

USC Lancaster Faculty Meeting Minutes September 11, 2020

Please note: To access the recordings of previous Faculty Organization meetings, do the following:

1. Log into Blackboard and go to Organizations.
2. Select USCLFO.
3. Click the left-hand menu item Blackboard Collaborate Ultra
4. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
5. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. These minutes are not verbatim.

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USC Lancaster Faculty Meeting Minutes September 11, 2020

CALL TO ORDER: D. Lawrence, 12:00 PM

CORRECTION/APPROVAL OF MINUTES: The minutes of the April 3, 2020 faculty meeting were approved as submitted.

REPORTS OF OFFICERS:

Dean of the Campus – Dr. Walter Collins, report submitted ([see Appendix 1](#)).

- Gratitude – Expression of gratitude for all the faculty are doing for students, colleagues, etc. Link in the report to the reopening plan and linked in the webpage as well. If faculty see anything that needs to be checked, please let him know.
- Covid19 – At USCL, we have low numbers, about half of the numbers have already been quarantined and back in classes with us. Reminder about our resources for students and for employees (especially EAP).
- Enrollment and finance – Good news on enrollment and finance side of things. Almost 1600 students enrolled and still registering for Fall II and still enrolling students and dual enrollment. Summer was up a little over 3.5% over the previous year. His report has welcome to new faculty and fall searches and congratulations to service recipients. They each received a certificate and a service pin.
- Budget – Notes on the budget in the report (middle of 3rd page). The budget was adjusted to reflect a decrease in it by 5%. We increased our carryforward by over \$750,000 (\$760,238 in report).

Legislature is back in session next week, so there could be changes in state allocation. The last was that it would be the same as the previous year. No tuition increases.

- DEI Committee – Mentioned that he called for a Diversity, Equity, and Inclusion Committee back in June.

New Vice President on the greater campus for Diversity, Equity, and Inclusion, Julian R. Williams.

- Annual State Accountability Report – thanked Dr. Lisa Hammond for her work on the campus Annual State Accountability Report. Also thankful for her work on the response to the SACS-COC standards.

- Congratulations to TRIO for renewal of the next cycle of their grant.

Questions/comments from the floor:

Sellhorst: For the raises announced last semester – what is the status of those? Have we heard anything about that? And the salary study – is it being implemented even though COVID is going on?

Collins: Response – Not sure, but the faculty in Columbia may have voted to delay the implementation of the raises, after COVID started. He will check on that.

As far as he has heard the salary study, they (Palmetto College) intends to move forward on that and implementation will happen. The first implementation was last year, the second year will be this coming year.

Associate Dean for Academic and Student Affairs – Dr. Todd Lekan, report submitted ([see Appendix 2](#))

He summarized the information in the report and highlighted the following:

- COVID19 information – Reporting COVID cases has changed slightly due to uniformity across campuses. If a faculty member hears about a case, they should report that student to the Associate Dean’s office who will then send this to the Campus Nurse. If the student decides to share the information, then faculty will be notified. This does not always happen.
- Thanked – He thanked faculty for all they are doing – online teaching, face-to-face, mask wearing, etc.
- Syllabi submissions – Thanks for those who submitted fall syllabi. Please email them to Pam, using the file naming convention on the report.
- Directory info – encourages faculty to take a fresh look at what we have on our directory page and decide if you want to share more or not. There is no standard format for the bio.
- Spring 2021 – He expects that Spring term will be similar to fall, in terms of delivery.
- Advise and Register – He emphasized “advise and register” – information about that process within the report. He wants to get as many students advised and registered before Thanksgiving break. We want to increase our fall to spring retention rate.

About the advising process. The Advising Corps, who are still advising students; along with two faculty members – Dana Lawrence and Phillip Parker. Those faculty with designated advisees, we are going to ask that you reach out in early October (week of 10/5) so that they can be advised during the week of the advising period, which begins the week of October 19th. His office will be sending out information to faculty about advising so faculty can confirm advising jobs.

Second 8 weeks – He also emphasized promoting the second 8 weeks of classes for current and new students.

