

Faculty Meeting Minutes
December 7, 2018

PRESENT: Lynn Baker, Brooke Bauer, Adam Biggs, Chris Bundrick, Li Cai, Steven Campbell, Jill Castiglia, Courtney Catledge, Mark Coe, Walt Collins, Ron Cox, Liz Easley, Stan Emanuel, Kate Holland, Jason Holt, Kaetrena Kendrick, Ernest Jenkins, Dana Lawrence, Nick Lawrence, Pat Lawrence, Lynnette Martek, Tracey Mobley-Chavous, Erin Moon-Kelly, Angela Neal, Bettie Obi-Johnson, Allan Pangburn, Phillip Parker, Suzanne Penuel, John Rutledge, Todd Scarlett, Peter Seipel, Sarah Sellhorst, Malerie Taylor, Brittany Taylor-Driggers, Andy Yingst

ABSENT: Marybeth Berry, Noni Bohonak, Dwayne Brown, Brent Burgin, Fernanda Burke, Kim Covington, Stephen Criswell, Susan Cruise, Jerry Currence, Rebecca Freeman, Garane Garane, Fran Gardner, Annette Golonka, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Howard Kingkade, Chris Judge, Pernell Lewis, Leigh Pate, Babette Protz, Kim Richardson, David Roberts, Denise Roberts, Ann Scott, Mike Sherrill, Dick Van Hall, Tania Wolochwianski

CALL TO ORDER: 1:00 PM

CORRECTION/APPROVAL OF MINUTES: November minutes approved.

REPORTS OF OFFICERS

Dean of Campus—W. Collins. [See report starting page 7.]

Noted that campus must follow county government for weather closures; delay or closure information will be sent as soon as possible.

Computer science salary offer higher by 17K than standard faculty offer; hoping for the best.

Lab renovation not approved by state yet; design phase comes later.

John Rutledge reminder: Check Carolina Alert settings. National Weather Service is the source of our weather info.

Associate Dean for Academic and Student Affairs—Cox. [See report starting page 10]

Reminder about textbook orders; 78 courses missing.

Director of Academic Success Center—D. Lawrence. [See report starting page 25.]
Tutors available through Thursday 12/13. For campus events, please email Elaine Connor for calendar—etconnor@mailbox.sc.edu.

Human Resources—Mobley-Chavous. [See report starting page 29.] Please finish

discrimination and harassment training by December 15 unless you have an email saying otherwise.

Medford Library—Kendrick. [See report starting page 27].

REPORTS OF COMMITTEES

USC System committees—

Palmetto College Faculty Senate Committees

Executive Committee—Jenkins. Suggestion to put money saved by not meeting in Columbia into study-abroad fund has been passed to Chancellor Elkins.

Rights and Responsibilities—P. Lawrence. R and R working mainly on reaching out to FO chairs to collect T and P policies from each campus. Also seeking examples from CTE for evaluations of online courses.

System Affairs—D. Lawrence. SA is hashing out AA proposals. Proposed two new PALM courses approved by Senate:

PALM 390: Special Topics in Advanced Leadership

- o Advanced study of leadership, theories, and/or case studies. May be repeated for credit as topics vary. (1-6 hours)

PALM 405: Senior Leadership Capstone

- o Advanced study and application of leadership theories to problem-solving with emphasis on portfolio and project development demonstrating leadership. (3 hours)

Welfare—Seipel. Awards documentation due January 31. T and P workshop Friday, January 19. Survey work ongoing.

Columbia Faculty Senate—Easley. [See reports starting page 30.]

Provost's Palmetto College Campuses Advisory Council—Neal. Still waiting for approved minutes.

Local committees—

Evaluation Committee—Yingst. Draft to be presented for Rights and Responsibilities [see starting page XX].

UNFINISHED BUSINESS

Evaluation Committee—Yingst. motion to change the frequency of Faculty Peer Review from required annually to required at least once in every three-year period. [See starting page 33.] Yingst notes addition of “not used to the detriment” amendment that passed in previous meeting. Discussion:

Q: Who will be responsible for keeping track of schedule?

A: Ron offered to add a line to the administrative form to make that clear.

Q: Third year includes three years of material?

A: Yes.

Q: Dean Cox okay with administrative review that’s three years of material?

A: No.

Q: Motivation?

A: People didn’t like being reviewed every year.

Q: More comments complaining about numbers than about frequency; why focus on frequency and not numbers?

A: Motion about numbers is coming too.

Q: Problems with inconsistency between admin and peer revs. Also, T and P committee might get slammed every three years; won’t be able to plan in advance.

A: In the long run, number of peer FIFs submitted probably going to average out.

Q: Why the five-year limit?

A: Tenure timeline or instructor benchmark timeline.

Q: How would this be perceived at upper levels for promotion application?

A: Already the case at other campuses; we’d look more normal.

Q: How many people would do it every year anyway?

A: Most people.

A: Depends on what administrative review form ends up like. If different, then that might make some faculty less likely to do peer-review every year.

Q: Who will keep track?

A: Who keeps track now?

A: T and P committee or self-initiated.

A: Division chairs often reach out.

Vote. Motion fails.

NEW BUSINESS

Motion 1. Evaluation Committee—Yingst. [See starting page 37.] This is in response to the provost's request for collection of local campus procedures.

Q: Beginning of common T and P process, is that your sense?

A (Yingst): Not my sense. I'll push for this to be in an appendix explicitly stating that the Lancaster campus has the authority to make changes. Will probably go back and forth with Columbia legal.

Motion 2. Senior instructor policy—W. Collins: We realized after discussion that we needed to talk more to Palmetto College HR. Came up with this:

INSTRUCTOR PEER REVIEW COMMITTEE Membership: Six members elected by the faculty. Each member must be at the rank of **senior** instructor with at least five consecutive years' full-time experience at USC Lancaster. No one who participates in administrative review of candidates may be elected to this committee. Purpose: The committee conducts the annual peer review of instructors reviewed without scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member. **In addition, the committee will review files submitted by candidates for promotion to Senior Instructor. Using the candidates' files for support, following the USC policies and procedures promotion process, the committee will vote and forward the names who received approval to the Dean for consideration for the promotion.**

Parker: Motion to add the policy as presented today to USC Lancaster Policy and Procedures. Seconded by Cox. Discussion:

Q: How does this compare to other campuses' policies?

A: They don't have policies, except that it was solely the administrator's decision. We'd be the pilot.

Q: Could having the administrator decide still happen? A: No.

Q: Instructor peer-review committee reviews instructors only without scholarship; would all instructors come to us after this?

A: Yes.

Q: What if there weren't five senior full-time instructors on this campus?

A: We could write in an exception for the early years.

Q: How would this work if funds weren't there?

A: We'd have to tell people no funding when they submitted requests.

Q: Is this fair, since tenure isn't subject to funding availability?

A: That's out of our purview.

Q: It can't be changed?

A: No. Not our idea, but can't be changed.

Q: Is it appropriate to have reviewers not at higher rank?

A: A lot of discussion about that, but for the first year, we'd have to do that.

