited training.
CHAPTER V: FACILITIES AND SERVICES

for standard software products. User Support also provides a Help Desk for general assistance with a wide variety of computing and telephone questions and problems. The Help Desk is available by calling 803-323-2400, option 4, or by emailing helpdesk@winthrop.edu.

Technology Policies and Guidelines

In order to preserve the integrity of Winthrop University’s technology infrastructure and to provide appropriate services to the campus population, please familiarize yourself with all Winthrop University technology rules, policies, and guidelines listed at http://www.winthrop.edu/guide/index.html. Due to the dynamic nature of technology, any changes or additions to the rules, policies, and guidelines will be indicated on this site.

COUNSELING SERVICES

The Counseling Services staff help students deal with a variety of personal concerns, including family and relationship difficulties, low self-esteem, stress and anxiety, depression, alcohol and drug abuse, sexual abuse, and eating disorders. Short-term counseling for individuals, couples, and groups is free and confidential. Learning assistance services are available through classroom presentations and individualized sessions to help students improve their study, reading comprehension, note-taking, test-taking, and time-management skills.

Wellness services, including outreach seminars and individual counseling, are provided to educate students about health-related topics. Services for students with documented disabilities, including classroom accommodations and campus access, are available to remove barriers to learning. (See also following section entitled STUDENTS WITH DISABILITIES.) The College-level Examination Program (CLEP) and Miller Analogy Test (MAT) are administered. For additional information or to help a student schedule an appointment, call or visit the office.

CREDIT UNION

All University employees on Winthrop payroll may join the Founders Federal Credit Union. It is a convenient, safe, and economical way to save and borrow money. For further details contact the Founders Federal Credit Union.

CULTURAL ACTIVITIES

The College of Visual and Performing Arts presents numerous performances and exhibitions during the school year through its Departments of Music, Theatre and Dance, and Art and Design, as well as through the Winthrop Galleries.

The Dinkins Student Union Advisory Board each year presents a number of popular concerts, a varied film series and speakers on a wide variety of subjects to which faculty are cordially invited.

Many opportunities are provided through the University for members of the campus community to sustain an interest in cultural affairs. Announcement of these presentations is made by the sponsoring group.

FACILITIES MANAGEMENT (MAINTENANCE SERVICES FOR BUILDINGS)

Building maintenance and repairs are requested online at http://plant.winthrop.edu/
CHAPTER V: FACILITIES AND SERVICES

The request is reviewed, a work order is initiated and given to the supervisor of the appropriate area. The status of work orders can be checked on the same site.

Emergency maintenance services may be obtained by calling Facilities Management during the day or Campus Police (3333) between 5 p.m. and 8:30 a.m. and on weekends.

HEALTH SERVICES

Health Services, located in Crawford Building, is a well-equipped outpatient clinic for students. Health Services is not available to faculty or staff. [See also following section WELLNESS SERVICES for faculty.] Additionally, it has no means to transport anyone in need of immediate aid. In case of a medical emergency on campus, faculty/staff may call either 911 or ext. 3333 (Campus Police). Campus Police will immediately notify First Responders from the community and will meet the emergency personnel to escort the ambulance.

IDENTIFICATION CARDS

All new faculty members and staff should contact the Office of Human Resources for assistance in obtaining an identification card. Identification cards for spouses and eligible children are issued by the Office of Human Resources upon the written request of the faculty or staff member. Library loan privilege cards for immediate family members of faculty and staff are issued by Dacus Library.

INSTRUCTIONAL SUPPORT CENTERS

Instructional Technology Center (ITC). The Instructional Technology Center is located in 307 Withers/WTS. The ITC includes an ACC lab for students, a hands-on technology area with stations for emerging technologies, an assistive technology demonstration lab, and state adopted textbooks and kits used in K-12 schools. The ITC serves students, faculty, and staff as well as K-12 educators from surrounding school districts. The ITC actively supports the mission of the College of Education through initiatives that promote educational leadership through the creative use of technology.

Mathematics Tutorial Center. The MTC, located in 165 Bancroft Hall, is a free walk-in mathematics tutorial service that is staffed by the Winthrop Mathematics faculty. The laboratory which is opened MW from 1:00 p.m. to 5:00 p.m. and TR from 1:00 p.m. to 4:00 p.m., offers support to all students with quantitative questions including those in Mathematics 101, 101E, 105, 141, 201, 291, 292, 393 and CTQR 150.

Music Library. The Music Library located in McLaurin Hall (334), serves primarily the Department of Music, but is open to the entire Winthrop community. Its collection consists of approximately 15,000 items which are primarily scores, recordings, and videos of classical music and jazz.

Writing Center. The Writing Center located in Bancroft Hall provides a free writing consulting service to all members of the university community: students, staff, administrators, and faculty. The Writing Center’s purpose is to help writers at all levels learn more about their writing through tutoring sessions. Tutors help writers learn to analyze assignments, address audiences appropriately, improve their composing processes, strengthen the focus and organization of their writing, and improve their control of language. While the Writing Center does not provide a proofreading/editing service or a guarantee of better grades, the tutors will help improve writing skills. The Center also provides handouts on a variety of subjects and access to
CHAPTER V: FACILITIES AND SERVICES

handbooks, rhetoric, and professional writing texts. For more information about the Writing Center’s services and materials, visit the Center’s web site at http://www.winthrop.edu/wcenter/

KEYS

Keys to buildings, classrooms, and offices are issued to faculty members by their department chair or dean and must be returned when the faculty member leaves the employment of the university.

LIBRARY

Dacus Library houses the University's library holdings and offers a wide range of library services to faculty and staff. Among the services are reference, interlibrary loan, library instruction, more than 80 online databases most of which are full text, and both wired and traditional carrels. More detailed information on these services, and Special Collections, Government Documents, and Archives, is available from the Office of the Dean of Library Services. Library holdings are accessed through DOC, the Dacus Online Catalog. DOC may be accessed through the campus LAN network or through any browser. The Library also offers wireless laptops for checkout for use in the building.

Faculty members are permitted to borrow books, subject to recall, for extended periods. These books must be returned or renewed at the end of each semester. Immediate family members of faculty and staff may receive loan privilege cards and borrow books for a two-week period. Interlibrary loans are free to faculty and graduate students. The Library also has other borrowing agreements with other libraries throughout the state. Inquiries about these and other library-related matters should be made to the Dean’s Office.

MACFEAT EARLY CHILDHOOD LABORATORY SCHOOL

The Macfeat Early Childhood Laboratory School for children ages three to five is a central part of the Richard W. Riley College of Education and is utilized as a training/demonstration/research facility. Macfeat is accredited by the National Academy of Early Childhood Programs (NAEYC), a national organization which recognizes outstanding programs for young children. The Laboratory School enrolls a diverse group of children, reflective of the community and the mission of the College of Education. Information on admission and fees may be obtained from the Macfeat Laboratory School office.

MAIL

The University maintains a mail service, with daily pickup and delivery. The Post Office is located in the Dinkins Student Center. Intra-campus mail, U.S. mail, and intra-agency mail may be sent and received through the campus mail services. Postage for all official University business is charged to the departments. The Post Office is equipped to meter such mailings. A red account card or department account number must accompany each mailing. Intra-campus mail must be sorted in department order. All mail going to one department must be bundled together. Student mail must be in box order from lowest to highest. All personal U.S. mail must be properly stamped whether sent through the campus mail or deposited at the Post Office.

NOTARY SERVICE

The services of a Notary Public are available at no charge in Tillman Hall at the Office of the Vice President for Academic Affairs, and at Accounts Payable.
CHAPTER V: FACILITIES AND SERVICES

PUBLICATIONS AND COMMUNICATION

**Publicity Procedures.** The Office of University Relations is responsible for coordinating all media relations, including news stories, announcements, feature stories, radio and television talk shows, and advertising. This is a convenience for faculty and students and simplifies procedures for newspaper, radio and television reporters. Every faculty member is asked to inform the Office of University Relations of possible news or feature story ideas for newspaper, television, or radio. Of particular interest are research projects, honors, publications, unusual class projects, and the activities of student and faculty groups. The media are particularly interested in people, events, and ideas which involve something out-of-the-ordinary or where there is a strong tie-in to breaking state, national, or international news. All official university announcements should be channeled through University Relations.

**Promotional Materials.** The Office of University Relations coordinates production for all external university publications, including design, editing, and production scheduling for brochures, pamphlets, booklets, direct-mail projects, posters, and advertisements. University Relations will accept only assignments which are directly related to university business -- not for personal profit or gain.

Guidelines and helpful hints to follow while preparing a publication are available at the Office of University Relations web site [http://www.winthrop.edu/relations/publications/startpublication.htm](http://www.winthrop.edu/relations/publications/startpublication.htm) Of particular importance is the guide’s Section VI, Item four, outlining the prescribed approval process for projects, and Section VIII about working with freelance or student designers.

**Publications Policy.** The publications division of the Office of University Relations designs, edits, and prepares printing for a variety of campus and off-campus publications. All materials which incorporate the university logo and are intended for off-campus distribution must be approved by University Relations prior to publication to ensure accuracy, appropriateness of use and style consistency. Procedures related to the use of university logos are detailed in the online Graphic Standards Manual located at [http://www.winthrop.edu/relations/publications/default.htm](http://www.winthrop.edu/relations/publications/default.htm)

**Alumni Publication.** An official publication of the Alumni Association, *Winthrop Magazine*, is produced periodically by the Office of University Relations. It is distributed to alumni, faculty, staff, students, parents, and friends of Winthrop University. Ideas for stories on interesting people and projects are welcome.

**Employee News Bulletin.** *FYI (For Your Information)* is the news bulletin for all employees. The bulletin, published twice a month, provides faculty and staff with information about university operations, including personnel and policy changes, faculty and staff activities, new developments, the minutes of academic committees, and other timely items. Deadlines are listed in each issue of the *FYI*.

**Student Newspaper.** *The Johnsonian* is the student newspaper. News items for *The Johnsonian* should be sent to the Editor at [editor@thejohnsonian.com](mailto:editor@thejohnsonian.com)

**Printing Services.** Copying, duplicating, binding, sign-making, offset printing, and desktop publishing are performed by Printing Services. These services are for institutional use only; and since there is a charge for all services performed by this department, requests for services must be made on approved requisition forms, which are available at Printing Services. For a comprehensive description of policies and procedures, contact Printing Services.
CHAPTER V: FACILITIES AND SERVICES

RECREATIONAL FACILITIES

Recreational and athletic facilities are primarily for the use of students and for the support of various academic and athletic programs. For information about individual facilities, please contact responsible personnel at the facility. The Lois Rhame West Center is available for faculty and staff by paid membership or daily fee.

SPACE RESERVATIONS

Requests for the use of any building should be made to the office which holds administrative responsibility for that space. The Space Use Managers and Approval List can be accessed at http://www.winthrop.edu/studentaffairs/spaceusepolicy/section5.htm

STUDENT PUBLICATIONS

There are a number of student publications. Contact the Office of Student Life in the Dinkins Student Center.

STUDENTS WITH DISABILITIES

The Coordinator of Services for Students with Disabilities collaborates with all University departments to ensure that Winthrop’s programs and facilities are accessible to students with documented disabilities. Students with a range of disabilities, including but not limited to, learning disabilities, ADHD, visual impairment, hearing impairment, mobility impairment, and chronic medical illnesses, may be eligible for services and reasonable accommodations. Accommodations work best when the student, the disability coordinator, and the faculty member work together. Faculty are welcome to consult with the disability coordinator regarding accommodations and access to their classrooms. The website can be accessed at http://www.winthrop.edu/hcs/servicesforswd-home.htm

TEACHING AND LEARNING CENTER (TLC)

The Teaching and Learning Center provides programs and services that encourage and facilitate the professional and personal development of Winthrop’s personnel from the time they arrive on campus. The Center strengthens our learning community by utilizing internal input and expertise. Every Winthrop employee has the opportunity to participate in its programs as a teacher and a learner. The Center, therefore 1) Assesses the developmental needs of the university community; and 2) Provides educational opportunities and mentoring for lifelong learning.

TELEPHONE

Faculty and staff are issued individual long distance dialing codes for official business with the approval from the appropriate dean or department chair. Long distance calls charged to University budgets should be held to a minimum and limited to official business. Personal calls using the University’s long distance system are the responsibility of the faculty member.

VEHICLE REGISTRATION

See CAMPUS POLICE (Traffic, Parking, and Registration of Motor Vehicles)
CHAPTER V: FACILITIES AND SERVICES

WELLNESS SERVICES

The Winthrop Employee/Retiree Wellness Program provides opportunities throughout the year for organized informational and activity-based participation. In addition, events such as Healthy Hour Lunches and Health Screenings are sponsored to encourage participation in personal wellness programs. For information, contact the Department of Health and Physical Education.
APPENDIX I: FACULTY GOVERNANCE

THE FACULTY CONFERENCE BYLAWS
(Adopted by Faculty Conference, 12-9-74 and revised 4-21-75; Amended 11-15-77, 3-21-78, 11-14-78, 8-22-80, 4-09-81, 12-08-87, 4-20-88, 8-21-91, 2-28-92, 9-27-96, 4-25-97, 2-13-98, 2-16-01, 11-14-03, 4-23-04, 8-20-04, 11-19-04, 11-18-05, 1-27-06, 3-03-06, 4-25-08)

Article I - Name
The name of this organization shall be the Faculty Conference of Winthrop University.

Article II - Responsibilities
Section 1 The Faculty Conference of Winthrop University shall be responsible for: (1) its own organization and procedure as provided in these Bylaws; (2) the Winthrop University academic programs, policies and regulations; and (3) such additional matters as shall be referred to it by the Chief Administrative Officer of the University.

Section 2 The Faculty Conference shall create and instruct assemblies, councils, and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3 The Faculty Conference shall be the principal legislative body of the faculty. All actions of the Faculty Conference shall be subject to review by the President of the University. Any disapprovals shall be communicated to the faculty, with reasons therefore, within thirty days. By a two-thirds vote, the Faculty Conference may appeal the disapproval to the Board of Trustees.

Article III - Membership
Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty and visiting faculty are not members of Faculty Conference. If the eligibility of a person for membership is questioned, the Faculty Conference shall be the judge of the qualifications of that person for membership. (Amended by Faculty Conference, 4-20-88, 4-25-97)

Article IV - Officers
Section 1 The Chair of the Faculty Conference shall be elected biennially by the Faculty Conference, shall be a full-time tenured faculty member, shall be the official representative of the faculty to the Board of Trustees, and shall represent the faculty on ceremonial occasions. The Chair of the Faculty Conference will be responsible for establishing a suitable schedule of regular meetings of the Faculty Conference and for recommending the agenda for each regular meeting. Administrative officers and department chairs shall be ineligible to serve as chair. A vacancy in the office shall be filled by election of the Faculty Conference for the unexpired term. (Amended by Faculty Conference, 4-20-88, 8-21-91, 11-19-04)

Section 2 The Vice Chair of the Faculty Conference shall be the presiding officer of the Faculty Conference when the Chair is absent or chooses not to preside. The Chair of the Academic Council shall be the Vice Chair of the Faculty Conference. (Amended by Faculty Conference, 4-20-88)
APPENDIX I: FACULTY GOVERNANCE

Section 3  The secretary of the Faculty Conference shall be appointed by the Chair of the Faculty Conference. (Amended by Faculty Conference, 4-20-88)

Section 4  The parliamentarian of the faculty shall be appointed by the Chair of the Faculty Conference. (Amended by Faculty Conference, 4-20-88)

Article V - Meetings

Section 1  The Faculty Conference shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester and special meetings shall be held at the call of the President of the University, the Chair of the Faculty Conference, the Rules Committee, or ten percent of the members of the Faculty Conference. Agendas for special meetings must be submitted to the Rules Committee for review. (Amended by Faculty Conference, 1-27-06)

Section 2  A quorum shall consist of 35 percent of the membership of the Faculty Conference.