- Safe Zone Training – available to us, there is a limited number of seats available.
- Counseling Resources – send suggestions to Mary To Lee.
- Transfer Credit Approval Form – setting up a process on the campus to make it a transparent and explicit process.
- Job Searches information
- Faculty successes/kudos.

Academic Success Center – Dr. Dana Lawrence, report submitted ([see Appendix 3](#))

- Main concern is converting over to a virtual tutoring system and no new hires.
- Reminder about Brainfuse for some subjects – link through Blackboard.

IT Director – Blake Faulkenberry, report submitted ([see Appendix 4](#))

- SSID information – students will have to authenticate weekly.
- Faculty will have a separate usclfacstaff instead of the USC Lancaster Wireless SSID, so authentication will be less frequent. Password for this is in the report.
- Shared key for guests for the wireless network information

Questions/comments from the floor:

Parker – thanked the IT staff at USCL for their work.

Other faculty reiterated their thanks.

Human Resources—Tracey Mobley-Chavous, report submitted ([see Appendix 5](#))

Highlights from the report:

- Reminder to complete the daily health assessment and that there is a link for that on the website.
- Open enrollment in October – no changes to dental, but all other benefits should be changeable if needed (health, vision, life insurance, etc).

- She received a question earlier that is not in the report about the social security deferred tax and how it would impact our faculty. USC's payroll department is still reviewing how that may impact our employees (in effect Sept 1st). They are not sure how it will impact the Sept 15th paycheck. You may see more money on your paycheck on the 15th, but more information will be shared by Tracey as soon as she knows.

Questions/comments from the floor:

Parker commented that the FICA tax is still being taken out at the Lancaster County, so that may still happen here at USCL as well. FICA tax will have to be repaid –
Comment by Stan Emmanuel in response to Phillip's comment in chat.

Law Enforcement and Security—Dr. John Rutledge, report submitted ([see Appendix 6](#)) – not available for questions today.

Medford Library—Professor Rebecca Freeman, report submitted ([see Appendix 7](#))

Items mentioned by Professor Freeman included:

- Hiring Committee
- Reminder – the library is doing instruction, virtually.
- Still doing book a librarian, all virtual.
- Chat system and reservation system implemented
- Banned Books week – Pat Lawrence is helping “Censorship is a Dead End”
- Reminder also about publications and adding them to our library.

REPORTS OF COMMITTEES:

USC SYSTEM COMMITTEES

Palmetto College Campuses Faculty Senate

1. **Executive Committee** – Ernest Jenkins
 - Committee met for retreat.
 - First senate meeting was about a week ago.
 - During this meeting, there was a request from a sister campus to strengthen our post-tenure review process. Mentions that this touched a nerve and this was discussed in another committee.

2. **Rights and Responsibilities Committee** – Andy Yingst & Li Cai

- Looking at clarifying the post-tenure review process. Specifically: what is everyone doing for post-tenure review process across campuses. This includes comparisons across the campuses. USCLancaster has a less stringent process than some of the other campuses.
- Looking at strengthening and clarifying the grievance process. It looks like stopping at the Chancellor is optional, but they are looking into making that a part of the process.

Questions/comments from the floor:

N. Lawrence – asked them to speak about the reasons for the criticism of the post-tenure review system at USCL.

Yingst – not sure what the original complaint was. R&R was charged with it. He is not sure what the argument was for making it more stringent.

Bundrick – in chat originally, discussed as well verbally – about the post-tenure review process being foisted on the faculty by the legislature – perhaps a bill about 10-15 years ago that required faculty be required to show they still doing their job.

Yingst – the post-tenure review process is probably not disappearing, and he will push hard against this process being more similar to the tenure & promotion review process.

Cai – some campuses have faculty who have never done post-tenure review and they are not sure what that constitutes.

Jenkins – there was a question from someone about what happens if someone goes through the post-tenure process and does not pass the review, what type of feedback can they get, who does it come from, etc. It was a technical request about the process and the feedback.

Bundrick – the manual addresses this completely – it says the local T&P committee will handle the post-tenure review and will work with the faculty member to remediate. That's where the flexibility in the system is – at the local campus.