A: Plenty of seasoned instructors. To be on the instructor peer review committee, you have to be here for five years.

Motion to amend (Holland): Add "In the event that there are not six members of the committee who fit this description, a tenured professor may stand in by request of the candidate." Motion to amend seconded. Discussion:

Q: Why tenured professor and not just "seasoned instructor"?

Q: Why would they get to choose a specific person? T and P candidates don't.

A: "By request of the candidate" not meant to allow picking and choosing.

Q: Why wouldn't this fill-in be elected to committee?

Comment: T and P intent forms sent out mid-March; when committee gets elected, we won't know who's going up.

Q: Why "by request of the candidate"? Not consistent with T and P.

Comment: Vote down motion to amend in order to come back with precise language for similar goal.

Vote. Motion to amend fails.

Repeated suggestion: Refer back to Phillip to copy language that addresses similar situation (insufficient number of evaluators) for T and P.

ANNOUNCEMENTS

Recycling on campus dependent on city pick-up, which has ended. Grounds staff can haul r recycling to county locations, but more work.

Medford Library will be closed December 17 through January 10 for inventory. No circulation

ADJOURNMENT: 2:08 PM

Submitted by Suzanne Penuel, Faculty Organization Secretary. Faculty chair: Nick Lawrence for Lisa Hammond.



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Dr. Walter P. Collins, III
Palmetto College Campus Dean

Report to the Faculty Organization of USC Lancaster
December 7, 2018

People

Enrollment

Pre-registration numbers for Spring 2019 as of December 6, 2018 are at 801. The records office is enrolling dual credit students this week so numbers will continue to increase. **Thanks to all academic advisors and our engagement and success team for your work in helping students register for classes for next semester.**

Faculty/Staff search updates:

Faculty position searches just approved: Biology/Chemistry, Psychology, Physics. Searches for these positions will begin soon.

Congratulations to the sociology search committee members for completing a successful search. **Dr. Jarred Yarosh has accepted our offer and will join our faculty as assistant professor of sociology in August 2019.**

Many thanks to those who are serving or will serve on the various search committees.

Congratulations to the following faculty members for their respective accomplishments:

Dr. Li Cai (chemistry) had three manuscripts published in Sept./Aug. and one accepted 3 weeks ago. Notably, results from one of the papers were done by two USCL students (now sophomores Layla McManus and Khalisha Emmanuel). Bryson Chavis who already transferred to Clemson also had his first publication for his summer contribution. The links for these papers are below
<https://www.sciencedirect.com/science/article/pii/S0040403918313315>
<http://chemeducator.org/bibs/0023001/23180198.html>
<https://www.sciencedirect.com/science/article/pii/S0040403918310827>
<http://journals.iucr.org/e/issues/2018/09/00/ex2010/index.html>

Prof. Fran Gardner (art) will be exhibiting at Satellite Gallery in Asheville in June and July 2019. She is exhibiting along with 3 other artists -- Eli Corbin, Beau Wild, and Lisa Stroud. Their exhibit is titled "Voice Lessons." "Voice Lessons" will also be on exhibit at the Burroughs Chapin Museum in Myrtle Beach in 2020.

Dr. Lisa Hammond (English) has had 2 poems published in *Waccamaw: A Journal of Contemporary Literature*: "[Second](#)" and "[Green Hand](#)."

Dr. Sarah Sellhorst and **Dr. Liz Easley** (exercise science) have had 6 mentee students awarded Magellan Voyager Grants for the potential presentation of research at a conference in Germany in May 2019.

Budget

Campus finances are stable as we head from the Fall semester into the Spring semester. We will schedule a campus finance update session for the spring semester. The Dean's Budget Advisory Group met last week to hear updates about campus finances and revenue.

The Upper Palmetto YMCA has completed one full year of management of fitness operations at the Gregory Center as of Dec. 1, 2018. Membership is now just over 2500 and they are ahead of their projected budget. More improvements/renovations will be under way soon for expanded exercise space and child watch space.

Facilities

Renovations will begin in the spring and summer for Bradley (lab space renovation), Hubbard (roof and lighting), and Gregory (solarium) using deferred maintenance funding allocated this fiscal year by the state legislature. Parking lot repaving will also take place next summer in front of and around Hubbard Hall.

Other items...

- The annual **Big Thursday** scholarship fundraising event took place on the evening of Nov. 15 on campus with many of you participating in and supporting the event. Big Thursday, Inc. contributed \$20,000 to their USCL Scholarship Fund last year. Each year Big Thursday Scholarships are awarded to students from each of the four Lancaster County high schools.
- The next **Lunch and Learn at the NASC** is December 21, 2018 at noon. Topic: "Salvage Archaeology in the Heart of Cofitachequi: A Native American Chiefdom" by Professor Chris Judge.
- I began my visits and presentations to area county councils across our service area on Wednesday, December 5 in Chesterfield County. I gave a campus update and answered questions council members had.
- **Laps for Lancers**, the annual fundraiser for the Educational Foundation of USC Lancaster, has been scheduled for Saturday, March 23, 2019.
- The **Indian Land Location** has received site approval by the South Carolina Commission on Higher Education. Thanks to Dr. Cox for his work in the process including authoring the request document and attending the meeting as the USCL representative where the vote was taken. Attached to this report is a summary of publicity efforts for Fall 2018 and Spring 2019 for the Indian Land Location.

Best wishes for a happy, safe, and relaxing holiday season ahead.

Indian Land Location Publicity

Fall 2018:

Digital billboard advertising on Hwy 521 at Hwy 160 (Indian Land Location ad ran during July)

Digital billboard advertising on Hwy 9 By-pass (Indian Land Location ad ran during July and August)

Indian Land location social media campaign (July-August)

Op-Ed and newspaper coverage in *The Lancaster News*, *The Gateway*, and *The Herald* (Late May)

Color advertisements in *The Gateway* and *The Lancaster News*

Banners placed on Hwy 521 and at the building entrance to our location at the high school

Mailed flyer about location to Jrs. and Srs. at ILHS

For Spring 2019:

Mail letter to Jrs. and Srs. at ILHS (flyer and date of ILL info session)

Ads in *The Gateway*

Social media campaigns with Ft. Mill and IL zip codes (began Friday, Nov. 30)

Dominique Waller has been in touch with guidance counselors at Ft. Mill/IL area high schools to promote location (through email and at in-person info sessions)

Guidance Counselor Luncheon (promotion of site during luncheon updates; Dec. 12)

Other efforts:

Info session about location at ILHS (on Dec. 18)

Use College Advising Corps adviser at ILHS to help promote

Text students with recruitment info on file



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M. Ron Cox, Jr., Ph.D.
Associate Dean for Academic & Student Affairs
118 Hubbard Hall

**REPORT TO THE FACULTY ORGANIZATION
07 December, A.D. 2018**

- **Spring 2019 Course Overloads.** Thank you for your assistance in getting information regarding teaching overloads submitted in a timely fashion. The information you provided was submitted to the USCL HR Office on Friday, November 30. With the new PeopleSoft system, it is more important than ever to make sure this is sent in early.
- **Book Orders for Spring 2019.** Elizabeth in the bookstore indicates that she has about **78 courses for which she has no book orders**. If you are among that group, please get her your book orders (or let her know that you will not be using a book) as soon as possible.
- The **Final Exam Schedule for FALL 2018** is online at https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/academic_student_affairs/exam_schedules/final_exam_schedule_fall.pdf.