A. The number required for a quorum shall be determined at the beginning of each semester and shall be printed in the agenda of each meeting of the Faculty Conference.

B. At the beginning of each meeting of the Faculty Conference the Chair shall determine if a quorum is present. If a quorum is not present, the conference shall be able to conduct business subject to the following conditions:

   B.1. Seventy-five percent of the faculty in attendance shall vote that business should be conducted.

   B.2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.

   B.3. If at any time during the meeting, attendance falls below 20 percent of the membership of the Faculty Conference, debate may continue but the only motion in order shall be a motion to adjourn.

C. The agenda shall be distributed so as to be in the hands of faculty no less than one calendar week in advance of the meeting of the Faculty Conference. (Amended by Faculty Conference, 4-20-88)

D. Minutes of the Faculty Conference meetings shall be distributed so as to be in the hands of faculty and deposited in the Library archives no less than one calendar week in advance of Faculty Conference. Any amendments or corrections to these minutes shall be distributed with the minutes of the next Faculty Conference Meeting. (Amended by Faculty Conference, 4-25-97)

Section 3  All meetings of the Faculty Conference shall be open. However, persons who are not members of the Faculty Conference must gain approval of the Rules Committee prior to any participation in the deliberations of the conference. (Amended by Faculty Conference, 8-22-80)
APPENDIX I: FACULTY GOVERNANCE

Article VI - Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Faculty Conference, all of its constituent assemblies, the Academic Council and its committees, and all committees created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Faculty Conference shall be printed in the Faculty Manual of Winthrop University.

Article VII – Amendments

These bylaws can be amended at any regular meeting of the Faculty Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

Article VIII – Ratification

Section 1 These bylaws shall be operative beginning August 15, 1975, provided that they are first passed by the Faculty Conference, confirmed by the President, and ratified by the Board of Trustees of Winthrop University.

Section 2 All programs, policies, and regulations enacted under earlier bylaws shall be valid and operative until changed.

Article IX – Approving Degree Candidates

The Faculty Conference, having prescribed the criteria for determining eligibility for conferral of degrees, designates the registrar as its agent to determine which degree candidates have met those criteria and designates the committee on petitions to review and act upon appeals from the decision of the registrar submitted by either students or faculty. The tentative graduation list shall be distributed by the registrar to all colleges and departments for their information at least ten days prior to commencement.

Article X - Reports on Board of Trustees Meetings

The Chair of the Faculty Conference will report on the transactions of the Board of Trustees at each Faculty Conference meeting and receive comments and questions from the faculty pertaining to this body.

Article XI - Notification of Intent to Discuss Passed Item

Any faculty member who plans to bring to the floor of the faculty meeting for discussion any item passed by the Academic Council or the Committee on Undergraduate Instruction should notify the Chair of the Rules Committee of the intended action at least ten working days preceding the faculty meeting.

(Amended by Faculty Conference, 2-28-92)

Article XII – Committees of Faculty Conference

Section 1 Membership in the Winthrop Faculty Conference for at least one year is required for election
to any standing committee of Faculty Conference. Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference, and vacancies shall be filled by election for the remainder of the unexpired term (See Appendix I, General Committee Rules, Elections). A member of a standing committee of Faculty Conference who has served a complete term may not succeed him/herself. For purposes of committee membership, Deans, Associate Deans and Assistant Deans are Administrative Officers. In non-academic units, people with “dean” in their titles are Administrative Officers. (Amended by Faculty Conference, 4-25-97, 8-20-04)

Section 2 Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall elect its own chair and secretary; shall meet at the call of the chair or any three members; and shall report on its activities at least once each academic year to the Faculty Conference, with the exception of the Faculty Personnel Committee, which deals with confidential information and reports directly to the Vice President for Academic Affairs. In order that committees may become organized for the new year, each newly constituted committee is requested to meet prior to the end of classes in the spring of an academic year for the purpose of electing a chair and other committee officers for the new academic year. All committee actions may be modified or reversed by the Faculty Conference. All committee meetings shall be open to all members of the Faculty Conference unless the committee specifically votes to meet in executive session. From time to time the Faculty Conference, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Faculty Conference. (Amended by Faculty Conference, 4-25-97, 11-18-05, 1-27-06, 3-3-06)

Section 3 Academic Freedom and Tenure. This committee shall be responsible for recommendations to the Faculty Conference with respect to policies on academic freedom and tenure and shall serve as a grievance committee in cases involving the granting of tenure. The committee shall serve as a hearing committee for cases arising under the procedures and policy on academic freedom and tenure, and, in accordance therewith, shall report its findings thereon to the President and to the said faculty member. The President shall then re-evaluate the case in light of the committee's findings and make the decision. If the President decides adversely to the faculty member, the said faculty member may appeal such decision to the Board of Trustees. According to Board of Trustee Resolution (11-15-96), in matters of faculty promotion and tenure, while the Winthrop Board of Trustees may choose to receive an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President of the University. The Committee also hears appeals in cases of post-tenure review. The committee shall consist of nine members elected by the Faculty Conference. Eligibility shall be limited to faculty members with tenure. Administrative officers and department chairs shall be ineligible to serve on the Committee on Academic Freedom and Tenure. (Amended by Faculty Conference, 4-20-88)

Section 4 Admissions Advisory. This committee shall be responsible to the Faculty Conference for appropriate reports and policy recommendations concerning the recruitment and admission of students. Because recruitment and admissions require long-range planning and are vitally connected to the University’s fiscal condition, the committee shall be responsible for remaining informed about the University’s strategic recruitment and admissions plan through consultation with appropriate administrators and staff. The committee shall report to the Faculty Conference at least once each semester.

Membership of the committee shall consist of five tenured or tenure track faculty members - one member elected by the faculty assembly of each major academic division. The Director of the International Center shall serve as a nonvoting, ex-officio member. The chair of the committee shall be a voting member and
APPENDIX I: FACULTY GOVERNANCE

elected by the committee’s voting members. The chair shall serve a one-year term. The voting members shall serve three-year terms which shall be staggered as determined by Faculty Conference regulations. (Amended by Faculty Conference, 4-25-08)

Section 5  Budget Priorities. This committee shall be responsible for presenting to the Faculty Conference an annual report on the University’s short-and long-term budget priorities and proposing to the Faculty Conference resolutions on budget priorities for transmittal to the President. The committee shall present its report at the last regularly scheduled fall semester meeting of the Faculty Conference. The report shall include an analysis of the priorities reflected in the expenditures on academic and all other University activities in the most recently ended fiscal year and an assessment of revenue and expenditure patterns over the preceding several years. In addition, the committee shall be responsible for remaining informed of the coming fiscal year’s budget deliberations through inviting reports from administrators and staff as deemed appropriate. The committee shall request that during the spring semester the President provide the committee with a report which addresses the budget recommendations of the faculty as they are reflected in the coming fiscal year’s budget proposal. The committee shall report on this budget at the last regularly scheduled spring semester meeting of the Faculty Conference and make any recommendations deemed necessary for additional faculty resolutions on budget priorities. During the fiscal year, the committee shall make additional reports to the faculty as deemed necessary.

Membership of the committee shall consist of six tenured faculty members: one elected at large by the Faculty Conference and one member elected by the faculty assembly of each major academic division – and one nonvoting member from the administration who may be appointed by the President. The chair of the committee shall be a voting member, shall be elected by the committee’s voting members, shall serve a one-year term, and shall attend the Board of Trustees’ Finance Committee meetings. The terms of the voting members shall be for three years and staggered as determined by Faculty Conference regulations.

Section 6  Faculty Concerns. This committee shall be responsible for recommending constructive policies and suitable action relating to the concerns of the members of the faculty. It shall meet with the President at least once per semester during each year to engage in exchange about matters of interest to the faculty and to the administration. Examples of concerns would include, but are not limited to, the general University budget, faculty fringe benefits, physical facilities, professional conduct, and faculty responsibilities and privileges. It shall be the responsibility of the Chair of the Committee on Faculty Concerns to mutually arrange with the President of the University the dates and the times of these meetings.

The membership of this committee shall be determined as follows. The President of the University shall appoint three voting members, each from a different major academic division. The Faculty Conference shall elect three voting members at large. Each major academic division of the University shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. (Amended by Faculty Conference, 4-20-88)

Section 7  Faculty Personnel. This committee shall be responsible for recommendations to the Faculty Conference concerning membership beyond those members indicated in Article III in the Faculty Conference Bylaws; for recommendations regarding procedures and conditions of elections, the staggering of terms of office on appropriate committees and councils and for nominating at least two qualified persons for each office subject to election by the Faculty Conference, except as elsewhere
APPENDIX I: FACULTY GOVERNANCE

provided; for advice to the President and the Chief Academic Officer concerning promotions in academic rank and the granting of tenure; and for performing the duties of a faculty grievance committee except in the granting of tenure. The committee shall consist of three members elected at large by the Faculty Conference and one member elected by the faculty assembly of each major academic division. All members of the committee must be tenured. While serving on the University Faculty Personnel Committee, a faculty member shall not be eligible for consideration for promotion. Administrative officers and department chairs shall be ineligible to serve on the University Faculty Personnel Committee. (Amended by Faculty Conference, 8-22-80, 12-08-87, 4-20-88, 2-28-92, 11-14-03)

Section 8  Financial Exigency. This committee was established as a standing committee of the faculty. The committee has the following membership: elected members of the Academic Council (with at least three non-tenured members among them), the Vice Chair of Faculty Conference, and Chair, Committee on Budget Priorities. If there are fewer than three non-tenured elected members on Academic Council, additional non-tenured persons (special non-tenured members) shall be elected to the committee by the non-tenured faculty to bring the total non-tenured membership to three. Elections of special non-tenured members shall be for three-year terms, subject to the provisions of the next paragraph of this section.

The election shall be conducted by the Rules Committee, with the Personnel Committee acting as a nominating committee. At least two special persons shall be nominated for each vacant position. Not more than one special non-tenured member shall be elected from any major academic division. For the purpose of defining eligibility to be elected as a special non-tenured member, non-tenured shall mean members of the Faculty Conference who have received neither notice of appointment with tenure nor notice that they will not receive tenure. Such elections shall be held in the fall between the start of classes and September 15. When any special non-tenured member shall receive notice of appointment with tenure or notice that he/she or she will not receive tenure, that person's membership on the Financial Exigency Committee will end with the election of a replacement in the fall following such notice. Replacements will be elected for three-year terms. If a special non-tenured member is elected to the Academic Council, he or she is no longer a special non-tenured member of the committee; however, he or she will continue as a regular member on the Financial Exigency Committee while serving as an elected member on Academic Council.

The Vice Chair of the Faculty Conference shall convene the committee for the purpose of electing a chair of the committee when, for any reason, the committee has no elected chair. Ordinarily the committee will elect a chair at a called meeting as soon after September 15 as practicable. The chair shall serve until his or her successor is elected the following fall. The Vice Chair of the Faculty Conference shall be eligible for election as chair.

Committee meetings may be called by the chair or, on seventy-two hours' notice, by any three members of the committee.

The committee shall keep itself informed as to the financial position of the University by consulting at least once each semester with the President or designated agent and by other appropriate means. In addition, it shall keep itself informed on financial exigency developments in the academic world generally. If the committee deems that a financial exigency exists or is imminent, it shall communicate this opinion to the administration and to the faculty promptly. At least once each academic year, the committee shall report directly to the Faculty Conference in assembly on matters relating to financial exigency. (Amended by Faculty Conference, 4-25-97)
APPENDIX I: FACULTY GOVERNANCE

See also Appendix II, Termination Due To Financial Exigency.

Section 9 Library. This committee shall be responsible for studying library needs in view of the academic programs and for advising the Dean of Library Services on matters of general library policy, on the development of library resources, and upon means which may best integrate the library program with other academic activities of the University. The committee shall serve as a liaison group between the faculty and the Dean of Library Services.

The committee shall consist of nine members: two faculty representatives from the Colleges of Arts and Sciences, one each from the Colleges of Business Administration, Education, and Visual and Performing Arts and the Library; two student representatives; and the Dean of Library Services (ex-officio). Faculty representatives shall be elected from their respective colleges for three-year terms which shall be staggered according to Faculty Conference regulations, and student representatives shall be selected by the Chair of the Council of Student Leaders. The chair shall be elected by the committee and serve as chair for one year. The committee shall meet at least once each regular semester and shall report annually to the Faculty Conference at the first meeting of the spring semester. (Amended by Faculty Conference, 4-20-88, 8-21-91, 9-27-96)

Section 10 Petitions (undergraduate). This committee shall be responsible for acting on petitions from individual undergraduate students for variations in the general education requirements and other University-wide academic regulations. The committee shall consist of one member elected by the faculty assembly of each academic college. (Amended by Faculty Conference, 3-21-78) Each academic college may establish its own petitions committee to act on student petitions for variations in departmental and college degree program requirements. (Amended by Faculty Conference, 8-21-91)

Section 11 Rules. This committee shall be responsible for calling special meetings of the Faculty Conference and determining the meeting agenda when it deems such meetings appropriate, for inviting guests to meetings of the Faculty Conference, for recommending to the Faculty Conference special rules of order and appropriate changes in the Bylaws of the Faculty Conference, for reviewing bylaws and amendments to bylaws of constituent assemblies to determine whether they are consistent with these bylaws, and for reviewing the agendas of all special meetings called by other appropriate parties. The committee shall consist of six members elected by the Faculty Conference. (Amended by Faculty Conference, 11-15-77, 11-19-04, 1-27-06)

Section 12 The Faculty Conference shall establish and regulate such additional committees as it deems appropriate.

GENERAL COMMITTEE RULES

Committee Reports

In order that the faculty may be aware of the nature of the deliberations and decision-making within its constituent committees, all faculty committees (with the exceptions noted below) shall make known to the faculty constituency to which they are responsible, either by oral or written report at appropriate intervals, all actions taken by the committee. For each motion brought before such a committee, the committee shall indicate whether the motion was approved or rejected, whether the action was taken after debate or simply routinely acted upon without debate, and what the vote was on the issue, using the following
designations to indicate the vote: (1) by unanimous vote, (2) by a majority voice vote, or (3) by a counted vote of ____ to _____. This requirement shall specifically apply to the report of the Academic Council which is reported in FYI. It shall also apply to curriculum committees and other committees of constituent assemblies, with the exception that it shall not apply: to actions taken in executive session by personnel committees; to actions of the Academic Freedom and Tenure Committee when acting as a grievance committee; to actions of the petitions committees when acting in executive session; or to actions of other committees when they are dealing with personnel or grievance matters in executive session.