3. **System Affairs Committee** – Jerrod Yarosh

- This concern about post-tenure review came from this group. If someone is not promoted on the one campus with the criteria, but you do not get promoted on the other level (Palmetto College level?)
- Fort Jackson – proposal sent to the committee and was approved.

4. **Welfare Committee** – Bettie Obi Johnson – She has a committee report that she submitted via PowerPoint – ([see Appendix 8](#))

- Plyler, Duffy, Shaw Award Forms – transparent process at each campus needed. On the forms there is a suggested nomination process.

- T&P workshop – virtual workshop January 22, 2021. Updates on agenda based on last year’s survey.
- Faculty Welfare Survey – 2019 survey report is being finalized. Questions will be adjusted based on feedback – new or changed.
- PCC Faculty Welfare Webpage – now up on the web, buried on the Palmetto College website. The link was sent to all faculty organization chairs on each campus to post on the local campus’s website.

Questions/comments from the floor:

N. Lawrence – about COVID19 impact on the tenure-track faculty members and whether they will have a tenure-clock extension?

Johnson – Great question, but this did not come up in the senate meetings.

Collins – does not have a complete answer, and needs to check on this, but there was an “automatic one-year extension” communicated in May that Columbia agreed on. And does anything else need to be done since the pandemic is now in the next year.

Bundrick and Cai both commented in the chat about this.

D. Lawrence – if faculty are having to push tenure and promotion back a year, there is a deferment of salary for a year. Salary may potentially need to be looked at to reflect this concern.

P. Lawrence – he believes the extension is optional and faculty may go up as originally planned or take the extension.

OTHER SYSTEM COMMITTEES

Columbia Faculty Senate – Report submitted by Shemsi Alhaddad ([see Appendix 9](#)). Not present currently but can answer questions by email.

LOCAL COMMITTEES:

Diversity, Equity, and Inclusion (DEI) Committee—Professor Adam Biggs & Dr. Dana Lawrence, no report submitted.

- The members are trying to determine the best approach and would like feedback from faculty, etc.
- Discussion among the members indicates there may be changes at the university level, the traditions of the campus, the curriculum, etc. To do this well and in a meaningful way, there is no way to do a DEI Committee that isn’t intrinsically disruptive in some way.

Questions/comments from the floor:

Wolochwianski – is there collaboration with Columbia and the satellite campuses.

Biggs – yes. There will be collaboration. A lot of what they have been doing has been facilitated through Columbia.

Wolochwianski – She would like to participate in this process, being a minority herself.

Biggs – thanks and they can talk more about this.

UNFINISHED BUSINESS:

Palmetto College Campuses Faculty Senate Rights and Responsibilities Committee Appendix Motion ([Appendix 10](#))

1. Palmetto College Campuses Faculty Senate, Proposed Transfer of Tenure Policy

Senate members on R&R Committee: Li Cai and Andy Yingst

Motion from the 2019-2020 Executive Committee, drafted by R&R Committee. Cai presented the motion and information about the motion.

- We have been discussing this in the last 2-3 faculty meetings and we should vote on this.
- The policy is to help promote the hiring of faculty members who have already gone through our tenure and promotion policy applies for a job on another of the PCC, the tenure will automatically transfer to the new campus. It has already been approved by all other campuses. If voted down, it returns to the R&R Committee. It can be discussed, but we cannot make changes.
- Faculty following this route have already gone through the tenure and promotion process and a successful faculty search at the campus hiring.

Comments/questions from faculty:

Criswell – to play Devil's advocate – Why have a local committee then? If this goes up the chain, then this eliminates our local committee in this decision. Why then have local committees at all since they do not apply across the board.

Cai – When we have our file reviewed at the regional level, we have two of our local faculty members on that committee. We use the same manual and the same criteria. This document does not disapprove the function of the local committee.

Criswell – this makes my argument. If someone higher up wants to remove the local committee, this document supports that. Mentions his history with this process on a different campus and why he is concerned about giving up authority to make these decisions at the local campus level.

Discussion continued.