In the event of wintry weather closures/delays, the plan is to move exams scheduled for Monday, December 10 to Monday, December 17, and exams scheduled for Tuesday, December 11 to Friday, December 14. Schedule conflicts would be worked out between professor and student on a case-by-case basis.

We continue to assume (meaning we have received no instructions to the contrary) that **final grades will need to be recorded no later than 9:00 a.m. on Tuesday, December 18.**

As you record final grades, please remember:

- A grade of "F" means a student completed the course, including the final exam, but did not pass the course.
- A grade of "FN" means a student stopped attending class, and due to absences, failed the course. This includes students who fail because they do not attend the final exam. The student's last day of attendance in class must be reported with this grade.

- If you have any **DUAL ENROLLMENT STUDENTS** in your on-campus courses, you will receive an e-mail from Dominique Waller with an Excel attachment to record the **FINAL LETTER GRADE AND THE NUMERIC GRADE**. This form needs to be returned to her as soon as possible after grades have been recorded.
- The USC Lancaster campus will close for Winter break at 5:00 p.m. on Friday, December 21 and will re-open on Wednesday, January 02.
- As has been our custom for many years, the Academic & Student Affairs Office will host a **pre-holiday breakfast on Friday, December 21 beginning at 9:00 a.m.** for any and all on campus who wish to partake. All are welcome.
- **Late Advisement/Course Adjustment** for Spring 2019:
 - Spring student & parent orientation will be Tuesday, January 08 starting at 5:30 p.m.
 - Late Advisement & Course Adjustment will be held January 09 & 10, 2019; 8:30 am – 12:00 pm and 1:00 pm – 6:00 pm
 - Offices in Starr Hall will close 12:00 pm – 1:00 pm for lunch, but the building will NOT be locked down.
 - Simple breakfast items/drinks will be available throughout the day. Sorry, no mimosas. I asked.
 - On both days, 12:00 – 1:00 pm, a catered lunch will be provided for faculty and staff working registration. Staying in for lunch is optional (i.e., you're free to go out to lunch on your own).
 - USCL Security Guards will be on campus throughout the day, but no uniformed officer will be stationed in Starr Hall.
 - Division Chairs are working with faculty in their respective divisions to provide advisement coverage for both days. Primary advisors will be stationed in the Student Center, and back-up advisors will be available in their offices. Division Chairs have been asked to stress the importance of advisors being available during the time(s) in which they have volunteered to serve.
 - Tables & chairs will be set up in the Starr Hall lobby to provide a reception area. PALs will be on hand to provide basic directions and to answer questions.
 - Chairs will be set up in the Student Center for students waiting for advisement.
 - Student Life Director Karlee Christian is working with offices that may require the assistance of PALs.
 - Campus IT personnel will set up laptops and printers in the lobby area of Starr Hall and in the Student Center.
 - Classes (16-week and Spring I terms) will begin Monday, January 14, 2019.

- Dates for the semester (including Spring I and Spring II) are online at https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/admissions_records/academic_calendars/academic_calendar_18_19/index.php. The final exam schedule is available at https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/exam_schedules/index.php.
- **Faculty Search Updates:**
 - **Assistant Professor of Sociology - Dr. Jerrod Yarosh** has been offered, and has accepted, the position and will join the USC Lancaster faculty in August 2019.
 - **Instructor or Assistant Professor of Computer Science** – The committee has reviewed many applicants and our office has submitted the credentials of ten (10) of them to the CSCE department for initial review. The goal is to determine which of them would be qualified to teach the courses we most often offer at USC Lancaster. From there, the committee will move forward with the selection and interview process.
 - We have also received approval to conduct three additional faculty searches for the upcoming year, and thus will need to have faculty and staff representation for these committees:
 - **Assistant Professor of Physics**
 - **Instructor of Biology & Chemistry**
 - **Instructor of Psychology**

	BIOL-CHEM	PHYS	PSYC
BBC&E	Representative	Representative	Chair & Representative
Humanities	Representative	Representative	Representative
MSNPH	Chair & Representative	Chair & Representative	Representative
Staff	Representative	Representative	Representative
HR/EEO	Tracey Mobley-Chavous	Tracey Mobley-Chavous	Tracey Mobley-Chavous

- **Applications for Redefined Teaching/Librarianship Load for 2019-2020** are due to your division chairs by 15 January 2019. A copy of the application and USCL policy is attached to this report. Anyone not submitting an application form will be presumed to be teaching/performing a full/normal schedule of duties in 2019-2020.

- **Outside Professional Activities Report.** As you may recall, USC has switched to online reporting of Outside Professional Activities. You will need to access the AIR (Activity Interest Reporting) System in order to complete this report. This is generally due sometime mid-to-late January. Information and the link may be found at https://sc.edu/about/offices_and_divisions/provost/faculty/outside-professional-activities.php.
- **Faculty Information Forms** for 2018 are due no later than 31 January 2019. A copy of the form is attached to this report. If you have any questions about this form, do not hesitate to contact our office or a representative on the Peer Review Committee.

FIFs are submitted electronically. Supporting documentation is optional, but may also be submitted electronically. Those submitting documentation in physical form may bring items to the Academic & Student Affairs Office. Links will be available on the USCL webpage, but are also included below. Please use the correct link:

BBC&E Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#).

Instructors who wish to be reviewed on teaching and service, click [here](#)

Humanities Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

Librarians

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

MSN Division

Tenured and tenure-track faculty, and instructors who wish to be reviewed with scholarship, click [here](#)

Instructors who wish to be reviewed on teaching and service, click [here](#)

For **newly-hired tenure track assistant professors**, your first-year review is due for submission by January 15. Information about this process can be found online at

http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/first_year_review.pdf.

Guidelines for preparation of the Faculty Information form are also available online:

http://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/faculty/fif_guide.pdf.

Please note that in 2019, USCL will publish a booklet listing and recognizing the widespread and diverse body of scholarship produced by our faculty. This information will be gathered from the 2018 Faculty Information Forms. (At the same time, we will be gathering the numerical summary of scholarship from our campus which is requested annually by the Provost's Office.)

The publication will be similar in format to the USCL Commencement program and will allow us to highlight (and publicize) faculty accomplishments to the greater university and to the communities we serve.

When listing scholarly activities, faculty are asked to format their accomplishments according to the style guide which is attached to the end of this report.

I have been assured that all faculty will have the opportunity to review their entries for accuracy prior to printing of the document.

- After discussion with the Faculty Evaluation Committee and the Academic Division Chairs, we have decided to modify the annual **Administrative Evaluation Form** for 2018.

Faculty will still be evaluated, as appropriate, on the areas of teaching/librarianship, scholarship, and service (along with administrative responsibilities for whom those are applicable), with designations of "Effective" or "Not Effective" and accompanying verbiage elaborating on the faculty member's performance over the past year.