Summer Meetings

The date for the formal commencement of new terms for committee members and faculty officers shall be the beginning date of the nine-month contract. If a committee must meet during the summer and a vacancy occurs in the membership of that committee, it shall be filled by the person elected or appointed to assume that position for the following year. It shall be the responsibility of the committee to determine the person who has been elected or appointed. (Amended by Faculty Conference, 1-27-06)

Elections

Regular elections by the Faculty Conference of members of all standing committees created by the Faculty Conference shall take place at the March meeting of the Faculty Conference. Special elections to fill vacancies shall take place as soon as practicable after such vacancies occur. When a member of a committee created by the Faculty Conference enters on leave of absence (i.e., medical, unpaid or sabbatical), a committee vacancy is thereby created (unless the member requests to serve while on sabbatical or unpaid leave). When a vacancy occurs prior to the end of a full term, it shall be filled by election for the remainder of the unexpired term. The committee of faculty personnel shall nominate at least two eligible candidates for each vacancy, and additional nominations may be made by any member of the Faculty Conference. A majority of the votes cast shall be required to elect. When more than one person is to be elected to a council or committee and the terms are staggered, the longer terms shall be given to the persons receiving the greater number of votes. (Amended by Faculty Conference, 8-20-04)

Electoral Procedures (Amended by Faculty Conference, 3-22-02)

The electoral procedure is as follows:

1. Nomination: The Committee on Faculty Personnel will nominate at least two persons for each vacancy and circulate these names to the faculty prior to the meeting at which the election will be held. Additional nominations may be made from the floor, provided that the consent of the nominee has already been obtained.

2. Voting: Candidates should be ranked by each voter in order of preference, with a voter’s favorite candidate receiving the rank of 1, second favorite receiving the rank of 2, and so on.

3. Absences: In any election by the Faculty Conference, balloting will be done during the Faculty Conference meeting. Those faculty members who are absent may cast their ballots in the office designated by the secretary of Faculty Conference before noon of the following business day. (Amended by Faculty Conference, 2-28-92)
APPENDIX I: FACULTY GOVERNANCE

4. Custody and counting:

   A. Custody and counting of ballots shall be the responsibility of the secretary of Faculty Conference, who will tally the votes with the assistance of a faculty monitor designated by the Rules Committee. The faculty monitor may not be a candidate in that election.

   B. A majority is required to elect. The Kerley method of tallying votes is used to determine the results of the election when there are more than two candidates for one position, or multiple candidates for multiple positions.

   C. Before using the Kerley method, the following considerations will be applied:

      (1) It is not necessary that all candidates on an individual ballot be ranked. Any gaps in rankings in a ballot will be eliminated by moving lower-ranked candidates up in their rankings.

      (2) In the case of a ballot on which all candidates are not ranked, the ballot will no longer be used when all of the ranked candidates have been eliminated.

      (3) In the case of a voter's assigning the same rank to two different candidates in the same election, the ballot will be discarded when all candidates ranked higher than those assigned the same rank have been eliminated.

   D. Once all ballots are collected, the number of first-place votes for each candidate shall be counted. The candidate who receives a majority of the votes is declared the winner. If no candidate has a majority, the candidate receiving the least number of first-place votes shall be eliminated from the election. Then, any candidate ranked below the eliminated candidate on each ballot where the eliminated candidate was the first choice shall be re-ranked upwards by one rank.

   E. Step D is repeated until two candidates remain. At this point, each candidate will have only 1- and 2-rankings or no ranking for each ballot. The candidate with the highest number of 1-rankings will be declared the winner. If only one winner is needed, the election is completed. If more than one winner is needed, the current winner is removed from consideration, step C.1) is performed again to eliminate gaps in the rankings created by the elimination of the winner, then step D is repeated until a new winner is determined. This process is repeated until the desired number of winners is achieved.

   F. When more than one person is to be elected to a council or Committee and the terms are staggered, the longer terms shall be given to the persons elected first in the process above.

   G. Ties:

      (1) If, in step D, two or more candidates tie for the lowest number of 1-rankings, this tie shall be broken by the number of 2-rankings for each candidate. The candidate having the lowest number of 2-rankings will be eliminated. If there is a tie in both 1- and 2-rankings, the number of 3-rankings will be used to break this tie, and so on.
APPENDIX I: FACULTY GOVERNANCE

(2) If there is a tie in the rankings, either during the process of determining a winner or after only two candidates remain, the faculty monitor will break the tie by the flip of a fair coin, or otherwise by chance.

5. Notification and results: As soon as votes are tabulated, both winning and losing candidates will be notified of the outcome by the secretary of the Faculty Conference. Complete election results will then be distributed to the faculty by the Secretary of the Faculty Conference.

Article XIII - Constituent Assemblies

Section 1 The members of the Faculty Conference who have graduate faculty status shall be eligible for membership in a graduate faculty assembly. The Graduate Faculty Assembly shall be responsible for the graduate programs offered by Winthrop University. It shall adopt bylaws for its own governance, which shall be subordinate to and consistent with these Bylaws.

Section 2 Each member of the Faculty Conference who holds appointment to a major academic division of the University shall be a member of the faculty assembly in that division. Each such faculty assembly shall be responsible for the academic program of its division, within limitations prescribed by the Faculty Conference. Each assembly shall adopt bylaws for its own governance which shall be subordinate to and consistent with the Bylaws of the Faculty Conference. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the Winthrop University Library. (Amended by Faculty Conference, 11-15-77, 12-08-87, 4-20-88)

Article XIV – Requirements for Teaching at the 500 Level or Above

Faculty teaching graduate-level courses (500 and 600) must hold the highest earned degree in their disciplines or be a member of the Winthrop University graduate faculty. In some cases, faculty members who do not have the highest earned degree in their disciplines and who are not members of the graduate faculty may qualify if they have sufficient experience and/or scholarly or creative activity as a substitute.

Article XV - Academic Council

Section 1 The Academic Council shall be responsible to the Faculty Conference for appropriate reports and recommendations concerning general education requirements, academic programs, policies, and regulations exclusive of those peculiar to the graduate program.

The Academic Council shall have authority to act on behalf of the Faculty Conference on recommendations from a college to add, modify, or drop courses, or to change, initiate, or delete curricular requirements or programs peculiar to that college consistent with powers, duties, and responsibilities delegated to the Committee on Undergraduate Instruction. Such actions shall be communicated promptly to the faculty and shall become actions of the faculty unless called into review by the next meeting of the Faculty Conference and subsequently modified or revised. This shall not be construed to limit the right of the faculty to review and act on academic policies at any time. Meetings of the Academic Council and its subordinate committees shall be announced to the faculty in advance, and shall be open to all members of the Faculty Conference. (Amended by Faculty Conference, 4-20-88)
Section 2 The Chair of the Academic Council shall be elected by the voting members of the Academic Council, from the voting members of the Academic Council, and shall have served on the Academic Council at least one year. The registrar shall serve as secretary, without vote. (Amended by Faculty Conference, 2-28-92)

The President of the University, upon the recommendation of the Chief Academic Officer, shall appoint three voting members of the Academic Council each from a different major academic division of the University. The Faculty Conference shall elect three voting members at large. Each major academic division of the University shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. Administrative officers shall be ineligible to serve on the Academic Council, either by election or appointment, except as secretary. Department chairs are eligible to serve on Academic Council. The term of the chair shall be one year and of the voting faculty members three years. The Council of Student Leaders shall identify one voting member who shall serve a one-year term. The terms of the voting members of the Academic Council shall be staggered as determined by regulations adopted by the Faculty Conference. If a member ceases to serve, his/her successor shall be appointed or elected for the unexpired term only. A voting member may not serve in succession more than two complete consecutive terms. No person shall be eligible to serve as a voting member unless he/she has served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding his/her service. (Amended by Faculty Conference, 4-20-88, 2-13-98, 3-3-06)

Section 3 Recommendations from any college which are in the area of responsibility of the Academic Council but are limited to adding, modifying, and dropping courses offered in that college and curricular requirements peculiar to that college shall be submitted to the Committee on Undergraduate Instruction, a subcommittee of the Academic Council. This committee shall review each such recommendation to determine whether it is consistent with University-wide policy and whether it infringes the legitimate interests of any other major academic division. If all members of the committee agree that such recommendation is consistent with University-wide policy and does not infringe the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly to the Academic Council and may be modified or reversed by the Academic Council or by the Faculty Conference. In all other cases, the committee shall place the recommendation in the agenda of the Academic Council. The Chair of the Academic Council shall designate one member of the Academic Council to serve on the committee. If a member cannot attend a meeting, an alternate with vote designated by the faculty assembly of the appropriate college may attend in his/her place. (Amended by Faculty Conference, 11-14-78, 12-08-87)

Section 4 Proposals which are in the area of responsibility of the Academic Council but pertain to the general education distribution requirements of the University shall be submitted to the General Education Committee. This committee reviews and recommends courses for inclusion in the general education program. It monitors content for relevance to the established general education program goals. It monitors assessment of the general education program goals. Members shall be appointed by the President of the University, upon the recommendation of the Chief Academic Officer, for three-year terms which shall be staggered according to Faculty Conference regulations. Membership shall consist of three faculty from the College of Arts and Sciences and one faculty member from each of the other four
APPENDIX I: FACULTY GOVERNANCE

major academic divisions. Three faculty members, including the chair, shall be serving on Academic Council. At least half of the committee members shall be tenured faculty. The Associate Dean of University College and the Registrar serve as nonvoting, ex officio members. (Amended by Faculty Conference, 4-20-88, 1-27-06)

Section 5 All faculty assemblies, councils, committees, or other entities, not otherwise responsible to a major academic division, to the extent of their responsibilities in the area of undergraduate academic instruction, except as provided elsewhere in these Bylaws, shall report to the Academic Council in accordance with procedures specified by the Academic Council. The Academic Council shall approve, modify, or reverse any programs, policies, or regulations made by such entities in the area of undergraduate instruction.

Section 6 The Academic Council may meet in joint session with the Graduate Council, a constituent council of the graduate faculty, to discuss matters of mutual concern when called to do so by the chairs of the two councils. When such joint meeting takes place, the Chair of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by council.

THE GRADUATE FACULTY ASSEMBLY BYLAWS
(Ratified by Faculty Conference 4-21-75 and 9-27-77; amended 4-12-77, 4-5-79, 4-9-81, 4-20-88, 2-28-92, 2-13-98)

Article I - Name
The name of this organization shall be the Graduate Faculty Assembly of Winthrop University, hereafter referred to in this document as "Assembly."

Article II - Responsibilities
Section 1 The Assembly shall be responsible for: (1) its own organization and procedures as provided in these bylaws; (2) the Winthrop University graduate academic programs, policies, and regulations, within limitations prescribed by the Faculty Conference of Winthrop University; and (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University.*

* President; Chief Academic Officer

Section 2 The Assembly shall create and instruct subordinate councils and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3 The Assembly shall be the principal legislative body of the graduate faculty. All actions of the Assembly shall be subject to review by the President of the University. Any disapprovals shall be communicated to the graduate faculty with reasons therefore, within thirty days. By a majority vote, the Assembly may request the Faculty Conference to appeal the disapproval to the Board of Trustees.
APPENDIX I: FACULTY GOVERNANCE

Article III - Membership

Upon recommendation of the Graduate Council, the Assembly shall establish from time to time the generally recognized criteria for membership in graduate faculties. The application form with stated criteria is available in the Graduate Office. The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Chief Academic Officer (of the University) shall be responsible for reviewing appointments for conformity with the established criteria. If the eligibility of a person for membership is questioned, the Assembly shall be the judge of the qualifications of that person for membership. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended by Faculty Conference, 4-09-81, 8-20-04)

Criteria for Membership in Graduate Faculty Assembly
(1) Hold highest earned degree in discipline. In some cases, experience and high production may substitute for the degree.
(2) Two years of full-time teaching or research experience.
(3) Recommendation of the department chair, the dean of the appropriate college and the Graduate Council.
(4) Faculty rank at Winthrop University.
(5) Faculty position at Winthrop University must be tenure track.

Article IV - Officers

Section 1 The chair of the Assembly shall be elected biennially by the Assembly from among its own membership. A vacancy in the office shall be filled by election of the Assembly for the unexpired term. Deans shall be ineligible to serve as chair.

Section 2 The Chair of the Graduate Council shall be the presiding officer of the Assembly when the chair is absent or chooses not to preside. (Amended 4-20-88)

Section 3 The secretary of the Assembly shall be appointed by the chair.

Section 4 The parliamentarian of the Assembly shall be appointed by the chair.

Article V - Meetings

The Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester, and special meetings shall be held at the call of the chair of the Assembly or of the Graduate Council or of ten percent of the members of the Assembly.

Article VI - Graduate Council

Section 1 The Graduate Council shall be responsible to the Assembly for appropriate reports and recommendations concerning academic programs, policies, and regulations peculiar to the graduate program. It shall have the authority to act on recommendations from a college to add, modify, or drop graduate courses, or to change graduate curricular requirements peculiar to that college. Such actions, with the exception of decisions on graduate petitions, shall be communicated promptly to the graduate
APPENDIX I: FACULTY GOVERNANCE

faculty and may be modified or reversed by the Assembly. Meetings of the Graduate Council and its subordinate committees shall be announced to the graduate faculty members in advance and, except when considering graduate petitions, shall be open to all members of the Assembly. (Amended by Graduate Faculty Assembly, 4-12-77, 4-20-88 and ratified by Faculty Conference, 9-27-77)

* Courses above 599.

Section 2  The Graduate Council shall be responsible for recommending to the Assembly a suitable schedule of regular meetings, for calling special meetings of the Assembly, for inviting guests to meetings of the Assembly, and for recommending to the Assembly appropriate changes in the organization and procedure of the entities established under the authority of these bylaws.

Section 3  The Chair of the Graduate Council shall be elected by the voting members of the Graduate Council, from the voting members of the Graduate Council, and shall have served on the Council at least one year. The Chief Academic Officer or designee shall serve as a member, without vote. A representative of the Graduate School office shall serve as secretary, without vote. A representative selected by the Winthrop Library faculty shall serve as a member, without vote. The President of the University, upon the recommendation of the Chief Academic Officer, shall appoint three voting members of Graduate Council, each from a different major academic division of the University. Each academic division of the University to which five or more members of the Assembly are appointed shall have one voting member, elected by members of the Assembly appointed to that division. Each year the voting members of the Graduate Council shall elect from among their own members the vice chair, who shall preside when the chair is not present. Administrative officers shall not be eligible to serve on the Graduate Council. Department chairs are eligible to serve on Graduate Council. The term of the chair shall be one year and the term of voting members three years. (Amended by Graduate Faculty Assembly, 2-28-92, 2-13-98, and by Faculty Conference, 8-20-04, 2-13-98)

The terms of the voting members of the Graduate Council shall be staggered as determined by regulations adopted by the Assembly. If a member ceases to serve, his or her successor shall be appointed or elected for the unexpired term only. A voting member may not serve more than two complete terms in succession. No faculty member shall be eligible to serve as a voting member unless he/she has served two years as a graduate faculty member at Winthrop University immediately preceding his/her service, except for the chair.

Two graduate students representing the graduate student body at Winthrop University shall be members of the Graduate Council. One of the student members shall be appointed from one college and the other appointed from another college for their terms of service. The student members shall be appointed by their respective deans for a period of one academic year and shall serve without voting privileges; if a student member should cease to serve before completing a one-year term of office, that student's dean shall appoint a replacement from the same academic unit to serve to the end of the academic year. Appointments shall start from an alphabetical listing of the Colleges (Arts and Sciences, Business Administration, Education, and Visual and Performing Arts). Student members shall be appointed according to the alphabetical listing on a rotating basis. (Amended by Graduate Faculty Assembly, 4-05-79, 4-09-81, 4-20-88)

Section 4  All councils, committees, or entities at Winthrop University, to the extent of their responsibilities in the area of graduate academic affairs, not otherwise responsible to a major academic division, shall report to the Graduate Council. The Graduate Council shall approve, modify, or
disapprove any programs, policies, or regulations made by such entities in the area of graduate instruction.

Section 5 The Graduate Council may meet in joint session with the Academic Council of the Faculty Conference to discuss matters of mutual concern when called to do so by the chairs of the two councils. When such joint meetings take place, the Chair of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by council.