Yingst – Lancaster faculty should have a say in who gets tenure at the local campus. This version of the motion cannot be changed unless all campuses agree to the change. He does not think this is the best possible version of this motion. The

awkward situation we may find ourselves in – accepting a position at a campus without knowing if they have tenure after already having tenure. This document fixes that. At the current time, our local T&P committee may vote to extend tenure to a new hire if they have tenure already. This motion removes the option of voting on our campus. It is not extremely clear if this document applies to administrative hires. Will this motion stick us with a Dean that has earned tenure at another institution. He does not want to give up that ability to say “no” to someone with tenure. Local faculty should have a say on who gets tenure at the local campus.

Johnson – I fully support this motion, and it is a huge improvement on the procedures. If the faculty member has already gone through the tenure process on another Palmetto College, they should keep their tenure. She points out that we have input on the committees hiring administrative faculty (Deans, etc).

P. Lawrence – I’m not speaking in favor or against the motion right now. I’m only speaking as a member of the R&R committee when it was being drafted. This particular version of the motion was an attempt to keep the control at the local campus, because the original motion had the Palmetto College having the ability to transfer tenure without the local campus being involved. This motion has restrictions – a list of conditions on the transfer of tenure.

Bundrick – reminded everyone that our FO agreed unanimously that we had a better way to offer AA and AS degrees. If we give away the authority to make these decisions, the authority will be taken away from us. That is why I’m voting against this.

Cai – he thinks the AA/AS and this motion are two different issues. I don’t think this document will take away our authority at the local campus. It gives us the opportunity for a tenured faculty member from another campus to come in with tenure and facilitates the hire. This is applied for faculty who have gone through the tenure and promotion process and the search committee. Only if a faculty member has been chosen by the local hiring committee does this document apply.

Yingst – to respond to Bettie – we have all heard of this situation at Columbia where all the faculty objected to a hire...response to a chat message. You lose tenure when you get a job at a different campus. This giving Lancaster tenure to someone who has been given tenure at a different campus, not through Palmetto College. He gave an analogy. Please see video for details.

Penuel – faculty have less representation on administrative search committees than on regular faculty search committees. In other words, I’m voting against this.

Criswell – an HR question about whether a faculty member coming in with tenure has a more favorable chance during the search process.

Mobley-Chavous – she does not believe that is the purpose nor that this will happen.

Criswell – he was just wondering if that was an issue.

Yingst – comment in chat – the version we’re voting on has been vetted by HR at Palmetto College.

Mobley-Chavous – confirmed that the motion has been vetted.

Criswell – My other point, if this is not that common, do we really need this motion. It takes away the authority in determining the process of tenure at our campus and the requirements.

N. Lawrence – Feels we are giving up part of the tenure process if we accept this motion. This motion appears to alleviate a period of discomfort during which the candidate is waiting for a determination if they will be hired with tenure or not. This is the same thing that happened with AA/AS curriculum.

Johnson – Does not feel we are giving up authority and that the process of tenure is the same at every Palmetto College Campus. I do support this motion. Requested a poll to view the numbers for the vote when it happens.

Yingst – The process [tenure] is not the same on every campus. There is an appendix in the manual describing what happens on each campus. The system part is the same, but local is not the same.

Cai – agrees that the tenure process is different on different campuses, but when preparing/comparing a T&P file, the manual is the blueprints for the criteria. I cannot say if a tenured faculty member is more qualified on one campus compared to another - I'm not comfortable saying that.

Johnson – she meant the criteria are the same, not the process.

Yingst – All of this conversation, we keep thinking about the people we want to give tenure to, this does not apply for them. They would get tenure. There is a mild period of discomfort [waiting for notification hire with tenure]. We should take a second to imagine when we would vote no for hiring with tenure. Who would we maybe not want to vote tenure for, that is what he is suggesting we think about. This motion takes that chance away.

Motion vote results:

No – 22, majority

Yes – 11

Abstain/No response – 6.