- USCL will host its annual **Guidance Counselors' Luncheon** on Wednesday, December 12, from 12 pm to 2 pm in the Arnold Multi-purpose Room.

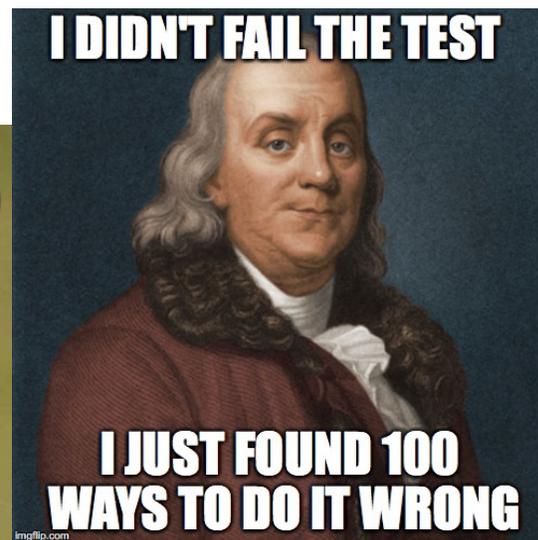
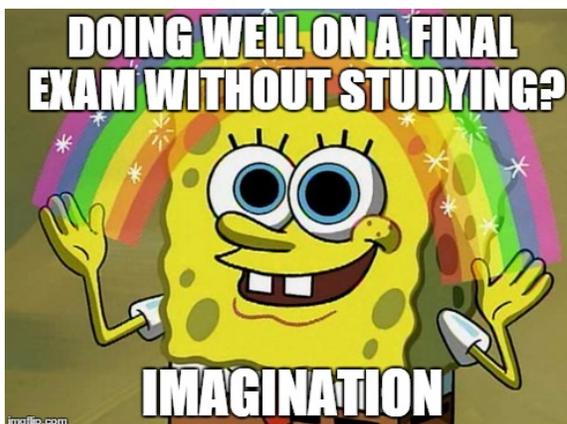
- **Leadership Lancaster** will visit the USCL campus as part of its Education Day activities on Wednesday, December 12. Based on the agenda I have received:

2:15 – 2:45 PM	Gather in Founders Hall, Room 104 Overview of USCL (Dr. Cox)
2:45 – 4:00 PM	Tour of Campus, to include Nursing Lab Simulation (Dr. Catledge)
4:00 – 4:15 PM	Break/Walk to YMCA
4:15 – 4:45 PM	YMCA Tour

- The USCL Scholarship Committee will conduct interviews for **2019-2020 Lancer Scholars** on Monday, December 17.

FINAL GRADES for FALL 2018 (16 week and Fall II courses) **must be submitted no later than 9:00 AM on Tuesday, December 18.** Remember that Blackboard and Self-Service Carolina will be taken off-line after as USC does its end-of-semester processing.

It is EXTREMELY IMPORTANT that final grades be submitted on time. USC does a “grade run” only once, and if a student’s grades haven’t been submitted, it can affect graduation, dean’s list recognition, probation or suspension status, and financial aid eligibility.





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Faculty Information Form 2018

This information is requested of each faculty member at USCL in order to update professional files (as mandated by the Southern Association of Colleges and Schools), and as a part of the annual review of faculty, a process which includes both a peer and an administrative review (as mandated by University Policy). Information included in the Scholarship and Service (but NOT Teaching/Librarian Effectiveness) sections may be pulled and compiled for campus and Palmetto College reporting purposes, unless requested otherwise in writing by the faculty member.

Name of Faculty _____

Academic division of faculty member _____

Please select the one category most appropriate for your faculty status:

- Tenure-track / tenured / visiting faculty
- Tenure-track faculty undergoing first year review
- Tenured faculty undergoing post-tenure review (must include previous six years of professional activities)
- Full-time instructor (reviewed with scholarship component)
- Full-time instructor (reviewed without scholarship component)

PROFESSIONAL ACTIVITIES
January 1, 2018 - December 31, 2018

Please include information from the current calendar year only. For a description of the current criteria for each of the areas below, please refer to the most recent edition of the *Regional Campuses Faculty Manual*. For more specific guidelines on completing this form, see the faculty resources available on the USCL website.

Effectiveness as a Teacher and/or Librarian:

Scholarship:

Service:

Optional Personal Statement:



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FACULTY REQUEST FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD FOR PURPOSES OF ENGAGING IN PRODUCTIVE SCHOLARSHIP

Note: In the case of Faculty Librarians, the “teaching load” referred to herein will refer to the number of hours worked per week in librarianship duties. Also, where the Academic Division Chair is referred to herein, the Library Director will assume that same approval responsibility for faculty librarians.

A redefined teaching or librarianship load is designed to allow tenured and tenure-track faculty members limited relief time from their normal duties in order to pursue significant scholarly projects designed to improve their capabilities and to increase their future contributions to the University. It is designed to permit a faculty member to achieve educational goals which could not be reached if pursued under the demands of regular instructional duties. To be considered for a redefined teaching load, a faculty member must be on the tenure track or must have already been awarded tenure.

Newly hired assistant professors will automatically be eligible for the redefined teaching load, but will be expected to demonstrate progress in the area of productive scholarship in order to be considered for renewal. (This demonstration normally will occur during the annual evaluation process.)

The redefined teaching load normally will be defined in the following manner:

“Regular” Teaching/Librarianship Load	“Redefined” Teaching/Librarianship Load
<p><u>Humanities & Social Sciences</u> 24 credit hours (8 courses)</p>	<p><u>Humanities & Social Sciences</u> 21 credit hours (7 courses)</p>
<p><u>BBC&E</u> 24 credit hours (8 courses)</p>	<p><u>BBC&E</u> 21 credit hours (7 courses)</p>
<p><u>Natural Sciences</u> 22 credit hours (6 lectures, 4 labs)</p>	<p><u>Natural Sciences</u> 19 credit hours (5 lectures, 4 labs)</p>
<p><u>MATH</u> 24 credit hours (6-8 courses)</p>	<p><u>MATH</u> 21 credit hours (6-7 courses)</p>
<p><u>Library</u> 37.5 working hours/week</p>	<p><u>Library</u> 30 working hours/week for one semester of the fiscal year</p>

Distribution of the redefined load will be determined by the faculty member, subject to approval of the Academic Division Chair and the Associate Dean for Academic & Student Affairs, and will be based on the individual needs of the faculty member and the general needs of the campus.