Section 6 The Graduate Council shall serve as a graduate petitions committee to hear petitions from graduate students. (Amended by Graduate Faculty Assembly, 4-12-77 and ratified by Faculty Conference, 9-27-77)

Article VII – Committees

Section 1 The Assembly shall establish and regulate any committees it deems appropriate.

Section 2 Each committee of the Assembly, standing or select, unless otherwise provided, shall elect its own chair and secretary, shall meet at the call of the chair or any two members, and shall report at least once each academic year to the Assembly as scheduled by the Graduate Council. Any committee actions may be modified or reversed by the Assembly. All committee meetings shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. Membership on standing committees shall be for staggered three-year terms as determined by the regulations of the Assembly, and vacancies shall be filled by election for the unexpired term only.

Article VIII - Constituent Committees

The members of the Assembly who are appointed to each major academic division of the University shall be eligible for membership in a graduate faculty committee of that division. Each such committee shall be responsible for the graduate academic programs of its division within limitations prescribed by the Assembly and shall report to the Graduate Council. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the Winthrop University Library. (Amended 4-09-81, 4-20-88)

Article IX - Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Assembly, the Graduate Council, and all committees created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Assembly shall be printed in the Faculty Manual of Winthrop University.

Article X - Amendments

These bylaws can be amended at any regular meeting of the Assembly by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by vote of the
APPENDIX I: FACULTY GOVERNANCE

Assembly at the previous meeting.

Article XI - Ratification

Section 1. These bylaws shall be operative beginning August 15, 1975, provided they are first approved by the Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations enacted under earlier bylaws shall be valid and operative until changed.

ACTS OF THE FACULTY

Committees of the Councils (Academic Council and Graduate Council)

Committee on Academic Conduct

(established by Academic Council as a committee of the Academic Council, 2-17-75, reported to faculty, 3-17-75; Amended by Academic Council, 11-22-91; Amended by Faculty Conference, 3-3-06)

Membership: a nonvoting chair to be appointed by the Chief Academic Officer and five voting members: two faculty (elected by the faculty), two upper class and/or graduate students (appointed by the Chair of the Council of Student Leaders (CSL), and one faculty member appointed by the chair or dean of the college in which a particular case originates. The chair will serve for one year. One faculty member will be elected for two years and one faculty member will be elected for one year. Students will be appointed for one-year terms. Each subsequent year one new faculty member will be elected for a two-year term. The appointed faculty member will serve only for the designated case. The Chief Academic Officer will have such powers to appoint representatives as necessary for the summer interim.

Jurisdiction: the committee shall have jurisdiction in only two kinds of cases:

1) A case in which a student has accused a faculty member of violating stated course grading policies.

2) A case in which a student has reason to believe that an error has been made in computing or recording his/her grade for a particular assignment or for the course.

The committee will not hear cases in which a student merely feels he or she has received unfair treatment.

Powers: the committee will be limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular piece of work). The recommendation will be based on a majority decision of the five voting members, and copies of the recommendation will be forwarded to the student(s), chair and academic dean. The committee will submit reports protecting the anonymity of the parties involved to Academic Council, and these reports will be forwarded, upon request, to Faculty Conference and to the Council of Student Leaders.

Procedure: student and faculty member should try to resolve the problem informally. If no satisfactory solution is reached, either the student, or the faculty member, or both can call the case to the attention of
APPENDIX I: FACULTY GOVERNANCE

the appropriate chair or to the appropriate dean. The dean will then refer the case to the Committee on Academic Conduct for hearing within ten school days. Referrals to the Committee on Academic Conduct should be made within a two-week period following the discovery of the alleged infraction and will not be accepted after that period except on majority vote of the committee. In all cases, the burden of proof will rest on the plaintiff.

Records of all committee hearings and actions will be kept for no more than one year after the committee hears a particular case.

Committee on Undergraduate Instruction

This sub-committee of the Academic Council reviews proposed changes in the undergraduate curriculum to ensure that the changes are consistent with university policy and do not contradict interests of any academic division. No later than the first day of class of each academic year, the faculty assembly of each college must designate one member of the Academic Council to serve on this committee. The Chair of the Academic Council selects one member of the committee to serve as chair. Membership is for one year. (Amended by Faculty Conference, 11-18-05)

Cultural Events Committee

The Cultural Events Committee considers and approves events which will fulfill the cultural events requirement. This committee is subordinate to Academic Council and reports at least once annually to the General Education Committee. The President of the University, upon the recommendation of the Chief Academic Officer, appoints a chair and five other faculty; the Dean of University College, and a representative from Records and Registration serve as nonvoting, ex-officio members. Membership on the committee shall be for staggered two-year terms, and the chair assumes position for the duration of his/her term. The Chair of the Council of Student Leaders appoints two students, each for a one-year term. (Amended by Academic Council, 1-31-92 and Faculty Conference, 4-25-97, 1-27-06)

General Education Committee

This is a standing committee of Academic Council which is responsible for reviewing all courses proposed for meeting the general education requirement, and for recommending changes in general education requirements and a means for implementing those changes. Membership shall consist of three faculty from the College of Arts and Sciences and one faculty member from each of the other four major academic divisions. Three faculty members, including the Chair, shall be serving on Academic Council. All members are appointed by the President for staggered three-year terms. The chair is elected by the committee members and serves a one-year term. At least half of the committee members shall be tenured faculty. The Associate Dean of University College and the Registrar shall serve as nonvoting, ex officio members. (Amended by Faculty Conference, 11-14-03, 1-27-06)

Honors Committee

The Honors Committee recommends policies related to the implementation and evaluation of the honors program. The President of the University, upon the recommendation of the Chief Academic Officer, appoints seven faculty members for staggered two-year terms. The Director of the Honors Program will serve as chair. The Dean of University College and the Dean of the College of Arts and Sciences serve as
APPENDIX I: FACULTY GOVERNANCE

ex-officio members. The committee reports at least once annually to the Academic Council. (by Academic Council, 1-31-92. Amended by Faculty Conference, 4-25-97, 11-18-05)

Intensive Writing/Oral Communications Committee

The intensive writing/oral communications committee monitors the implementation of the intensive writing and oral communication requirements, including the consideration and approval of courses which will fulfill the requirements. This committee is subordinate to the Academic Council and reports at least once annually to the General Education Committee. The President of the University, upon the recommendation of the Chief Academic Officer, appoints a chair and six other faculty to two-year terms.

Teacher Education Committee

The Teacher Education Committee (TEC) is an interdisciplinary committee of university and community representatives who assemble to review, analyze, and provide input on all aspects of the teacher education program at Winthrop University. The Teacher Education Committee has the unique responsibility to ensure the integrity of the Teacher Education Program in a manner which benefits South Carolina’s learners as well as the profession of education.

A. Composition

The Teacher Education Committee shall consist of:

- Five elected faculty representing five of the programs in the College of Education,
- Three elected faculty from the College of Arts and Sciences representing three different departments engaged in the Teacher Education Program,
- Two elected faculty from the College of Visual and Performing Arts engaged in the Teacher Education Program,
- An elected faculty representative of the Library,
- An undergraduate student enrolled in and admitted to the Teacher Education Program,
- One graduate student enrolled in a graduate degree program in Teacher Education,
- A representative from either the South Carolina Education Association (SCEA) or the Palmetto State Teacher’s Association (PSTA),
- A school-level administrator,
- A public school teacher,
- The Dean of the Richard W. Riley College of Education,
- The Dean of the College of Arts and Sciences,
- The Dean of the College of Visual and Performing Arts,
- The Dean of the College of Business Administration,
- Chair of the Center for Pedagogy,
- The Director of Student Academic Services, and
- A district-level administrator appointed by the dean of College of Education.

B. Elected and Appointed Members

Faculty. Faculty representatives will be elected by their peers for three-year terms. Methods of election will be determined by their respective units.
APPENDIX I: FACULTY GOVERNANCE

The Deans of the College of Arts and Sciences, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the College of Business Administration will serve on the Committee. In addition, the Chair of the Center for Pedagogy and the Director of Student Academic Services will serve on the committee.

Students. The undergraduate student representative will be appointed by the Winthrop University Chair of the Council of Student Leaders. The Richard W. Riley College of Education will provide a list of recommended undergraduate students in teacher education.

The graduate student representative will be appointed by the Dean of the Graduate School. The Richard W. Riley College of Education will provide a list of recommended graduate students in teacher education.

Students will be appointed to serve one-year terms.

Others. After consultation with appropriate representative bodies, the Dean of the Richard W. Riley College of Education shall appoint all off-campus representatives. Appointments will be for three-year terms.

All committee members will be voting members. Members will be elected or appointed on staggered terms.

C. Staff

The Dean of the Richard W. Riley College of Education will be responsible for providing support staff to the Teacher Education Committee.

D. Officers

The Dean of the Richard W. Riley College of Education will appoint the Chair of the Teacher Education Committee from the elected faculty representatives.

E. Responsibilities

1. Conduct an ongoing review and evaluation of all aspects of the Teacher Education Program including review of all accreditation reports and regulatory procedures regarding the Teacher Education Program.

2. Provide a forum for the discussion of critical issues concerning the preparation of teachers and stimulate and encourage new program development.

3. Oversee, evaluate, and approve the teacher education model at Winthrop University.

4. Evaluate the overall Teacher Education Program and identify weaknesses and needs.

5. Receive and review regular follow-up studies of teacher education graduates.
APPENDIX I: FACULTY GOVERNANCE

6. Serve as an appeals body for students seeking exceptions to requirements, policies, and procedures regarding the Teacher Education Program.

7. Make recommendations to the faculty, academic departments, Academic Council, the Deans, the Academic Vice President, and/or the President of Winthrop University on issues pertaining to the Teacher Education Program.

F. Standing Subcommittees

The Teacher Education Committee will have two standing subcommittees of its members, chaired by elected faculty. The subcommittee will present regular reports to the Teacher Education Committee.

The Appeals Subcommittee will be responsible for hearing appeals for students seeking exceptions to the requirements, policies, and procedures of the Teacher Education Program and making recommendations to the Dean. Reports from the committee may be reviewed by the Teacher Education Committee.

The Appeals Subcommittee is appointed by the Dean of the Richard W. Riley College of Education. The subcommittee will consist of:

1. Director of Student Academic Services, Richard W. Riley College of Education;
2. Five faculty members, including three Richard W. Riley College of Education faculty, one from Visual and Performing Arts, and one from the College of Arts and Sciences; and
3. One public school representative.

The Curriculum Subcommittee will be responsible for reviewing all curriculum matters to determine whether or not changes are substantive and should be reviewed by the Teacher Education Committee. Curriculum action—such as number, title, and other such changes that do not impact teacher education programs—will be sent forward to the Committee on Undergraduate Instruction or to Graduate Council. Curriculum matters judged by the Curriculum Subcommittee to be substantive will be reviewed and placed on the Teacher Education Committee agenda. The Curriculum Subcommittee members will be appointed by the Chair of the Teacher Education Committee and will be the following:

1. One elected faculty member from the College of Arts and Sciences;
2. One elected faculty member from the Richard W. Riley College of Education;
3. One elected faculty member from the College of Visual and Performing Arts; and
4. One faculty member-at-large.

Alternates from the three designated academic areas will be appointed so that all units will be represented if a regular subcommittee member cannot attend a meeting.

The subcommittee chair will be appointed by the Teacher Education Committee Chair. Members will be appointed for staggered terms.

G. Process for Proposals

The Teacher Education Committee will receive and review all proposals regarding the teacher education
APPENDIX I: FACULTY GOVERNANCE

program from the Deans of the Colleges or Academic Council in accordance with University procedures. The Teacher Education Committee will make recommendations directly to the Dean of the Richard W. Riley College of Education. The Dean will review the Teacher Education Committee’s recommendation and make a recommendation regarding the impact of the changes on the teacher education program, certification standards, accreditation standards, and Winthrop’s Teacher Education model.

The recommendations of the Teacher Education Committee will be sent with the Dean’s recommendation to Academic Council or Graduate Council for Action. All recommendations and actions of the Teacher Education Committee may be reviewed by Academic Council and/or Graduate Council and their respective faculty conferences.

H. Quorum

A quorum of the Teacher Education Committee shall consist of:

1. The Chair of the Teacher Education Committee (faculty representative);

2. Four elected Winthrop University faculty representatives;

3. One elected representative from the College of Arts and Sciences or the College of Visual andPerforming Arts; and

4. The Dean of the Richard W. Riley College of Education, the Director of Student Academic Services, or the Chair of the Center for Pedagogy.

I. Minutes

The minutes of the Teacher Education Committee will be shared with the chairs of the Academic Council, Graduate Council, the Committee on Undergraduate Instruction, college deans, college curriculum committees, the Academic Vice President, and department chairs.

Approvals

| Rules Committee | September 18, 2005 |
| Faculty Conference | November 18, 2005 |

Amended by Teacher Education Committee | November 13, 2001 (Section F)
Amended by Teacher Education Committee | March 8, 2005 (Section A)
Amended by Faculty Conference | November 18, 2005
APPENDIX II: TERMINATION PROCEDURES

PROCEDURES FOR TERMINATION OF CONTRACT

A faculty member who has tenure or whose appointment has not expired may be dismissed for adequate cause and after proceedings that guarantee the faculty member’s right to due process. In dismissal proceedings, and when used in this document, “adequate cause” shall be restricted to violations of the General Conduct Policy and to demonstrated incompetence or dishonesty in teaching or research, substantial and manifest neglect of duty, moral turpitude, or physical or mental incapacity, which substantially impairs the individual’s fulfillment of his/her institutional responsibilities. The prima facie burden of proof rests upon the institution.

When reason arises to question the fitness of a faculty member who has tenure or whose term of appointment has not expired, the appropriate administrative officer will ordinarily discuss the matter with him/her privately. At this point the matter may be adjusted by mutual consent. However, if agreement is not achieved, the case shall be presented by the administration to the Committee on Academic Freedom and Tenure for further action. (It is to be understood that the proceedings may be terminated at any subsequent stage if an agreement is reached between the faculty member and the administration. However, once the matter has been brought before the Committee on Academic Freedom and Tenure, both parties should submit written statements to the committee to the effect that a solution has been reached.)

The Committee on Academic Freedom and Tenure, immediately upon reviewing the case, shall request the Committee on Faculty Personnel to inquire informally into the situation and attempt to effect an adjustment. If an adjustment cannot be effected, the Committee on Faculty Personnel shall then reach a determination of agreement or disagreement with the position of the administration in the case. If the Committee on Faculty Personnel and the administration agree that the case for dismissal should proceed, they shall jointly or separately prepare a written statement to contain in reasonable particularity the grounds for which dismissal is to be recommended. If the Committee on Faculty Personnel is not in agreement with the administration that the case for dismissal shall proceed, then the President of the University shall formulate a written statement. In either event, the statement shall be presented to both the Academic Freedom and Tenure Committee and the faculty member whose dismissal is under consideration.

Within a period of not more than four weeks from the receipt by the faculty member of the written statement of charges, formal proceedings shall be held before the Academic Freedom and Tenure Committee under the procedures described in the AAUP 1990 Statement of Principles and Interpretive Comments: Academic Freedom and Tenure.

Upon conclusion of the proceedings, the Academic Freedom and Tenure Committee shall submit its finding to the President and to the said faculty member. The President shall then reevaluate the case in light of the committee's finding and make a final decision. If the President decides for dismissal, the said faculty member may appeal the decision in accordance with the provisions of the "Policy and Procedure for Faculty Grievances and Appeals." (See Appendix III.) Such an appeal must be filed in writing to the appropriate dean or department chair within 21 calendar days of the notification of the President.