NEW BUSINESS: None

SPECIAL ORDERS: None

ANNOUNCEMENTS:

1. **Research Club** – Sarah Sellhorst – online Summit for the whole year. Call for faculty to do an Instagram take over – day in the life of a faculty member and how we are teaching/doing research during this pandemic. Any day you choose. Can submit 8-12 pictures with captions. Will be posted on Instagram. Enhancement experiences with GLD, etc.
2. **Native American Studies** – Stephen Criswell — next Friday Virtual Lunch and Learn (Sept 18). Chris Judge last month went well, this month two of our faculty members – Brooke Bauer and Brittany Taylor-Driggers – art history in a public space. Noon, next Friday.

Native American Studies week first week of November. Over the summer, they received a grant for artist in residence. Virtual artist with zoom talks and demonstrations. May be able to have live later in the academic year. Newsletter coming soon.

3. **Chemistry Club** - Bettie Obi Johnson and Li Cai — Chemisty Club website. Upcoming events. sites.google.com/view/usclchemclub/events – Catawba Riversweep Saturday Oct 3.
4. **Outdoor Club** - Allan Pangburn — share with students.
5. **Thank you** – Plaque for Lisa Hammond as a thank you for being FO Chair, 2018-2020, presented by D. Lawrence.
6. **Reminder:** After the faculty meeting, Bettie Obi-Johnson will host a discussion of issues of Academic Integrity, with an emphasis on sharing faculty experiences and possible solutions. Zoom link shared via email.

ATTENDING: Shemsi Alhaddad, Adam Biggs, Albert Blackmon, Chris Bundrick, Brent Burgin, Li Cai, Andrea Campbell, Jill Castiglia, Walter Collins, Stephen Criswell, Susan Cruise, Jerry Currence, Liz Easley, Stan Emanuel, Blake Faulkenberry, Danelle Faulkenberry, Rebecca Freeman, Annette Golonka, Lisa Hammond, Darris Hassell, Kate Holland, Jason Holt, Ernest Jenkins, Bettie Obi Johnson, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, Lynette Martek, Tracey Mobley Chavous, Angela Neal, Uday Neelakantan, Allan Pangburn, Phillip Parker, Suzanne Penuel, Kim Richardson, David Roberts, Denise Roberts, Todd Scarlett, Peter Seipel, Sarah Selhorst, Nahid Swails, Suzette Taylor, Tania Wolochwianski, Jerrod Yarosh.

KNOWN TECHNICAL ISSUES: Chris Judge.

ABSENT: Brooke Bauer, Marybeth Berry, Noni Bohonak, Dwayne Brown, Fernanda Burke, Steven Campbell, Courtney Catledge, Mark Coe, Kim Covington, Garane Garane, Fran Gardner, Claudia Heinemann-Priest, Howard Kingkade, Pernell Lewis, Leigh Pate, Babette Protz, John Rutledge, Ann Scott, Mike Sherrill, Brittany Taylor-Driggers, Dick Van Hall.

Faculty Secretary: Document submitted by A. Golonka on Sept 22, 2020 for faculty review.



UNIVERSITY OF
South Carolina
LANCASTER

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

Report to the USC Lancaster Faculty Organization
September 11, 2020

COVID-19

Campus Status: The campus is operating under the guidelines set forth in the following documents.

[USC Lancaster Campus Reopen Plan](#)
[Palmetto College Risk Mitigation Document](#)

Today marks exactly 6 months since it was announced that USC Lancaster would extend Spring Break and that we would move instruction online and offices to remote/virtual operations. That is hard to believe. Thank you for your utmost dedication to our students and community as we continue to navigate strange and unusual times. It is an honor to work beside you as we operationalize a reopen plan and fulfill our mission of education and service. I have witnessed your extraordinary dedication to students, community partners, and each other over the past 6 months even as you have dealt with new and atypical personal circumstance yourselves as well as changing responsibilities with your family and friends. Please let us know how we can better support you through the changes to campus life and culture that the pandemic has brought about, and know that I remain grateful for your continued contributions.