APPLICATION PROCEDURES

1. A faculty member will submit a formal request for redefinition of teaching load to the appropriate Academic Division Chair. Requests are usually due in January (for consideration for the following academic year).
2. In submitting a request, the faculty member will provide a **detailed** description of the proposed project, specifically addressing the following questions:
 - a) What are the educational goals that will be achieved in terms of teaching or scholarship?
 - b) How will this redefinition of load increase the faculty member's contributions to the mission of the University?
 - c) Will the project be complete at the end of the academic year for which a redefined teaching load is requested? If not, what is the anticipated timeline for completion?
 - d) How will the results of this project be demonstrated?
3. A request for redefined teaching load must be approved by the Academic Division Chair, Associate Dean for Academic and Student Affairs, and the Dean of the USCL campus.
4. Tenure-track assistant professors (i.e., untenured tenure-track faculty) are automatically eligible for the redefined teaching load but are still asked to submit a proposal.
5. Faculty members will include a detailed summary of all scholarly activity in their annual Faculty Information Forms. This summary will be used in determining any request for renewal and also may be used in determining approval of future requests for a redefined teaching load.



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**APPLICATION FOR REDEFINED TEACHING/LIBRARIANSHIP LOAD
2019 – 2020 Academic Year**

Name:

Date:

Academic Division:

Academic Discipline:

Academic Rank:

Tenured?

Request for Academic Year: Fall 2019 and Spring 2020

New Request

Renewal of Request

If renewal, when was the original request for this project approved (AY Year)?

**Proposed Teaching/Librarianship Load for
Academic Year:**

Fall Semester

Spring Semester

**Title of Proposed Research
Project:**

**Anticipated Result of Proposed Research Project
(book, chapter, article, presentation, etc.):**

Detailed Description of Proposed Project: (use additional pages as necessary)

- 1. I have read and I understand the terms and conditions applicable to my request for a redefined load.

(initials)

- 2. I will include a detailed summary of my scholarly activity in my annual Faculty Information Form. I understand that this summary will be used in determining any request for renewal, and also may be used in determining approval of future requests for a redefined load.

(initials)

Faculty Member Signature

Date

This document must be submitted to the Faculty member's Division Chair no later than January 15, 2019.

If no form has been received, the Faculty member will be assumed to be performing a normal (full) load in 2019-2020.

ADMINISTRATIVE REVIEW OF REQUEST

_____	_____	___	Approved	___	Not Approved
Division Chair	Date				

_____	_____	___	Approved	___	Not Approved
Associate Dean for Academic & Student Affairs	Date				



UNIVERSITY OF
SOUTH CAROLINA
 LANCASTER
 A Palmetto College Campus

ADMINISTRATIVE EVALUATION – 2018

Name:					
Discipline:			Rank:		
Academic Division:			Tenure:	Yes	No

I. Effectiveness as a Teacher or Librarian					
	Effective		Not Effective		Not Applicable
COMMENTS:					

II. Scholarship					
	Effective		Not Effective		Not Applicable
COMMENTS:					

III. Service					
	Effective		Not Effective		Not Applicable
COMMENTS:					

IV. Administrative Responsibilities					
	Effective		Not Effective		Not Applicable
COMMENTS:					

OVERALL ASSESSMENT: <small>(If the employee's overall performance is judged to be "Not Effective," a copy of the letter to the employee citing specific performance deficiencies must accompany the completed review.)</small>					
	Effective		Not Effective		Not Applicable
COMMENTS:					

_____ Date

Faculty Member

_____ Date

Academic Division Chair

_____ Date

Associate Dean for Academic & Student Affairs

_____ Date

Dean of the USC Lancaster Campus

Local In-House Style Guide for Publication of Faculty Scholarship

The categories below are representative of the diverse range of scholarly activities in which our faculty participate. The common categories will begin each entry, which will be formatted following the examples below. These categories and examples will be modified as needed to best reflect the faculty member's work.

- When work is single authored, the entry will begin with the title of the work. Collaborative projects and publications will begin with a list of author and co-author (or PI and co-PI etc.) names in traditional bibliographic format, as they appear in the FIF.
- Work that has been accepted in a given year but not yet published will be featured in this publication in the year it formally appears.
- Article titles will be capitalized according to *Chicago Manual of Style*, or in essence, with major words capitalized, excluding prepositions, articles, etc.

Publications

Article: "Article Title: Often with a Subtitle," *Journal Name*, vol. 1, no. 1, Fall 2017, pp. 66-84.

- Abstract
- Abstract and Poster Presentation
- Article
- Book Chapter
- Book Review
- Encyclopedia Article
- Featured Article

Creative Work and Publications

Type of Creative Work: Title of the Work, *Title of the Show, Journal, Exhibit*, Place or Publication Info, date.

- Artwork in Invitational Exhibit
- Artwork in Juried Exhibit
- Artwork Published in Book
- Film Production
- Film Showing
- Play Performed
- Playwriting Performance
- Playwriting Award
- Poem Publication
- Workshop Participant

Presentations

Conference Presentation: "Presentation Title: Often with Subtitles," Conference Name, Location, date.

- Conference Presentation
 - Abstract and Poster Presentation
 - Conference Panel Participant
 - Conference Presentation
 - Keynote Address
 - Poster Presentation
 - Roundtable Presentation
- Lectures
 - Community Presentation
 - Guest Lecture
 - Invited Lecture

Awards

Award: Award Title, brief description of what the award recognizes, Awarding Agency, Location if applicable, award date.

Curation

Exhibit Curated: "Title of Exhibit," brief description of exhibit if applicable, Title of Gallery or Exhibit Venue, date.

- Exhibit Curated (or Designed)
- Exhibit Guidebook
- Exhibit Panel Editor

Editorial and Board Work

Position Title, *Journal* or Organization Name.

- Advisory Board Member
- Book Review Editor
- Co-Editor
- Editorial Board Chair
- Editorial Board Member and Reviewer
- Elected Board Member
- Journal Editor

Grants

Grant Awarded: “Title of Grant Project,” Funding Agency, award date. (Grant amounts will not be included in each individual entry, but if sufficient data is available an aggregate funding amount for the campus will be reported.)

- Grant Awarded
- Grant Funded
- Grant Reviewer

Media Appearance

Media Appearance: “Title of Article or Program,” Publication or Organization Name, Location or any additional relevant publication information, air or publication date.

- Featured Article
- Interviewed In
- Media Appearance

Other Scholarly Activities

These categories tend to be quite diverse and will be formatted as most appropriate for the activity and in keeping with the examples given above.

- Judge
- Project Manager
- Reviewer
- Consultant
- Undergraduate Research Mentor / Supervisor
- Participant

SORRY FOR THE LONG REPORT



HERE'S A POTATO

**Academic Success Center Report
 For December 7, 2018 Faculty Meeting
 Submitted by Dana Lawrence**

Please send all ASC-related questions and requests to LawrenDE@mailbox.sc.edu or call 313-7023.

You can take a peek at our online booking system (and list of all of the courses our tutors cover) at the following link:

<https://usclacademicsuccesscenter.setmore.com/>

I'm happy to share information about specific writing assignments, tests, homework, or other work with the tutors if you think it would be helpful.

As always, thanks for your support.

REMINDERS about the ASC's booking system:

- **Students can book appointments as late as ONE hour in advance.**
- The booking page allows students to book a maximum of ten days in advance (in an effort to allow as many students as possible to have access to tutoring services, and to cut down on no-shows).
- Students who do not show up for appointments TWICE (without cancelling) are not allowed to book appointments for the rest of the semester. They are still welcome to work with tutors on a drop-in basis.