Until the final decision upon termination of an appointment has been reached, the faculty member shall be suspended—without pay—only if the welfare of the institution or the individual is threatened by his/her continuance. There is no suspension with pay. If the appointment is terminated, compensation ceases as
APPENDIX II: TERMINATION PROCEDURES

of the date of the final decision of the President.

Denial of Tenure

A tenure track faculty member who does not receive tenure may obtain a review of his/her case if he/she believes that the decision resulted from improper procedures. Any alleged improper procedure must have had a substantive impact on the outcome of the tenure denial decision. The faculty member shall address an appeal, in writing, to the Academic Freedom and Tenure Committee, which shall then conduct an inquiry. Upon completion of the inquiry, the committee shall submit a report to the President and the faculty member. The President then makes a final decision. In a case of this nature, the *prima facie* burden of proof lies with the faculty member. According to Board of Trustee Resolution (11-15-96), in matters of faculty promotion and tenure, while the Winthrop Board of Trustees may choose to receive an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President of the University.

Notification of Nonrenewal of Appointment

A faculty member who is employed either with tenure or in a tenure track position and whose appointment is not to be renewed shall be given written notice by certified mail postmarked not later than the following dates:

1. In the first academic year at Winthrop, March 1.
2. In the second academic year at Winthrop, December 15.
3. In subsequent academic years at Winthrop, at least twelve months prior to the expiration of the appointment.

If an appointment with continuous tenure is terminated because of financial exigency or change of institutional program, the released faculty member's place shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and has declined.

A faculty member who is employed in a non-tenure track position and whose appointment will not be renewed will be notified by the appropriate dean in writing by March 1. Copy of such notification will be sent to the Office of the Vice President for Academic Affairs. (Revised 10/89; 8/04)

TERMINATION DUE TO FINANCIAL EXIGENCEncy

Financial exigency is a fiscal crisis, usually caused by a reduction in funding, which can only be alleviated by drastic measures which include a reduction in the number of faculty and/or staff members employed by the University.

Employees who are released because of financial exigency retain the right to reemployment at the same or a lower level, and with the same privileges and benefits as were held prior to separation, for one year from the date of separation. Reinstatement will be in inverse order to the order of layoffs. At the time of reinstatement, accumulated sick leave will be restored.
For one year following terminations caused by financial exigency, the dean of the college finding an appropriate teaching vacancy shall notify the laid-off employee in writing by certified mail. Failure of the former employee to accept the job offer within 15 working days following receipt of notice nullifies the former employee's right to reemployment.

Financial Exigency Committee. This committee was established as a standing committee of the faculty (See Appendix I, Article XII, Committees of Faculty Conference, Section 8.)

If a financial exigency is deemed by the President of the University to be imminent or to exist, he or she shall notify the committee, which shall immediately convene and, through the process of advising and counseling, participate in the deliberations relative to the emergency which take place above the level of the major academic divisions, including those relating to how the academic programs and teaching service areas at Winthrop University will be affected. Major purposes of this participation are to help assure that a viable academic program is maintained and that the burdens of the exigency are distributed as equitably as possible throughout the University.

The committee shall be kept informed of actions taking place within the major academic divisions relative to financial exigency. The committee shall keep itself and the faculty informed as to what specific measures involving dismissal of faculty are being considered; and it shall inform the administration, the deans of major academic divisions, and the faculty if in the opinion of the committee, the measures being contemplated are not in line with the Winthrop University Policy for Work Force Reduction.

The committee shall be kept informed as to what measures are being taken concerning the rehiring of dismissed personnel once a financial exigency has been declared ended by the President or is deemed by the committee to exist no longer; and it shall inform the administration, the deans of major academic divisions, and the faculty if in the opinion of the committee the measures taken are not in line with the Winthrop University Policy for Work Force Reduction.

Release of Faculty. When the President of the University, having consulted with the committee, has declared that a financial exigency exists which will necessitate a reduction in the number of faculty, the President, with the advice and counsel of the committee, shall inform the deans of the major academic divisions of the amount of faculty reductions that must take place in their divisions.

If faculty are to be released, the following procedure is to be used:

1. A plan will be instituted by every major academic division setting program priorities that are to prevail in that unit. In formulating that plan, the dean is to consult fully with the faculty of the departments concerned, as well as with the division's curriculum committee, personnel advisory committee, and any other appropriate bodies. Personnel are to be released in accordance with the priorities established in that plan.

2. When a program or activity is terminated or reduced, the overall qualifications of affected faculty members will be considered in determining their continuing role in the institution. Faculty are to be released in the following order within program priorities:
   A. First, restricted faculty according to the needs of the division;
APPENDIX II: TERMINATION PROCEDURES

B. Second, non-tenured faculty according to the needs of the division;

C. Third, tenured faculty according to the needs of the division;

D. In cases where faculty members have equal qualifications within class, precedence shall be determined by faculty ratings of the past five years. If clear precedence cannot be decided on that basis, then seniority in class shall be the determining factor.

3. Before any final action is taken, the list of employees slated to be laid off will be reviewed by the executive officers of the University. Adjustments may be made in the event this review indicates that any group would be disproportionally affected by a layoff as a result of conditions prohibited by state or federal law. This review shall include soliciting the advice and counsel of the committee.

Any tenured faculty member affected by a reduction in force will have the right to any position within the University for which such faculty member is qualified and which is occupied by a temporary, tenure track, or other non-permanent employee.

The respective personnel advisory committee and the Financial Exigency Committee shall be kept fully informed as decisions are made leading to dismissals.

Special Responsibilities of the University and Committee. The University will make every effort to reassign the faculty members subject to dismissal under financial exigency, or to assist the faculty member to gain new training to qualify for teaching in another area. Dismissed personnel shall be given preference in rehiring according to an inverse order of dismissal. The committee shall ascertain that a record of all faculty members dismissed because of financial exigency is maintained by the University. This record shall include the person's current address and employment status. It is the obligation of the dismissed faculty member to provide the information necessary to keep this record up to date.

Officers of the University and other administrative personnel shall be expected to bear a fair share of the burden posed by a financial exigency.

Communications. Before the layoffs occur, affected faculty members will be informed on several matters. The appropriate dean will meet with these employees and will provide the following information:

1. The reasons for the layoff, an adequate description of the manner in which the initial decision was made, and a fair disclosure of the information and data upon which the decisions were based;

2. The benefits to which the employee is entitled;

3. The effect upon state benefits, such as group insurance, retirement, etc.;

4. The employee's recall rights and how notification will be made when a job is available;

5. An estimate of how long the layoff will be and the chances of rehire;
APPENDIX II: TERMINATION PROCEDURES

6. The efforts which will be made to assist the faculty member in finding other work;

7. Official notice of the layoff, which shall be accomplished as follows:

Each faculty member to be dismissed shall be notified by the President in writing that he/she is to be laid off because of lack of funds.

The notice shall be either sent by certified mail, return receipt requested, to the employee's last known address, or delivered to the employee in person. The employee shall acknowledge receipt either by writing to the President or by returning a signed copy of the notice letter.

The notice shall specify the effective date of layoff.

The employee will be given 30 days' notice whenever possible, and no less than 15 days' notice, prior to the effective date of the layoff.

EXIT INTERVIEW FOR FACULTY MEMBERS TERMINATING EMPLOYMENT

When a faculty member resigns or is terminated, the department chair and/or academic dean will conduct an exit interview, during which the faculty member returns all keys and accounts for all equipment.

The faculty member is to vacate any assigned offices or rooms upon conclusion of the appointment (December 30; May 15). If summer school employment is involved, the office may be retained until the end of the summer school appointment.

As a part of the exit interview program, each faculty member is required to have completed a Faculty Clearance Record. The completed Faculty Clearance Record must be on file with the Office of Human Resources prior to the issuance of the final payroll check. The faculty member will also return to the Office of Human Resources his or her identification card and other cards issued by the University.

(Revised 93)
APPENDIX III: POLICY AND PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS

I. Purpose

It is the purpose of these procedures to provide an orderly process whereby any faculty member who feels that he/she has been treated unfairly may seek a fair and prompt review of his/her grievances.

II. Statement of Policy

It is the policy of Winthrop University that all employees shall be treated consistently in all matters related to their employment. Any permanent faculty member who feels that he/she has not been so treated shall have the right to present an appeal free from interference, restraint, coercion, or reprisal. No employee shall be disciplined or otherwise prejudiced in his/her employment with the University for exercising his/her rights under this policy.

The faculty member shall be entitled to such time off from his/her regular duties as may be necessary and reasonable for the presentation and processing of the grievance or appeal. However, the faculty member shall not be entitled to such time off to prepare for the presentations or to confer with advisors other than administrative officers of the University.

III. Applicability

The procedures prescribed below are to be used by unclassified personnel who are for purposes of this policy shall be teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments.

Cases involving the awarding or denial of tenure, granting or failure to grant tenured status will be dealt with in accordance with the appropriate policy of the Board of Trustees. (See Academic Freedom and Tenure Policy and Appendix II, Termination Procedures.)

IV. Grievable Actions

Grievable actions are discrimination in compensation, promotion, and work assignment. For purposes of this grievance procedure, discrimination means, as stated in Section 8-17-320(6)(1986): differential treatment based upon race, religion, sex, national origin, color, age, and handicap (disability) as found in the Equal Protection Clause of the 14th Amendment of the United States Constitution, Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act of 1967, Vocational Rehabilitation Act of 1973, and the South Carolina Human Affairs Law. According to Board of Trustee Resolution (11-15-96), in matters of faculty promotion, while the Winthrop Board of Trustees may choose to receive an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President of the University. In the event there is some question as to whether or not an action is appealable under this policy, the Vice President for Academic Affairs shall make the determination subject to review by the President.
APPENDIX III: POLICY AND PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS

V. Grievance Committee

Faculty Personnel. The Committee on Faculty Personnel shall serve as the grievance committee to hear cases appealed by members of the faculty.

General. The chair shall serve as the presiding officer at all meetings unless he/she designates another committee member to act in his/her absence. The presiding officer shall have control of the hearing. He/she shall take whatever action is necessary to insure an equitable, orderly, and expeditious hearing. Parties shall abide by his/her decisions, except when a committee member objects to a decision to accept evidence, in which case the majority vote of the committee shall govern.

The committee shall have the authority to call for files, records, and papers pertinent to any investigation, to determine the order of the testimony and the appearance of witnesses, to call additional witnesses, and to make such other rules as may be necessary to insure orderly hearings.

Whenever a grievance comes before the committee initiated by or involving a faculty member of a department in which a committee member is located, such member shall be disqualified from participating in the hearing.

VI. Procedure

A. Step 1

Whenever possible, a potential grievance should be resolved during informal discussions by the faculty member and the chair and dean where applicable. A faculty member who has a grievable action which has not been resolved during this process may file a formal grievance by submitting to the Vice President for Academic Affairs a letter stating the nature of the grievance and the relief sought. The faculty member must also provide a copy of his/her letter to the dean of the appropriate unit and to the Associate Vice President for Human Resources. The grievance must be filed within twenty-one calendar days* from the date of the action on which the grievance is based or the date the faculty member was informed of the action, whichever is later.

*"Calendar days" means sequential days of a year. The time shall be computed by excluding the first day and including the last. If the last day falls on a Saturday, Sunday, or an official University holiday, it shall be excluded.

The Vice President for Academic Affairs must schedule a conference with the faculty member to be held within ten working days of the date of filing. During the conference, the faculty member will have the opportunity to present evidence, witnesses, and other information that may be pertinent to his/her case. After the conference, the Vice President for Academic Affairs may confer with other employees of the University insofar as he/she may consider necessary in order to establish the facts of the case and to review applicable policies and rules. Within ten working days following the conference, the Vice President for Academic Affairs will give his/her written decision to the faculty member with a copy to the dean and to the Associate Vice President for Human Resources.
APPENDIX III: POLICY AND PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS

B. Step 2

If the faculty member is not satisfied with the decision reached in Step 1, he/she may, within ten working days after receipt of the Step 1 decision, notify in writing the Vice President for Academic Affairs of his/her desire to appeal this decision to the University Faculty Personnel Committee. In his/her letter, the faculty member must state the circumstances or conditions which led to the grievance, the nature of the grievance, and the relief sought.

The Vice President for Academic Affairs will contact the Chair of the University Faculty Personnel Committee who will schedule a hearing to be held within ten working days after receipt of appeal.

The Chair of the University Faculty Personnel Committee will notify all parties as to the time and place the hearing is to be held and will provide such other support to the committee as may be necessary and appropriate.

Each side will have the right to be accompanied or represented by counsel or other representative or to be self-represented. During the hearing, each side will have the opportunity to present evidence, witnesses, and other information that may be pertinent to its case. Each side will have the right to cross-examine witnesses presented by the other side.

Within ten working days following the hearing, the chair of the committee will present to the President, with a copy to the Vice President for Academic Affairs, a written summary of the facts of the case and the committee's findings and recommendations. Within ten working days after receipt of the committee's finding and recommendations, the President will make the final decision for the University and will provide a copy of his/her written decision to the faculty member, the Vice President for Academic Affairs, the Dean, the Chair of the department, the Chair of the University Faculty Personnel Committee, and the Associate Vice President for Human Resources.

A faculty member shall have the right of appeal in matters of promotion only on the basis of improper procedure to the Board of Trustees within ten working days of receipt of the decision. The entire record shall be available to the pertinent employee for copying.

VII. Time Limit

All parties must take the appropriate action within the time allotted in each instance. However, it should be noted that the time allotted in each instance is a maximum and all parties are encouraged to take the appropriate action before the end of this period whenever feasible.

All exceptions to the scheduling requirements established in Section VI must be by mutual agreement. Any request for an exception must be made in writing to the Vice President for Academic Affairs who will prepare a written agreement for the signature of both parties.

In the case of a faculty member’s decision to appeal to the Board of Trustees, this time schedule may not be feasible in all instances.
APPENDIX IV: POST-TENURE REVIEW

PREAMBLE

Winthrop University’s mission as a comprehensive teaching university depends upon the contributions of a strong and dedicated faculty. The University affirms its commitment to tenure as essential to this mission and its need to support and reward faculty in reaching their potential as teachers, scholars, creative artists and professionals.

Winthrop has developed annual review, pre-tenure review, tenure and promotion processes to provide feedback to faculty members on their performance, to recognize and reward faculty for outstanding performance, and to assist faculty in improving when their performance falls below expectations.

This post-tenure review process complements Winthrop’s other forms of faculty evaluation and is the University’s response to the mandate in Act 359 (1996), South Carolina’s performance funding legislation, that public institutions of higher education include in their faculty performance review systems periodic peer evaluation of tenured faculty members. This process complies with the “Best Practices for Post-Tenure Review” mandated by the South Carolina Commission on Higher Education.

Winthrop University will periodically evaluate this procedure for its effectiveness in achieving its goals and complementing the other aspects of the performance review process. Should the Commission on Higher Education no longer require post-tenure review, the University faculty, Vice President for Academic Affairs, President and Board of Trustees will review this procedure and decide whether it should be continued, particularly in light of the faculty time and effort involved and Winthrop’s existing comprehensive faculty evaluation process.

I. Faculty Responsibilities

Winthrop University faculty are expected to meet their responsibilities to the institution, our students, and the state, which collectively include the following areas cited in the University’s tenure policy:

- Teaching and instructional support
- Scholarship and professional recognition
- Service to the institution, community and profession

Individual faculty responsibilities are defined in terms of the role and expectations for the faculty member within the department and should be viewed in the context of the faculty member’s career stage, rank and individual goals.

Committees will write post-tenure review reports evaluating faculty in the areas outlined above. The reports will be considered in decisions about faculty development opportunities and salary increases.