USCL Cases:

Between August 14 and 18 there were 3 cases – 2 students and 1 employee
Between August 23 and September 4, there were 6 cases – students (with one being probable due to not being tested)

Related Items:

In late May, we distributed to students funding received from the [CARES Act](#) for colleges and universities including USC Lancaster. Approximately 570 students received funding

amounts of either \$300 or \$650 depending on other financial aid factors. A total of \$272,500.00 was distributed so far to assist our students with financial hardships related to the global pandemic.

Please remember that the university offers work-life balance and wellbeing support through our [Employee Assistance Program](#) (EAP). These services are especially helpful in times of adjustment.

People

Enrollment

As of September 10, 2020, 1595 students (headcount) are registered for Fall 2020. We are continuing to register dual credit students and other students for Fall II.

As of July 15, 2020, 455 students (headcount) were registered for Summer 2020. We finished the summer with a 3.64% increase over Summer 2019 enrollment.

Many thanks to those who have assisted with advising since March—the first year advising corps and those who volunteered to staff the late registration days in mid-August.

Athletics

All Fall 2020 competitive sports (men's and women's soccer and women's volleyball) will be playing their seasons in Spring 2021. There is a total of 89 current student-athletes. The total breakdown of student-athletes by team is as follows:

Men's Soccer – 22 players

Women's Soccer – 16 players

Volleyball – 6 players

Baseball – 45 players

All teams have been practicing using the guidelines set by NJCAA Region 10 and adhering to all on-campus COVID-19 policies.

New professional staff for Fall 2020:

Ms. Ryleigh Waiters, Director of Student Life

Ms. Vicki Hinson, COVID Nurse

Mr. Albert Blackmon, Director of Corporate Relations and Engagement

Mr. Michael Van Lieu, Volleyball Coach

Searches in progress:

Assistant Librarian (tenure track)

Director of Student Success and Retention

Congratulations to the following faculty and staff for their USC Service Anniversaries:

10 Years

Suzanne Penuel

20 Years

Walter Collins

Chris Judge

30 Years

Fran Gardner

Butch Lucas

Caleb Morrison

USC Lancaster in our Communities

The **Town-Gown Advisory Group** will continue meeting this coming academic year and will be involved in the campus master plan update implementation among other goals. The next meeting will be virtual and is scheduled for Thursday, October 1, 2020.

USC Lancaster was recognized as an Implementation Partner by **the awarding of a grant through SC DHEC and Fact Forward's PREP program**. Through this funding, USC Lancaster will be able to offer on-campus space (Hubbard Hall 214) to the Lancaster County Health Department to consistently offer free and low-cost preventive health services on a monthly basis to students and the community. USC Lancaster, The Children's Council, and The Arras Foundation will promote and support the mission of this Satellite Site.

An application for safe pedestrian crossings over the Highway 9 Bypass was submitted on March 23 to the **Lancaster County Capital Project Sales Tax Committee**. The project aims to provide funding for safer and better connections between our campus and the community. The proposal received approval by the tax committee in the amount of \$1,000,000 and will be on the November referendum. Likewise, an application for \$1,000,000 on behalf of the Educational Foundation was also approved in full by the committee to support the expansion of BSN nursing at USC Lancaster.

Budget

USC Lancaster finished FY 20 with an A fund balance of \$2,656,256, an increase of \$760,238 over FY 19, financially positioning the campus to face the unknowns coming into FY 21. After several rounds of budget modeling and running through various scenarios, the FY 21 tuition and fee budget was reduced 5% and we projected a fund balance decrease of \$399,958 this year. This assumes that state funding for all campus operations remains normal throughout FY 21.

Summer 2020 enrollments and tuition recovered from the initial setback coming out of Spring and the Fall semester is showing promise. Enrollments and tuition revenue for Fall 2020 are slightly ahead of pace compared to Fall 2019 and barring a substantial setback we appear to be performing ahead of expectations at this point.

Student Activities and Athletics fund balances are stable; however, we're slightly behind in our Information Technology fund due to COVID purchases in late FY 20. The August 2020 SC CARES Act claim included a significant purchase of IT equipment to facilitate remote instruction and we expect to replenish those funds when we receive the reimbursement.