ALL students can still work with tutors on a drop-in basis!

FALL 2018

*****Tutors will be available through December 13*****

	August 2017	August 2018	Sept. 2017	Sept. 2018	Oct. 2017	Oct. 2018	Nov. 2017	Nov. 2018	Dec. 2017	Dec. 2018
Number of Tutors	7	9	8	9	10	9	10	9		
Total Number of Sessions	17	24	142	111	172	139	124	116		
Tutoring Sessions/Day (avg)	3.4 (5 operating days)	4.8 (5 operating days)	10.1 (14 operating days)	7.4 (15 operating days)	9.6 (18 operating days)	7.7 (18 operating days)	7.8 (16 operating days)	7.7 (15 operating days)		
Tutoring Sessions/Tutor (avg)	2.4	2.7	17.8	12.3	17.2	15.4	12.4	14.8		
# of tutor hours per week	77	85	85	85	96	85	89	85		
Appointment	9	24	120	98	156	128	114	139		
Drop-in	8	0	22	13	16	11	7	6		

Tutoring Sessions by Area

	August 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018
Accounting	0	0	0	0	
Biology	0	7	10	2	
Chemistry	0	6	7	5	
Computer Science	1	4	11	28	
French	0	0	1	0	
Management	0	0	0	0	
Math/PCAM 105	18	54	64	51	
Spanish	1	9	2	1	
Statistics	2	2	2	2	
Writing	2 ● CRJU: 1 ● ENGL: 1	29 ● AFAM: 3 ● ENGL: 18 ● PALM: 3 ● PHIL: 1 ● SPCH: 1 ● UNIV: 1 ● Other: 2	42 ● AFAM: 9 ● ENGL: 22 ● HPEB: 1 ● PALM: 4 ● PHIL: 1 ● PSYC: 1 ● Other: 4	47 ● AFAM: 10 ● ENGL: 17 ● HIST:3 ● SOCY: 2 ● NURS: 7 ● PSYC: 4 ● PHIL:1 ● POLI:1 ● Other: 2	
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0	0	
TOTAL # OF SESSIONS:	24	111	139	116	

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	13	4	1	0	18
# of individual students (SEPT)	27	10	9	3	49
# of individual students (OCT)	40	11	13	3	67
# of individual students (NOV)	37	9	11	6	63

Medford Library

FACULTY MEETING REPORT DECEMBER 7, 2018

SERVICE STATISTICS AND PROGRAMS

- **4,692** unique visits
- Processed **10** Interlibrary borrowing requests
- Processed **3** Interlibrary loan lending requests*
- Fulfilled **29** PASCAL Delivers borrowing requests
- Fulfilled **0** PASCAL Delivers lending requests*
- **1,994** LibGuide views
- **52** Community computer uses
- **14** Conference Room reservations
- **100** Study Room Reservations
- Answered **11** reference questions
- Presented “Continental Medford Exhibit Series: South America” (November 1 – 30)

CIRCULATION STATISTICS

- **186** General collection items circulated
- **4 AV** items circulated
- **9** New Books circulated
- **13** Juvenile items circulated
- **32** Reserve items circulated
- **1** Special Collection item circulated
- **8 Oversize** items circulated

COLLECTION DEVELOPMENT ACTIVITIES

- **189** New Books received

UPCOMING or ONGOING PROGRAMS & SERVICES

- **January 2019:** Continental Medford Exhibit Series: Antarctica”
- **October 2018 - March 2019:** Pop-Up Tea Shop, 10A – 7P Monday – Thursday.

VISIT... MEDFORD LIBRARY'S TUMBLR PAGE <http://usclmedford.tumblr.com/>

- Book Mark(it)
- Browse forthcoming titles and request them for purchase

PUBLISHED DURING THE FALL? LET US KNOW SO WE CAN BUY YOUR BOOK:

- Contact Rebecca Freeman x67062; rfreeman@mailbox.sc.edu

PRESENTED LATELY? PRESENTATION UPCOMING? SUBMIT IT TO LANCER SCHOLAR SQUARE:

- Submit your content here: <http://bit.ly/2hueZlh>
- Contact Kaetrena Davis Kendrick, x67061; kaetrena@mailbox.sc.edu

HELPFUL LINKS:

- Is the Computer Lab available: <http://bit.ly/2zXsVv1>
- Request Library Instruction: <http://bit.ly/2h1Twjr>
- Faculty research support (Book A Librarian): <http://bit.ly/2zoHqvE>
- **Document the impact of your scholarly activities:** <http://bit.ly/20Gu02g>
- **Check out tools for teaching and learning support:** <http://bit.ly/1nMHxrm>
- Reserve the Library conference room : <http://bit.ly/2xLdMwj>
- Reserve materials for your courses: <http://bit.ly/1iAfckX>
- Request books and media for purchase: <http://bit.ly/2ymm6Xm>

FROM: Tracey Mobley Chavous, PHR - Director of Human Resources

MEETING: Faculty Organization Meeting- December 7, 2018

DATE: December 6, 2018

ATTACHMENTS: 1

INFORMATION ITEMS:

- 1) Thank you to everyone who has donated annual and sick leave to the USC Leave Pool. Your generosity is greatly appreciated! ☺
- 2) Please remember to complete your Illegal Discrimination and Harassment Training. The training must be completed by December 15, 2018. The training is designed to educate the Carolina community about issues related to Title IX, which prohibits sex discrimination (including sexual harassment and assault) in education programs or activities that receive federal funding.

Illegal Discrimination and Harassment training, including follow-up videos on How to File Complaints and Am I a Mandatory Reporter is mandatory.

Diversity and inclusion training and Clery training is recommended.

For more information about the Harassment and Discrimination Prevention Training and to access the link for the training please view the Training FAQs on the Office of Equal Opportunity Programs website.

https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/faculty_staff_training/index.php

- 3) Please remember to submit an approved Personnel Request Form to the Human Resources Department to rehire student and temporary employees for the Spring semester if necessary. Submitting these prior to the December/Christmas Holiday break is most helpful.
- 4) The University of South Carolina recognizes November 22 and November 23, 2018 as holidays in honor of Thanksgiving.

The December/Christmas Holiday begins on December 24, 2018 and ends on January 1, 2019.

Please be sure that student and temporary employees do not report working hours in the ITAMS system on the dates mentioned above unless they actually work.

Campus will officially reopen on January 2, 2019.