Committees will also rate the performance of faculty as “Satisfactory” or “Unsatisfactory.” “Unsatisfactory” ratings will be given in those instances and only in those instances in which the committee can demonstrate that the faculty member is negligent or incompetent in the performance of his or her primary responsibility.

At Winthrop, the primary responsibility for most faculty members is defined as teaching. In the case of Library faculty members, the faculty member’s primary responsibility is assisting with the education and
APPENDIX IV: POST-TENURE REVIEW

information needs of the faculty, students, and the public. For academic administrators, whose responsibilities may not permit the ongoing pursuit of normal faculty activities, these faculty members’ primary responsibilities will be defined as their own teaching, research and service and their support of other faculty and students in pursuit of these activities.

II. Frequency of Review and Exceptions

All tenured faculty will participate in post-tenure review every six years. Faculty members will be reviewed in cohorts based on multiples of six years since the year in which their tenure was effective (i.e., 6, 12, 18, 24 years, etc.):

<table>
<thead>
<tr>
<th>Review</th>
<th>Academic Year Tenure Was Effective</th>
<th>Next Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999-2000</td>
<td>63/69/75/81/87/93</td>
<td>2005</td>
</tr>
<tr>
<td>2000-2001</td>
<td>64/70/76/82/88/94</td>
<td>2006</td>
</tr>
<tr>
<td>2001-2002</td>
<td>65/71/77/83/89/95</td>
<td>2007</td>
</tr>
<tr>
<td>2002-2003</td>
<td>66/72/78/84/90/96</td>
<td>2008</td>
</tr>
</tbody>
</table>

For tenured faculty who are awarded promotion after the post-tenure review cycle begins (i.e., the promotion review takes place in 1999-2000 or after), the promotion review will serve as the peer review required for post-tenure review; the next post-tenure review will be scheduled six years after the year of promotion review.

Faculty who are TERI participants will participate in scheduled post-tenure reviews unless they fall within the first exception listed below. (Revised 08-04)

Exceptions to the six-year cycle of post-tenure review:

- Faculty who have signed statements of intention to retire (including TERI separation dates) within two years after they are scheduled for post-tenure review will not participate in post-tenure review. (Revised 08-04.)

- Faculty who have been successfully reviewed for promotion and whose promotions were effective in 1997-98, 1998-99 or 1999-2000 may request through the Vice President for Academic Affairs that their review be deferred for a period of no more than three years. The Vice President will consult with the department chair and dean and inform the faculty member in writing whether the review will be rescheduled.
APPENDIX IV: POST-TENURE REVIEW

- Faculty who take personal leave (e.g., sick leave, maternity leave, etc.) for longer than one semester may request through the Vice President for Academic Affairs that their review be deferred for a period appropriate to the duration of leave taken. The Vice President will rule on the deferral in consultation with the faculty member’s dean and department chair and inform the faculty member in writing of the year in which post-tenure review will take place. This deferral does not apply to faculty who have received sabbatical leaves or other leaves for development purposes.

- Faculty members who wish to request that their review be rescheduled (for example, because of a sabbatical or other leave for development purposes which will take them away from campus during the year post-tenure review is scheduled) should make their request in writing to the Vice President for Academic Affairs, who will consult with the dean and department chair and inform the faculty member in writing whether the review will be rescheduled.

- Department chairs will be reviewed according to the schedule and procedures for faculty members. Academic deans, associate and assistant deans with rank as tenured faculty members will be reviewed according to the procedures for academic administrators included in this document. Post-tenure review of the President, the Vice President for Academic Affairs, and associate vice president for academic affairs will be deferred until after they have returned to the faculty for three years.

The Office of Academic Affairs will maintain the post-tenure review schedule and be responsible for notifying the deans who will inform the faculty members when their post-tenure reviews will take place.

(Revised 08-04)

III. Review Committee

A. Membership on Post-Tenure Review Committees

- All members of post-tenure review committees will be tenured Winthrop faculty.

- No faculty member will serve on a post-tenure review committee in the year in which he or she is scheduled for post-tenure review. A faculty member may be called upon to serve on more than one post-tenure review committee in a year.

- In most cases, associate deans and assistant deans will not serve on review committees in their own departments; however, in small departments where insufficient numbers of eligible faculty are available, they may serve on review committees. Associate and assistant deans and department chairs may serve on committees outside their departments. In no case will a department chair or dean serve on a review committee for a faculty member from his or her department.

- For department chairs and associate and assistant deans, the dean will perform the functions described below for department chairs; for deans, the Vice President for Academic Affairs will perform the functions described below for deans.
APPENDIX IV: POST-TENURE REVIEW

B. Procedure for Selecting Committee Members

- The faculty member being reviewed will submit a list of possible committee members to the department chair.

- The committee will be selected by the department chair in consultation with the faculty member being reviewed. A majority of the committee must be chosen from the list of suggested members provided by the faculty member.

- The department chair will submit the list of committee members to the dean, who will approve the committee as complying with post-tenure review policies and procedures. The faculty member can appeal to the dean for reconsideration of the appointment of any committee members who are not selected from the list provided.

C. Composition of the Committee

For faculty members, reviews will be conducted by a committee of three faculty members:

- One member of the committee from the faculty member’s department (if there are sufficient numbers of tenured faculty members).

- One member external to the department.

- A third faculty member, preferably to be chosen from within the faculty member’s department.

For assistant and associate deans, the committee will include:

- One faculty member (if there are sufficient numbers of tenured faculty) from the associate/assistant dean’s academic department.

- One additional faculty member from the academic unit in which he or she serves

- One assistant or associate dean from another academic unit.

For academic deans, the committee will include:

- One faculty member (if there are sufficient numbers of tenured faculty) from the dean’s academic department.

- One additional faculty member from the academic unit in which he or she serves.

- One dean from another academic unit.
APPENDIX IV: POST-TENURE REVIEW

IV. Materials to be Considered in the Review

Faculty members being reviewed should submit the following materials:

1. A concise statement (2-3 pages) from the faculty member assessing his or her performance in the areas of teaching, scholarly attainment and professional recognition, and service since the last review (if necessary beyond statements included in annual reports); the statement may also address the faculty member’s role and expectations within the department and goals and directions for the next six years.

2. A current curriculum vitae.

3. Annual reports with department chair’s and dean’s evaluations for the last six years.

4. Detailed information about the outcomes of any sabbatical leave awarded during the six-year post-tenure review period.

The committee may request additional information from the faculty member under review.

If desired by a faculty member, the committee may send evidence of scholarly activity and, as appropriate, teaching effectiveness and service to one or more reviewers outside the University. External reviewers will be selected by the committee in consultation with the faculty member being reviewed.

V. Results of the Review

A. Committee Report

The review committee will write a post-tenure review report evaluating the faculty member’s performance and rating him or her as “Satisfactory” or “Unsatisfactory.” The report will provide evidence for the committee’s rating and suggestions for future performance and development. The committee will send copies of the report to the faculty member under review, who will be given the opportunity to respond in writing to the review.

B. Satisfactory Review

In the case of a “Satisfactory” review, the committee’s report will document areas in which the faculty member has excelled and make recommendations for future performance and development.

The report, with the faculty member’s response (if any), will be sent from the committee to the department chair and to the dean. The department chair and the dean may attach statements to the report indicating the degree to which they concur with the report; these statements will also be sent to the committee and the faculty member. However, in the case of a “Satisfactory” evaluation, the committee report cannot be overturned nor the rating changed to “Unsatisfactory” by the chair or the dean.

The committee report will be considered by department chairs and deans in the faculty review system and in decisions concerning faculty development salary increases. A copy of the report and all
APPENDIX IV: POST-TENURE REVIEW

supporting statements will be kept in the dean’s office.

A list of faculty members who have received “Satisfactory” post-tenure reviews in a unit will be forwarded annually to the vice President for academic affairs.

C. Unsatisfactory Review

In the case of an “Unsatisfactory” review, the committee’s report will document in what ways the faculty member is negligent or incompetent in the performance of his or her primary responsibility.

The committee will recommend a development plan, to include

- realistic goals and expectations for performance
- activities to improve performance
- a timeline (two years) for completing the development plan
- suggested resources to support the plan
- methods for assessing achievement of the goals and expectations, including peer and student evaluation of performance.

The department chair will prepare a written statement indicating whether he or she agrees or disagrees with the evaluation, then forward the committee report, the faculty member’s response (if any) and the chair’s statement to the dean. The chair’s statement will also be sent to the committee and the faculty member.

The dean will prepare a written statement indicating whether he or she agrees or disagrees with the evaluation and forward the report and statements from the faculty member, the chair and the dean to the Vice President for Academic Affairs. The dean’s statement will also be sent to the committee, the faculty member and the department chair.

The Vice President for Academic Affairs will respond in writing to the dean, department chair, the committee and the faculty member indicating whether he or she agrees with the “Unsatisfactory” rating.

If the department chair, dean or Vice President disagrees with the “Unsatisfactory” rating, they will discuss the rating and, if two of them agree, the rating will be changed to “Satisfactory.”

If the department chair, dean and Vice President agree with the “Unsatisfactory” rating, another review of the faculty member’s performance will be completed after two years. The department chair will retain a complete copy of the materials submitted for the review, the committee report, and any statements from the faculty member, department chair, dean and vice President.

D. Second Review after an Unsatisfactory Evaluation

The second review will take place within three months of the completion of the two-year development plan. As feasible, the committee which conducted the previous review will be reconvened to conduct the second review. If a committee member is unavailable for the second
APPENDIX IV: POST-TENURE REVIEW

review, a replacement will be chosen by the department chair in consultation with the faculty member.

The following materials will be provided to the committee by the faculty member and department chair:

- a complete copy of the materials from the first review (see above, V C 7)
- annual reports for the years during which the development plan is in place, with the department chair’s and dean’s statements
- information related to teaching effectiveness, including syllabi, assignments and other course materials from the period during which the development plan is in place
- complete sets of student evaluations from all courses taught by the faculty member during the period in which the development plan is in place
- a statement from the faculty member delineating the activities undertaken during the development period with a self-evaluation of the outcomes of the completed development plan
- copies of the results of any assessments required by the development plan
- a statement from the chair documenting resources provided to support the development plan
- any other materials which the faculty member feels address his or her progress within the context of the development plan.

The committee will review the materials above and decide whether the faculty member has made significant progress toward addressing the problems identified in the initial “Unsatisfactory” review. If the committee decides that the faculty member has fully and successfully addressed all issues, the committee will return a rating of “Satisfactory,” with the next review to take place in six years.

If the committee returns an “Unsatisfactory” evaluation on the second review, the faculty member can add a response to the committee report, which is forwarded to the department chair.

The department chair will prepare a written statement indicating whether he or she agrees or disagrees with the evaluation, then forward the committee report, the faculty member’s response (if any) and the chair’s statement to the dean. The chair’s statement will also be sent to the committee and the faculty member.

The dean will prepare a written statement indicating whether he or she agrees or disagrees with the evaluation and forward the report and statements from the faculty member, the chair and the dean to the Vice President for Academic Affairs. The dean’s statement will also be sent to the committee, the faculty member and the department chair.

The Vice President for Academic Affairs will respond in writing to the dean, department chair, the
APPENDIX IV: POST-TENURE REVIEW

committee and the faculty member indicating whether he or she agrees with the “Unsatisfactory” rating.

If the department chair, dean or Vice President disagrees with the “Unsatisfactory” rating, they will discuss the rating and, if two of them agree, the rating will be changed to “Satisfactory.”

As mandated by the Commission on Higher Education, if a faculty member fails to make substantial progress towards the performance goals outlined in the development plan within the specified two-year period and does not receive a “Satisfactory” on subsequent review, the Vice President can require that the development plan be continued for another two years, or can recommend that the institution initiate procedures for dismissal of the faculty member, as outlined in the Winthrop University Faculty Manual.

VI. Appeals Process

The Committee on Academic Freedom and Tenure will serve as the appeals committee in all cases involving post-tenure review.

A. Basis for Appeals and Actions by the Appeals Committee

A faculty member may appeal the results of a post-tenure review rating for any of the following reasons:

- An appeal on the basis that the procedures and timetable outlined in this document were not followed or that the post-tenure review committee was improperly constituted or improperly directed, which resulted in an incorrect finding or recommendation.

- An appeal of the substance of the committee’s evaluation of the faculty member’s performance as “Unsatisfactory.” Such appeals should reflect a set of unusual or extraordinary circumstances and will require considerable supporting evidence, particularly in cases in which the review committee, department chair, dean and Vice President for Academic Affairs concurred in the evaluation.

- An appeal of the development plan, requesting an adjustment of the plan recommended by the review committee and approved by the Vice President for Academic Affairs.

Depending on the nature of the appeal, the Committee on Academic Freedom and Tenure may suggest:

- that the evaluation of the post-tenure review committee be allowed to stand

- that the development plan recommended by the review committee be revised

- that a new committee be constituted and the review process repeated in the following year, using the same procedures as for all post-tenure reviews.
APPENDIX IV: POST-TENURE REVIEW

B. Procedures for Appeals

Any faculty member who desires to appeal should, within five days of receiving the Vice President’s evaluation and development plan, forward to the President and the Committee on Academic Freedom and Tenure:

- A letter outlining the basis for the appeal and stating the desired outcome (revision of development plan or review by a new post-tenure review committee).

- The entire post-tenure review package, including the committee’s report, any response from the faculty member, and the department chair’s, dean’s and Vice President’s statements.

Within two weeks, the committee will forward its findings to the President, the Academic Vice President, and the faculty member. The committee’s report should reflect the basis and evidence for the appeal and recommend one of the courses of action listed above.

Within two weeks of receiving the report of the Committee on Academic Freedom and Tenure, the President will report to the Committee, the Academic Vice President and faculty member whether the development plan should be revised, whether a new review should be completed in the next academic year, or whether the post-tenure review committee’s evaluation should be allowed to stand.

Should the President not respond to the Committee’s recommendation within two weeks, the Committee’s recommendation will be allowed to stand.

VII. Timetable

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 1</td>
<td>Vice President for Academic Affairs updates post-tenure review list and notifies deans of those faculty to be reviewed the following year.</td>
</tr>
<tr>
<td>May 15</td>
<td>Deans notify faculty (and their department chairs) who will be reviewed in the following year. The list would exclude faculty who made application for promotion in the previous Fall.</td>
</tr>
<tr>
<td>Oct 31</td>
<td>Faculty member provides the department chair a list of faculty members to be considered for the review committee.</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Department chair selects the committee and forwards list to the dean for approval; faculty member is notified by the department chair of the committee membership.</td>
</tr>
<tr>
<td>Nov 25</td>
<td>By November 25, faculty member may appeal the composition of the committee to the dean.</td>
</tr>
<tr>
<td>Jan 10</td>
<td>Faculty member provides committee with materials for the review.</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Committee sends its report to the faculty member and department chair.</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Faculty member responds to the report if he or she wishes.</td>
</tr>
</tbody>
</table>
APPENDIX IV: POST-TENURE REVIEW

Mar 1  Department chair adds a written statement and forwards the report, with the faculty member’s response, to the dean.

Mar 15 In the case of “Satisfactory” ratings, the dean adds a statement and returns the report, with all supporting statements, to the faculty member. A copy of the department chair’s and dean’s response will be shared with the committee. A copy of the report and all supporting statements is kept in the dean’s office.

Mar 30 The list of faculty members receiving “Satisfactory” reviews is forwarded to the vice president.

In the case of “Unsatisfactory” reviews:

Feb 1  Committee sends its report to the faculty member and department chair.

Feb 15 Faculty member responds to the report if he or she wishes.

Mar 1  Department chair adds a written statement and forwards the report, with the faculty member’s response, to the dean.

Mar 15 Dean adds a statement to the report and forwards all supporting materials and statements to the vice president, department chair, committee and faculty member.

Mar 31 After conferring with the department chair and dean, the Vice President responds in writing to the faculty member, dean, department chair and committee. If this response results in a “Satisfactory” rating, the dean’s office will maintain a copy of all reports and supporting statements.

If this response results in an “Unsatisfactory” rating, the faculty member begins the development plan and will be reviewed again after two years. Review of satisfactory progress on the development plan at the end of two years will follow the same timetable as the original review.

Apr 6  Appeals due to the Committee on Academic Freedom and Tenure.

Apr 20 Committee on Academic Freedom and Tenure forwards its response to the President, Vice President and faculty member.

May 5  President’s response due to the faculty member, Vice President and dean and to the Committee on Academic Freedom and Tenure. A copy of the report on the President’s final decision is kept in the dean’s office.
APPENDIX V: CONSULTING AND OUTSIDE EMPLOYMENT

The university believes that its educational program and effective teaching in all its aspects can flourish only when sustained by continuous, active participation of its faculty in professional development, enriched in many cases by interaction with industry, artistic organizations, business, government, school districts, and other activities and institutions of our society. This interaction is of greatest value when it contributes significantly to the public welfare, offers an opportunity for professional challenge and growth, or otherwise enhances the effectiveness of a faculty member's service to the university. ¹

I. Definitions

Interaction can come in many forms, one of which is consulting. Consulting includes those professional activities related to the faculty member's discipline or field for which remuneration is received or where a fee-for-service or equivalent relationship with a third party exists. In some cases, the commitment of time is the primary consideration, regardless of remuneration.

Professional Standards The potential magnitude of outside professional activity, particularly when it entails consulting or outside employment, is such that orderly procedures must be followed to avoid ethical and legal conflicts of interest and to ensure that such activity does not conflict with the proper discharge of university responsibilities. Personal responsibility, integrity, and high ethical standards are the principal factors in avoiding conflicts of interest. The university expects that all faculty members will conduct their outside activities in a manner which reflects credit on themselves, their profession, and the university without need for specific criteria or rules of conduct. The principal safeguards against abuse include the standards required by professional colleagues and the rigorous processes by which the university evaluates and selects individuals for appointment, tenure, and promotion.

Full-time Service Consulting and outside employment policies and procedures apply during the time in which faculty members are under contract with the university. (For most faculty members, this period will begin in August and end in May.) The policy is not applicable during periods when faculty members are not under contract. (For the purposes of this policy, a faculty member teaching a summer school course is not considered under contract with the university.) The obligation inherent in full-time service is difficult to define, since in academic life it means far more than a stated number of hours per week. In a context in which the faculty member has substantial freedom in arranging his or her professional life, it implies an overriding interest, loyalty, and first responsibility to the university. This obligation, therefore, must be defined qualitatively, depending on principle rather than formula.

Consulting vs. Outside Employment Several characteristics offer guidance in making a decision on whether an activity is considered consulting or an employment relationship. The primary distinction is in the type of work done and the degree of independence allowed in its implementation.

¹Parts of this policy have been adapted from policies of the University of Texas System’s Office of General Counsel at www.utsystem.edu/ogc/ethics.htm. Specific references have been drawn from www.utsystem.edu/OGC/IntellectualProperty/1ii13.htm.
APPENDIX V: CONSULTING AND OUTSIDE EMPLOYMENT

For the purposes of this policy, an employee is one who is engaged in the delivery of the primary activity for which the organization exists, not someone who provides advice and suggestions in support of that primary activity. A contributing factor is the degree of independence. An employment relationship is said to exist when a person is in the service of another and the employer has the right to control and direct the employee in the material details of how the work is to be completed, not just in terms of results but in terms of the details and means by which a result is accomplished.

<table>
<thead>
<tr>
<th>Variable</th>
<th>Consulting</th>
<th>Outside Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is done/nature of work</td>
<td>Contribution to the organization is advisory in nature.</td>
<td>Contribution is in the primary area for which the organization exists.</td>
</tr>
<tr>
<td>Organization for whom work is done</td>
<td>Organization’s mission is general and multipurpose; the organization does not employ others with the faculty member’s professional background.</td>
<td>Organization’s mission is narrow and focused; the organization has regular employees with the professional background of the Winthrop person.</td>
</tr>
<tr>
<td>Nature of Supervision</td>
<td>Objectives are specified but details and methods are left to the consultant.</td>
<td>Right of control is maintained by the hiring organization; “supervisor” makes assignment, periodically inspects work, controls the details.</td>
</tr>
<tr>
<td>Time</td>
<td>Work is sporadic and time frame is generally defined by the length of the project rather than by hours, days, or months; If time is relevant, it is a relatively short-term commitment.</td>
<td>Work assignment and compensation are generally associated with time, i.e. pay based on hours of work, regularly scheduled time or hours (for example, teaching class).</td>
</tr>
<tr>
<td>Motivation</td>
<td>Professional development and economic</td>
<td>Largely economic</td>
</tr>
</tbody>
</table>

II. Disclosure and Approval

Essential to the effectiveness of such procedures is complete disclosure of outside professional activities. It is the obligation of faculty members to keep their dean/department heads continually informed in adequate detail as to all outside professional activities, service on external committees, and other special assignments. All consulting and outside employment must be approved prior to engaging in the activity. The “Request for Approval of Consulting or Outside Employment” form must be completed and signed by all required parties before any consulting or employment is undertaken. (See attached form.) If the consulting or outside employment is to be with another agency of South Carolina state government, see the section on “Dual Employment” in the Faculty Manual.
APPENDIX V: CONSULTING AND OUTSIDE EMPLOYMENT

Elected positions or public offices requiring time commitments and/or involving compensation would have to be approved by the president in advance of filing candidacy or accepting an appointment. Service on boards involving compensation would have to be approved by the president in advance of accepting an appointment. Because these activities broaden the experience of the individuals involved and expose the university to a larger audience of business, civic, professional, and social leaders (subject to conflict of interest ruling), consideration (good) to the university is the improvement of the individual by virtue of his or her continuing contact with nonacademic problems in the nonacademic world.

Absences Due to Consulting or Outside Employment

Consulting and outside employment under the appropriate rules and procedures may require an absence from the campus. Absence from the campus or other regular place of work during the normal working period must be discussed as a part of the “Request for Approval of Consulting or Outside Employment” form. Appropriate travel policies will also apply.

Use of University Resources

The South Carolina Ethics Act prohibits use of public materials, personnel, and equipment for private economic benefit. University resources should not be used in outside employment activities. In consulting activities, incidental use of university resources is acceptable when approved in advance.
APPENDIX V: CONSULTING AND OUTSIDE EMPLOYMENT

Request for Approval of Consulting or Outside Employment

All consulting and outside employment must be approved prior to engaging in the activity. Requests should be submitted to the department chair, who will forward them to the dean of the respective college for approval. The dean will forward the form to the Vice President for Academic Affairs. Once the request has been reviewed by the dean, the Vice President for Academic Affairs, and the President, the person making the request will receive a response.

Name: ____________________________________________________________

Position Title/Rank: ________________________________________________

Department: __________________________ College: ______________________

Please answer the following questions as completely as possible.

1. For whom is this activity being done? ________________________________

2. What is the nature of the activity? ________________________________

3. Where is the activity to be done? ________________________________

4. When will the activity take place, and how many hours will the activity require? ________________________________

   Attach any additional information that will be helpful in reviewing this request.

Based on the information provided, this activity falls into the following category (check one):

Consulting  Outside Employment

I do hereby affirm that the consulting or outside employment described above is consistent with the “Consulting and Outside Employment Policy” of Winthrop University in the Winthrop University Faculty Manual.

Signature __________________________ Date __________________________

For Administrative Use Only: Approvals

Department Chair’s Recommendation:  Dean’s Recommendation:
    I support this request.                   I support this request.
    I do not support this request.             I do not support this request.

Department Chair Date  Dean Date

Vice President for Academic Affairs Date  President (required only for outside employment) Date
Figure 2

WINTHROP UNIVERSITY ORGANIZATIONAL CHART

Board of Trustees

Office of the President

- Internal Audit
- Trustee & Professional Support
- Public Affairs
- Lifelong Learning Institute
- Intercollegiate Athletics
- University Events
- Public Events

University Advancement

University Development & Alumni Relations

- University Relations
- Enrollment Management
- Development
- Educational Foundation
- Alumni Relations
- Real Estate Foundation
- Facilities Design & Development
- Facilities Management
- Information Technology
- Human Resources
- Financial Aid
- Procurement & Risk Management
- Budgeting & Financial Accounting
- Post Office

Finance & Business

Academic Affairs

- College of Arts & Sciences
- Library Services
- Institutional Effectiveness
- College of Business Administration
- Records & Registration
- College of Education
- Sponsored Programs & Research
- College of Visual & Performing Arts
- University College
- Graduate School

Student Life

- Residence Life
- Student Affairs
- Career Development
- Dining Services
- Campus Police
- Health & Counseling Services
- Bookstore
Figure 2

ACADEMIC AFFAIRS
ORGANIZATIONAL CHART

Vice President for Academic Affairs

Personnel & Budget

Assistant Vice President

Administrative Assistant

Records & Registration
Registrar

Cultural Events

Institutional Effectiveness
Executive Director

Assessment
Institutional research

Administrative Specialist

Sponsored Programs/Research
Director

College of Arts & Sciences
Dean

College of Business Administration
Dean

Richard W Riley College of Education
Dean

College of Visual & Performing Arts
Dean

University College
Dean

Dacus Library
Dean

Graduate School
Dean

Biology
Chemistry, Physics, & Geology
English
History
Human Nutrition
Mass Communication
Mathematics
Modern Languages
Philosophy & Religious Studies
Political Science
Psychology
Social Work
Sociology/Anthropology
Speech
Master of Liberal Arts
Student Academic Services

Accounting, Finance and Economics
Computer Science & Quantitative Methods
Management & Marketing
Small Business
Development Center
Student Academic Services

Center for Pedagogy
Curriculum and Instruction
Health and Physical Education
Center for Educator Recruitment, Retention and Advancement
Instructional Technology Center
Macfar Early Childhood Laboratory School
Math/Science Center
Student Academic Services

Design
Fine Arts
Music
Theatre and Dance
Arts in Basic Curriculum
Office of Community Arts
Student Academic Services
Winthrop University Galleries

Academy 101
Honors
International Center
LEAP
Leadership Studies
Model UN
Office of Nationally Competitive Awards (ONCA)
REACH
Teaching & Learning Center
Touchstone Program
TRIO

Public Services
Technical Services
The process will follow the established procedures for curricular or program review. (Amended by Faculty Conference, 02-16-01)

<table>
<thead>
<tr>
<th><strong>Termination</strong></th>
<th><strong>Internal Suspension</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A request for program review that might result in program termination may originate in any of the above areas indicated. Program review requests will be transmitted through the Dean’s Office of the College to the appropriate program faculty.</td>
<td>1. Under some circumstances—such as CHE review, recommendation of an outside accrediting agency, or other externally imposed constraints—a program may be suspended rather than terminated. Suspension is understood to be a temporary action allowing flexibility before permanent action of termination is initiated.</td>
</tr>
<tr>
<td>2. The College will prepare the program review. This review must include both a departmental review with recommendation, and a program faculty review and recommendation.</td>
<td>2. Suspension will normally be initiated by either the Dean’s Office of the College or the Academic Vice President, but under certain circumstances, it may be initiated by any other office or group indicated above.</td>
</tr>
<tr>
<td>3. The Board of Trustees has final authority to terminate programs. All other offices and groups are advisory.</td>
<td>3. All other offices and groups must be informed of the action and given the opportunity to make recommendations and to advise.</td>
</tr>
</tbody>
</table>
PROCEDURE FOR CHANGE IN UNDERGRADUATE CURRICULUM

Board of Trustees

Presidential

Vice President of Academic Affairs

Faculty Conference

(4)

Academic Council

Committee on Undergraduate Instruction

Teacher Education Committee

(1)

General Education Committee

(2)

College Faculty Assembly

(3)

College Curriculum Committee

Department

Notes
(1) Path if change does not involve the General Education Requirement or Teacher Education
(2) Path if change involves Teacher Education.
(3) Path if change involves General Education Requirement
(4) Only those curricular changes which involve a university policy or program are required to be referred to Faculty Conference
PROCEDURE FOR CHANGE IN GRADUATE CURRICULUM

Board of Trustees

President

Vice President of Academic Affairs

Graduate Faculty Assembly

Graduate Council

Teacher Education Committee

College Faculty Assembly

College Curriculum Committee

Department

Notes
(1) Path if change does not involve Teacher Education
(2) Path if change involves Teacher Education
PROCEDURE FOR CHANGE IN GRADUATE CURRICULUM FOR 500-LEVEL COURSES

Board of Trustees

President

Vice President of Academic Affairs

Faculty Conference*

Academic Council

Graduate Council

Teacher Education Committee

College Faculty Assembly

College Curriculum Committee

Department

Notes

(1) Path if change does not involve Teacher Education
(2) Path if change involves Teacher Education
(3) Only those curricular changes which involve a university policy or program are required to be referred to Faculty Conference

* If a 500-level course affects a program of study, it should be approved by the Graduate Faculty Assembly
Figure 7

ORGANIZATION OF FACULTY GOVERNANCE

Board of Trustees

President

Faculty Conference

Graduate Faculty Assembly

Standing Committees

Academic Council

Graduate Council

Academic Freedom & Tenure

CUI

Graduate Petitions

Admissions Advisory

Honors

Graduate Faculty Constituent Committees

Budget Priorities

Academic Conduct

Arts & Sciences

Faculty Concerns

General Education

Business Administration

Faculty Personnel

Cultural Events

Education

(University)

Intensive Writing /
Oral Communications

Visual & Performing
Arts

Financial Exigency

Library

Constituent Faculty Assemblies

Petitions

Arts & Sciences

Business Administration

(undergraduate)