- 5) The NEW Go Live date for Phase I of a significant change to Human Resources and Payroll processes is April 1, 2019. Phase I includes Human Resources, Payroll, Benefits and associated Self-Service functions. For additional information please view Frequently Asked Questions at:

https://www.sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/index.php



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Columbia Faculty Senate

Last Senate Meeting: October 3, 2018

Next Senate Meeting: December 5, 2018

Report to the Faculty: December 7, 2018

Invited Guest: Dr. Andrew Laws, Huron Consulting Group

- Discussion of the budget model initiative and resource allocation
- Full discussion of presentation can be found in the Senate minutes:
https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-11-07.minutes.pdf

Committee on Curricula and Courses, Professor John Gerdes, Chair

Motion: 120 proposals put forward for consideration (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-11-7.cc.pdf

Committee on Instructional Development, Professor Michael Weisenburg, Chair

Motion: 2 proposals put forward for consideration (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-11-7.instructional_development.pdf

Faculty Advisory Committee, Professors Susan Bon/Andrew Graciano, Co-Chairs

Motion: Vote on Changes to Faculty Senate Bylaws presented at last meeting (Motion Passes)

Report from President Pastides:

- November 14, Hilton Head Island Campus opening
 - Will be associated with USC Beaufort
 - Will be the headquarters for its Hospitality and Tourism Program

Report from Provost Gabel:

- Currently, 12 online sessions January 2 – January 29

Report from the Senate Chair

- Presidential Search Committee Elected Represented

- Professor Julius Fridriksson (Columbia Faculty Rep)
- Professor Araceli Hernandez-Laroche (Representative of the non-Columbia campuses) USC Upstate
- Trustees: Hugh Mobley, William Hubbard, Leah Moody, C. Dorn Smith III, Eugene P. Warr Jr.
- Robert F Dozier Jr. President of the Carolina Alumni Association and ex-officio member of the Board of Trustee
- Student Representative: Taylor Wright (President of the Student Body)
- Professor Marco Valtorta (Faculty Senate Chair)
- W. C. Hammett (Representative from the University Foundation Boards)
- Mark Buyck and Miles Loadholt (appointed advisory members to the committee)
- Mandatory Harassment Training



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Columbia Faculty Senate

Last Senate Meeting: November 7, 2018

Next Senate Meeting: February 6, 2018

Report to the Faculty: December 7, 2018

Committee on Curricula and Courses, Professor John Gerdes, Chair

- Motion: 263 proposals put forward for consideration (Motion Passes)
 - Two courses listed (EMCH 361 and EMCH 371) will be tabled and one program proposal left off and will be considered at the next meeting
 - 3 Palmetto Programs Proposals

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-12-05.cc.pdf.

- Motion: To propose a change in the procedure that allows the registrar the freedom to edit the bulletin descriptions without Senate Curricula and Courses Committee approval (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-12-05.cc-proposal.pdf

- Motion: 81 courses put forward for the list of approved Graduation with Leadership Distinction Courses (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-12-05.cc-usc-connect-gld.pdf

Committee on Instructional Development, Professor Michael Weisenburg, Chair

- Motion: 4 proposals put forward for consideration (Motion Passes)

https://sc.edu/about/offices_and_divisions/faculty_senate/documents/facsen_meetings/2018-12-05.instructional_development.pdf

Report from Senate Chair, Professor Marco Valtorta

- Presidential search committee meeting:
 - Dedicated to discussion on research firms:
 - Press Release:

https://www.sc.edu/uofsc/announcements/posts/2018/12/december_presidential_search_update.php

PAGE 1

FACULTY PEER REVIEW

UNIVERSITY OF SOUTH CAROLINA LANCASTER

PURPOSE

As stated in the *Palmetto College Campuses Faculty Manual*, the University of South Carolina is committed to peer review of all faculty. On the University of South Carolina Lancaster campus, tenured faculty and full-time instructors with five years of service at USC Lancaster are required to undergo peer review at least once every three years, although they may choose to be peer reviewed more frequently if desired. Tenure-track faculty and full-time instructors with fewer than five years of service at USC Lancaster are required to undergo peer review annually. The peer review process is designed to provide an opportunity to document the professional development of the faculty member, and to provide regular and constructive evaluations of the performance of the faculty member. Peer Review also provides an opportunity to assess the contributions of the faculty member to the mission of USC Lancaster.

EXEMPTIONS FROM FACULTY PEER REVIEW

Each faculty member is required to undergo faculty peer review at least once in any three year period. Files prepared for first or third-year review, the tenure and promotion process, or post-tenure review, qualify as peer review and satisfy this requirement for peer review in that year. (A FIF will still be required for annual administrative review.) Those faculty members should refer to the *Manual* and to USC Lancaster's policies for the specific requirements of these reviews. Administrators subject to administrative review by faculty may elect not to undergo faculty peer review in addition to administrative review. As long as the faculty member does undergo faculty peer review at least once in every three-year period as required, less frequent peer review may not be used to the detriment of the faculty member in tenure and promotion considerations.

PREPARATION OF THE FACULTY PEER REVIEW FILE

Annual administrative review of each faculty member requires that each faculty member complete a Faculty Information Form (FIF) detailing the faculty member's professional activities conducted during the previous calendar year. At the time of submission for administrative review (which is required annually) the faculty member will indicate whether they would like their FIF to undergo peer review as well. (The files submitted for administrative and peer review may differ, as the administrative review covers a one-year period and peer review may cover up to three years.)

The FIF is arranged according to the criteria for tenure and promotion found in the *Palmetto College Campuses Faculty Manual*, and the faculty member is encouraged to consult the *Manual* closely in the preparation of the FIF. The criteria stated in the *Manual* recognize three broad areas: Effectiveness as a Teacher and/or Librarian, Scholarship, Service. In documenting effectiveness for these criteria, the faculty member should focus specifically on their contributions to the mission of USC Lancaster in the performance of each of these areas.

EVALUATION OF TENURED AND TENURE-TRACK FACULTY

Faculty Peer Review policy, revised 7 December 2018
This document is maintained by the USC Lancaster Evaluations Committee and is subject to approval by the USC Lancaster Faculty Organization.

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The Local Tenure and Promotion Committee evaluating the peer review files of tenured and tenure-track faculty will evaluate faculty on three categories, and average these evaluations according to the weights below. Candidates for tenure or promotion should consider that this scale is based on USC Lancaster expectations for peer review only, and does not necessarily reflect the level of performance expected for tenure or promotion, at either the local or the system level:

- 60% Effectiveness as a Teacher and/or Librarian
- 20% Scholarship
- 20% Service

EVALUATION OF FULL-TIME INSTRUCTORS

Full-time instructors do not have a scholarship component to their job responsibilities and their evaluations by the Instructor Peer Review Committee will be given the following weights.

- 80% Effectiveness as a Teacher and/or Librarian
- 20% Service

Full-time instructors who have scholarship accomplishments to report have the option of choosing to be evaluated by the Local Tenure and Promotion Committee with the same weights as tenured and tenure-track faculty. A faculty member wishing to be evaluated in this way should indicate that preference by checking the appropriate box on the FIF.

For a description of the current criteria for each of these areas, please refer to the most recent edition of the [Palmetto College Campuses Faculty Manual](#). It is important that the faculty member include activities in each relevant section of the FIF, and the faculty member is encouraged to present limited narrative providing context and explaining the importance of the most significant activities included in the file. Faculty members should note that within the category of service, USC Lancaster sets a high priority on service to the community.