University

Library

Rules

Visual & Performing Arts

Education
<table>
<thead>
<tr>
<th>A</th>
<th>C (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>Classroom Assignments/Meeting Times 49</td>
</tr>
<tr>
<td>Academic Affairs, Vice President for</td>
<td>Classroom Policies 49</td>
</tr>
<tr>
<td>Advising</td>
<td>Committees/Councils</td>
</tr>
<tr>
<td>Computer Services</td>
<td>Elections / Electoral Procedures 75</td>
</tr>
<tr>
<td>Council</td>
<td>Reports 74</td>
</tr>
<tr>
<td>Deans</td>
<td>Statement 6</td>
</tr>
<tr>
<td>Freedom</td>
<td>Summer Meetings 75</td>
</tr>
<tr>
<td>Leadership Council</td>
<td>Committees (Standing) of Faculty Conference 70</td>
</tr>
<tr>
<td>Misconduct Policy (Student)</td>
<td>Academic Freedom and Tenure 71</td>
</tr>
<tr>
<td>Policies and Procedures, Chapter IV</td>
<td>Admissions Advisory 71</td>
</tr>
<tr>
<td>Processions and Regalia</td>
<td>Budget Priorities 72</td>
</tr>
<tr>
<td>Rank</td>
<td>Faculty Concerns 72</td>
</tr>
<tr>
<td>Responsibilities</td>
<td>Faculty Personnel 72</td>
</tr>
<tr>
<td>Tenure</td>
<td>Financial Exigency 73/91</td>
</tr>
<tr>
<td>Acts of the Faculty (Grad Faculty Assembly Bylaws)</td>
<td>Library 74</td>
</tr>
<tr>
<td>Adjunct Status, Faculty</td>
<td>Petitions (Undergraduate) 74</td>
</tr>
<tr>
<td>Administration Organization, Chapter I</td>
<td>Rules 74</td>
</tr>
<tr>
<td>After Hours Entry Campus Buildings (Students)</td>
<td>Committees of Councils (Academic/Graduate) 83</td>
</tr>
<tr>
<td>Animal Care and Use (Institutional)</td>
<td>Academic Conduct 83</td>
</tr>
<tr>
<td>Annual Report of Faculty Member</td>
<td>Cultural Events 84</td>
</tr>
<tr>
<td>Appointments (Tenured, Tenure Track and Non-tenure Track)</td>
<td>General Education 84</td>
</tr>
<tr>
<td>Audit Policy</td>
<td>Honors 84</td>
</tr>
<tr>
<td>Appointments/Service Status</td>
<td>Intensive Writing/Oral Communications 85</td>
</tr>
<tr>
<td>Regular Service Status (Tenured and Tenure Track)</td>
<td>Teacher Education 85</td>
</tr>
<tr>
<td>Restricted Service Status (Non-tenure Track)</td>
<td>Undergraduate Instruction 84</td>
</tr>
<tr>
<td>Other Service Status (Multi-Year, Lecturers, Adjunct, Visiting)</td>
<td>Committees, Other</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Board of Student Publications 6</td>
</tr>
<tr>
<td>Assistant Professor, Academic Rank of</td>
<td>Council of Student Leaders 7</td>
</tr>
<tr>
<td>Associate Professor, Academic Rank of</td>
<td>Dinkins Student Union Advisory Board 7</td>
</tr>
<tr>
<td>Associate Vice Presidents</td>
<td>Faculty Advisory on Intercollegiate Athletics 7</td>
</tr>
<tr>
<td>Audio Visual Services</td>
<td>Institutional Animal Care and Use 7</td>
</tr>
<tr>
<td>Audit Policy</td>
<td>Institutional Review Board 7/55</td>
</tr>
<tr>
<td>Awards, Faculty</td>
<td>International Advisory 8</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Judicial Council 8</td>
</tr>
<tr>
<td>Building Security Measures</td>
<td>Post-Tenure Review (also Appendix IV) 8/97</td>
</tr>
<tr>
<td>Bylaws, Faculty Conference</td>
<td>Research Council 8</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>Scholarship 8</td>
</tr>
<tr>
<td>Reports on Meetings to Faculty Conference</td>
<td>Student Electronic Media Board 8</td>
</tr>
<tr>
<td>Bylaws, Graduate Faculty Assembly</td>
<td>Communication, Publications and 65</td>
</tr>
<tr>
<td>Bylaws, Faculty Conference</td>
<td>Computer Services 61</td>
</tr>
<tr>
<td>Consulting and Outside Employment, Appendix V</td>
<td>Contracts/Letters of Offer 12</td>
</tr>
<tr>
<td>Contracts, Procedures for Termination of</td>
<td>Contracts, Procedures for Termination of 26/89</td>
</tr>
<tr>
<td>C</td>
<td>Contractual Provisions and Benefits 37</td>
</tr>
<tr>
<td>Campus Police</td>
<td>Copyright Policy 54</td>
</tr>
<tr>
<td>Campus Smoking Policy</td>
<td>Counseling Services 62</td>
</tr>
<tr>
<td>Career Development</td>
<td>Credit Union 62</td>
</tr>
<tr>
<td>Chairs, Department</td>
<td>Cultural Activities 62</td>
</tr>
<tr>
<td>Class Attendance (Faculty)</td>
<td>Curriculum Revision:</td>
</tr>
<tr>
<td>Class Attendance Policy (Students)</td>
<td>undergraduate (also see Figure 4) 5/6</td>
</tr>
<tr>
<td>Class Rolls</td>
<td>Graduate (also see Figures 5 and 6) 6</td>
</tr>
<tr>
<td>D</td>
<td>F (continued)</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dacus Library</td>
<td>Conference (continued)</td>
</tr>
<tr>
<td>Deans, Academic</td>
<td>General Committee Rules</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>Committee Reports</td>
</tr>
<tr>
<td>Discrimination (See Non-Discrimination)</td>
<td>Summer Meetings (committees)</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Elections</td>
</tr>
<tr>
<td>Distinguished Professor Award</td>
<td>Electoral Procedures</td>
</tr>
<tr>
<td>Drug Free Awareness Program</td>
<td>Consulting &amp; Outside Employment, Appendix V</td>
</tr>
<tr>
<td>Drug Free Workplace Policy</td>
<td>Emeriti</td>
</tr>
<tr>
<td>Dual Employment</td>
<td>Employment, Chapter III</td>
</tr>
<tr>
<td></td>
<td>Ethics, Faculty, Statement of</td>
</tr>
<tr>
<td></td>
<td>Evaluation of Performance (SC Perf. Funding)</td>
</tr>
<tr>
<td>E</td>
<td>Exit Interview</td>
</tr>
<tr>
<td>Electoral Procedures</td>
<td>General Standards for and Evidence of</td>
</tr>
<tr>
<td>Emergency Services (see Campus Police)</td>
<td>Teaching Effectiveness, Scholarship,</td>
</tr>
<tr>
<td>Emeriti Faculty</td>
<td>Governance, Appendix I</td>
</tr>
<tr>
<td>Employee Due Process</td>
<td>and Service (for levels of evaluation)</td>
</tr>
<tr>
<td>Employee Educational Assistance Program</td>
<td>4/79</td>
</tr>
<tr>
<td>Employee Insurance Benefits</td>
<td>Grievance (see Appendix III)</td>
</tr>
<tr>
<td>Equal Employment Opportunity Statement</td>
<td>Leave (varied)</td>
</tr>
<tr>
<td>Facilities and Services, Chapter V</td>
<td>Manual</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Purpose / WU Mission Statement</td>
</tr>
<tr>
<td></td>
<td>Procedures</td>
</tr>
<tr>
<td></td>
<td>Chapter V - Facilities and Services</td>
</tr>
<tr>
<td>Academic Responsibilities</td>
<td>Appendix I - Faculty Governance</td>
</tr>
<tr>
<td>Adjunct</td>
<td>Appendix II - Termination Procedures</td>
</tr>
<tr>
<td>Advising</td>
<td>Appendix III - Policy &amp; Procedures for</td>
</tr>
<tr>
<td></td>
<td>Faculty Grievances and Appeals</td>
</tr>
<tr>
<td>Annual Report</td>
<td>Appendix IV - Post-Tenure Review</td>
</tr>
<tr>
<td>Awards</td>
<td>Appendix V - Consulting and Outside</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>Employment</td>
</tr>
<tr>
<td>Conference</td>
<td>Figures located at end of Faculty Manual Text</td>
</tr>
<tr>
<td>Bylaws, Appendix I</td>
<td>4/68</td>
</tr>
<tr>
<td>Name (Article I)</td>
<td>Figure 1 - Winthrop University Org. Chart</td>
</tr>
<tr>
<td>Responsibilities (Article II)</td>
<td>Figure 2 - Academic Affairs Org. Chart</td>
</tr>
<tr>
<td>Membership (Article III)</td>
<td>Figure 3 - Internal Program Review</td>
</tr>
<tr>
<td>Officers (Article IV)</td>
<td>Figure 4 - Procedure for Change in</td>
</tr>
<tr>
<td>Meetings (Article V)</td>
<td>Figure 5 - Procedure for Change in</td>
</tr>
<tr>
<td>Parliamentary Authority (Article VI)</td>
<td>Graduate Curriculum for</td>
</tr>
<tr>
<td>Amendments (Article VII)</td>
<td>500-Level Courses</td>
</tr>
<tr>
<td>Ratification (Article VIII)</td>
<td>Figure 7 - Org. of Faculty Governance</td>
</tr>
<tr>
<td>Approving Degree Candidates (Art. IX)</td>
<td>Office Hours</td>
</tr>
<tr>
<td>Reports on BOT Meetings (Article X)</td>
<td>Organization, Chapter II</td>
</tr>
<tr>
<td>Notification of Intent to Discuss</td>
<td>Part-Time (Lecturers)</td>
</tr>
<tr>
<td>Passed Item (Article XI)</td>
<td>Post-Tenure Review (also Appendix IV)</td>
</tr>
<tr>
<td>Committees of Faculty Conf (Article XII)</td>
<td>Pre-Tenure Review</td>
</tr>
<tr>
<td>Constituent Assemblies (Article XIII)</td>
<td>Promotions</td>
</tr>
<tr>
<td>Requirements for Teaching at the 500 Level or Above (Article XIV)</td>
<td>Rank, Academic</td>
</tr>
<tr>
<td>Academic Council (Article XV)</td>
<td>Recruitment Overview</td>
</tr>
<tr>
<td></td>
<td>Research</td>
</tr>
</tbody>
</table>

119
<table>
<thead>
<tr>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F (continued)</strong></td>
</tr>
<tr>
<td>Faculty (continued)</td>
</tr>
<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Sabbatical Leave</td>
</tr>
<tr>
<td>Salaries</td>
</tr>
<tr>
<td>Salary Policies and Procedures</td>
</tr>
<tr>
<td>Student Life Award (Faculty)</td>
</tr>
<tr>
<td>Teaching Load</td>
</tr>
<tr>
<td>Tenure, Academic</td>
</tr>
<tr>
<td>Unpaid Leave</td>
</tr>
<tr>
<td>Visiting</td>
</tr>
<tr>
<td><strong>Final Examinations</strong></td>
</tr>
<tr>
<td><strong>Financial Exigency (Termination due to)</strong></td>
</tr>
<tr>
<td><strong>Fluency in English Policy</strong></td>
</tr>
<tr>
<td>Food and Drink in Classrooms</td>
</tr>
<tr>
<td><strong>FYI (For Your Information)</strong></td>
</tr>
<tr>
<td><strong>G</strong></td>
</tr>
<tr>
<td>General Conduct Policy</td>
</tr>
<tr>
<td>General Standards for and Evidence of</td>
</tr>
<tr>
<td>Teaching Effectiveness, Scholarship, and Service (for levels of evaluation)</td>
</tr>
<tr>
<td>Grading Policies</td>
</tr>
<tr>
<td>Graduate</td>
</tr>
<tr>
<td>Council</td>
</tr>
<tr>
<td>Curriculum Revision (also see Figures 5 and 6)</td>
</tr>
<tr>
<td>Faculty Assembly</td>
</tr>
<tr>
<td>Bylaws</td>
</tr>
<tr>
<td>Name (Article I)</td>
</tr>
<tr>
<td>Responsibilities (Article II)</td>
</tr>
<tr>
<td>Membership (Article III)</td>
</tr>
<tr>
<td>Officers (Article IV)</td>
</tr>
<tr>
<td>Meetings (Article V)</td>
</tr>
<tr>
<td>Graduate Council (Article VI)</td>
</tr>
<tr>
<td>Committees (Article VII)</td>
</tr>
<tr>
<td>Constituent Committees (Article VIII)</td>
</tr>
<tr>
<td>Parliamentary Authority (Article IX)</td>
</tr>
<tr>
<td>Amendments (Article X)</td>
</tr>
<tr>
<td>Ratification (Article XI)</td>
</tr>
<tr>
<td>Faculty Award</td>
</tr>
<tr>
<td>Courses, Requirement for Teaching 500 Level</td>
</tr>
<tr>
<td>Grant Proposals (see Research)</td>
</tr>
<tr>
<td>Grievances and Appeals, Policy and Procedures for</td>
</tr>
<tr>
<td>Faculty, Appendix III</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>H</strong></td>
</tr>
<tr>
<td>Harassment (Non-Discrimination/Anti-Harassment)</td>
</tr>
<tr>
<td>Hazardous Weather Conditions</td>
</tr>
<tr>
<td>Health Services</td>
</tr>
<tr>
<td>Human Subjects, Guidelines for Protection of (also see Institutional Review Board, p 7)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
## INDEX

<table>
<thead>
<tr>
<th>O</th>
<th>S (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Employment (see Appendix V)</td>
<td>Student Academic Misconduct Policy</td>
</tr>
<tr>
<td>Outside Employment (Request for Approval) Form</td>
<td>Students with Disabilities</td>
</tr>
<tr>
<td>Outstanding Junior Professor Award</td>
<td>Summer Session Employment</td>
</tr>
<tr>
<td></td>
<td>Supplemental Retirement Plans</td>
</tr>
<tr>
<td>P</td>
<td>T</td>
</tr>
<tr>
<td>Part Time Faculty (see Lecturers)</td>
<td></td>
</tr>
<tr>
<td>Patents (see Intellectual Property Rights)</td>
<td></td>
</tr>
<tr>
<td>Police Assistance (see Campus Police)</td>
<td></td>
</tr>
<tr>
<td>Policy and Procedures for Faculty Grievances and Appeals, Appendix III</td>
<td>Tenure</td>
</tr>
<tr>
<td></td>
<td>Purpose</td>
</tr>
<tr>
<td></td>
<td>Statement of Policy</td>
</tr>
<tr>
<td></td>
<td>Applicability</td>
</tr>
<tr>
<td></td>
<td>Grievable Actions</td>
</tr>
<tr>
<td></td>
<td>Grievance Committee</td>
</tr>
<tr>
<td></td>
<td>Procedure</td>
</tr>
<tr>
<td></td>
<td>Time Limit</td>
</tr>
<tr>
<td>Post-Tenure Review (also Appendix IV)</td>
<td>Post-Tenure Review (also Appendix IV)</td>
</tr>
<tr>
<td>Pre-Tenure Review</td>
<td>Pre-Tenure Review</td>
</tr>
<tr>
<td>President's Office</td>
<td></td>
</tr>
<tr>
<td>Printing Services</td>
<td></td>
</tr>
<tr>
<td>Privacy of Educational Records</td>
<td></td>
</tr>
<tr>
<td>Processions and Regalia, Academic</td>
<td></td>
</tr>
<tr>
<td>Professor, Academic Rank of</td>
<td></td>
</tr>
<tr>
<td>Program Review (also see Figure 3)</td>
<td></td>
</tr>
<tr>
<td>Promotions</td>
<td></td>
</tr>
<tr>
<td>Dean’s Negative Recommendation</td>
<td></td>
</tr>
<tr>
<td>Dean Disagrees with Positive College or Library</td>
<td></td>
</tr>
<tr>
<td>Denial of</td>
<td></td>
</tr>
<tr>
<td>General Standards for and Evidence of</td>
<td></td>
</tr>
<tr>
<td>Teaching Effectiveness, Scholarship, and Service (for levels of evaluation)</td>
<td></td>
</tr>
<tr>
<td>Protection of Human Subjects Guidelines</td>
<td></td>
</tr>
<tr>
<td>Publications and Communication</td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>V</td>
</tr>
<tr>
<td>Rank, Academic</td>
<td></td>
</tr>
<tr>
<td>Recreational Facilities</td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
<td></td>
</tr>
<tr>
<td>Risk Management Policy Statement</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>W</td>
</tr>
<tr>
<td>Sabbatical Leave</td>
<td></td>
</tr>
<tr>
<td>Salaries, Faculty</td>
<td></td>
</tr>
<tr>
<td>Smoking Policy (see Anti-Harassment)</td>
<td></td>
</tr>
<tr>
<td>Space Reservations</td>
<td></td>
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<th>S (continued)</th>
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<tbody>
<tr>
<td>Space Reservations</td>
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</tr>
</tbody>
</table>

121