PROCEDURES AND DEADLINES

Peer review shall be conducted according to the following schedule:

- January 31** The faculty member shall have submitted a completed FIF to the office of the Associate Dean for Academic Affairs.
- February 15** The office of the Associate Dean for Academic Affairs shall have provided the appropriate review committees (hereafter referred to as “the committees”) access to the FIF for each faculty member undergoing faculty peer review.
- April 30** By this date, each member of the faculty **undergoing faculty peer review** will have received from the committees a written evaluation on the Peer Review Form (PRF). Each faculty member must sign **their** PRF acknowledging that the evaluation has been completed. This signature does not necessarily constitute agreement with the evaluation, and every faculty member has the right to respond to the peer evaluation in writing. The original of the signed

Faculty Peer Review policy, revised 7 December 2018
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PRF shall be given to the faculty member, and a copy shall be given to the Associate Dean for Academic Affairs, who will maintain the copy as a part of the faculty member's personnel file.

May 31

By this date, any faculty member who wishes to respond to the peer evaluation in writing must have submitted his or her response to the Associate Dean for Academic Affairs. Any written response from a faculty member to their PRF must be attached to the copy maintained in the office of the Associate Dean for Academic Affairs.

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COMMITTEE PROCEDURES

Faculty Peer Review will be conducted each year by the Tenure and Promotion Committee and the Instructor Peer Review Committee as detailed above. Evaluation of the faculty member will be based on the FIF submitted by that faculty member, and the evaluation will proceed in the following manner.

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1. After review of the FIF and using the numerical rating system listed on the PRF, each member of the committees will evaluate the performance of each faculty member, producing a numerical rating and brief comments for each of the areas of the criteria.

Each committee member will determine an overall numeric rating for the faculty member, using the weighted scales listed earlier in this document as a guide: The committee member's overall score for each faculty member need not be an exact average of these percentages, but may take into account exceptionally strong or poor performance in a particular area, providing that effectiveness as a teacher and/or librarian remains the primary consideration.

2. The Chair of each committee will average the ratings of each of the committee members into a single numerical rating for each of the areas included on the PRF. The Chair of the committee will also collate the comments of each committee member and include those comments in the narrative section of the PRF.
3. The appropriate review committee will meet and discuss the average scores in each of the areas, and determine an overall numeric score. This score need not be an exact average of the percentages referenced in step 1 above, but may take into account exceptionally strong or poor performance in a particular area, providing that effectiveness as a teacher and/or librarian remains the primary consideration. The committee should also at this time discuss and justify individual narrative comments and edit those comments for clarity as the committee deems necessary. It is desirable that the committee reach consensus in the preparation of the narrative comments, but when necessary, dissenting comments shall be included.
4. Each member of the appropriate review committee must sign the PRF. These signatures do not necessarily indicate that all members of the committee agree with all comments on the form or the overall ratings, but rather indicate that the committee members have reviewed the PRF and that their comments and ratings have been included in the process.

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- Members of the committees may not participate in their own peer evaluations, and as such, members of the committees will not sign their own PRF's, except to acknowledge their receipt of the finished form at the completion of peer review.

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Faculty Peer Review policy, revised 7 December 2018
This document is maintained by the USC Lancaster Evaluations Committee
and is subject to approval by the USC Lancaster Faculty Organization.

Appendix X: Local Campus Tenure and Promotion Procedures (DRAFT)

The sections below may be amended only by the Faculty Organization of the appropriate campus.

Lancaster Campus Local T&P Procedures (Submitted to Lancaster Faculty Organization 12/7/18)

Lancaster tenure and promotion procedures follow the *Palmetto College Campuses Faculty Manual*, in addition to these specific local committee procedures.

1. Except for those items specified for inclusion in the Addendum, the file must be complete by **November 1 (March 31 for second-semester appointments) and before the campus tenure and promotion committee begins to review it**. All files will be presented electronically (.pdf) with bookmarks designating the sections of the file, to the Office of the Palmetto College Chancellor.
2. Third-year review files are to be prepared and submitted in the same manner as tenure and promotion files. The Lancaster Tenure and Promotion Committee also reviews third-year review files, although it may specify a later deadline for those files to be submitted. The latest deadline in such exceptions should be 31 January (15 April for second-semester appointments). The tenure and promotion committee chair must notify faculty undergoing third-year review of any extended deadline for files by no later than 1 September.
3. Likewise, the Tenure and Promotion Committee chair may extend the deadline for post-tenure review files to not later than 31 January, notifying candidates of any extended deadline by no later than 1 September.
4. The Tenure and Promotion Committee also conducts first-year review for new faculty, but the procedures for this review are not defined by the *Palmetto College Campuses Faculty Manual* but are instead described by a separate local faculty organization approved policy, First-Year Tenure-Track Faculty Peer Review, available on the Lancaster campus website.
5. The file will be considered by the Lancaster Campus Tenure and Promotion Committee, which comprises six tenured members elected by the faculty. This committee will typically have been elected the preceding April. Neither the campus dean, nor the academic dean, nor any Local Division Chair, nor any Emeritus Professor, nor anyone who serves on the Palmetto College Campuses Tenure and Promotion Committee or Palmetto College Campuses Grievance Committee may be elected to this committee.

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Division chairs and the Associate Dean for Academic Affairs do not vote in the Lancaster tenure and promotion process.

Deleted: Department

6. Only faculty of equal or higher rank may vote on those applying for that rank. All faculty serving on the committee may vote on applications for tenure. The minimum number of faculty necessary for voting on a candidate is five. The local tenure and promotion committee will request the participation of faculty from other Palmetto College campuses if necessary to find sufficient faculty to serve with eligibility to vote. In the event that the campus cannot provide at least three members for its local Tenure and Promotion Committee for any candidate, additional members shall be appointed by the Palmetto College Campuses Faculty Senate Executive Committee, in consultation with members of the local committee, and the Palmetto College Chancellor or designee.
7. A faculty member on leave may vote only upon written notification to the unit chair or dean of a desire to do so before beginning the leave. This faculty member must attend the meetings of the committee to cast a vote. Any portion of a meeting at which candidates are considered for tenure or promotion is closed except to those eligible to vote.
8. Each member of the campus tenure and promotion committee shall vote “yes,” “no,” or “abstain.” A majority of yes votes among those voters who did not abstain is considered a favorable recommendation. Original ballots with justification must be provided by each voting faculty member. Justifications need not be signed but must clearly state how the author voted. Any ballot without justification will be voided.
9. After the votes have been recorded and reported to the committee, the ballots and justifications will be included in the file. The committee will generate a letter which will indicate one of the following:
 - a. Recommended for promotion
 - b. Recommended for tenure
 - c. Not recommended for promotion at this time
 - d. Not recommended for tenure at this time
 - e. Not recommended for tenure (this category is reserved for cases where the faculty member has served the maximum probationary period in any rank)
10. By **December 1 (May 15 for second-semester appointments)**, the chair of the campus committee shall write a letter informing the candidate of the committee’s recommendation. The file, including the ballots and justifications, will be forwarded to the Lancaster Campus Dean. The Dean will review the file and write an assessment and recommendation to be included in the tenure and promotion file. The Dean will then forward the file to the Office of the Palmetto College Chancellor by **January 5 (August 1 for second semester appointments.)** The Dean will notify the candidate, in writing, of their recommendation.

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