Legislative update:

Through continuing resolution, last year's state allocation for USCL was approved for this fiscal year. The legislature is supposed to meet in person again in September, and we could see changes to our allocation at that point. **There was no tuition increase for USC Lancaster students for this academic year.**

Facilities

Expenditure of last fiscal year's deferred maintenance funding continues with the following projects: update to fire alarm system in Starr, the replacement of the solarium windows in the Gregory natatorium (scheduled to finish in September), parking lot paving around Hubbard.

If you see facility related items that need attention, please be in touch with Butch Lucas or me.

Other items...

- In June I announced the establishment of a campus **Diversity, Equity, and Inclusion Committee** to address related concerns that inhibit personal, interpersonal, academic, and institutional success. The committee's focus areas include but are not limited to the following: student recruitment, faculty and staff recruitment, campus groups and activities, campus cultural activities, and academic courses and programs. Thank you to those who have agreed to serve and provide recommendations in this vital area and to **Dr. Dana Lawrence** and **Professor Adam Biggs** for agreeing to co-chair. Additionally, in June, the greater University welcomed **Julian R. Williams** as its first Vice President for Diversity, Equity and Inclusion. We look forward to his leadership and guidance in these areas as well as his eventual visit to USC Lancaster.
- As of Monday, September 7, USC Lancaster's **Annual State Accountability Report** has been completed and submitted. Many thanks to **Dr. Lisa Hammond** for her dedication in completing the report with thoughtful and meaningful narrative and data. Likewise, Dr. Hammond was also the primary individual responsible for the USC Lancaster responses to the SACS-COC standards in the accreditation reaffirmation process that begins for USC this month. Reaccreditation work is ongoing of course, but Dr. Hammond has worked more intensely on the reaccreditation effort over the last 2-3 years. I appreciate her work on these projects and her attention to the details of these processes.
- Congratulations to the **TRiO staff for their successful grant application for funding the Opportunity Scholars Program in the amount of approximately \$1.6 million** for the next 5 years. The program serves USCL college students through academic and personal support. Something to celebrate.
- The update to the **Campus Master Plan** has been completed. Many thanks to the **Master Plan Steering Committee** for their guidance and input and to all faculty, staff, and students whose feedback made for a dynamic new plan to guide the campus over the coming decade. We will share the report soon.
- **Flu Shot Clinic**—we are working to coordinate a flu shot clinic on campus at USC Lancaster. More information will be available soon and will be shared by email.

- The next cycle of **Horizon Education Grants sponsored by the Arras Foundation** has been announced. Launched in February 2017 to celebrate and support educators working with students (PreK through college) in the Foundation service area (communities of Great Falls and Fort Lawn, SC, and all of Lancaster County), Horizon Education Grant Awards are designed with two primary goals in mind:
 - To tie innovative, collaborative teaching and learning to the goal of Building and Supporting a Healthy Community;
 - To promote and support the development of our students' full potential to succeed as outlined in the "Profile of the SC Graduate."

The next deadline for applications is October 1. Please visit the Arras Foundation's website for more information on how to apply.



UNIVERSITY OF
SOUTH CAROLINA
 LANCASTER

Todd Lekan
 Associate Dean for Academic & Student Affairs

REPORT TO THE FACULTY ORGANIZATION
September 11, 2020

Reporting student COVID cases. If a student notifies you that they have tested positive, please report that information to the Associate Dean. The Associate Dean will report identifying information to the Campus Nurse who will reach out to the student. The Campus Nurse will notify the Associate Dean if the student has given consent to share their diagnosis with other faculty and instructional staff. In that instance, the Associate Dean will contact the professors on the student's schedule.

Syllabi. Thanks to everyone who has submitted FA20 syllabi to the Academic Affairs Office. If you have not yet submitted syllabi, please send those to Pam Ellis PELLIS@mailbox.sc.edu. Please use this file naming convention: COURSE PREFIX-NUMBER-SECTION-TERM-LAST NAME-FIRST NAME. Example: PHIL-101-4A-FA20-Lekan, Todd.

Directory Info. USCL faculty are excellent scholars, teachers, and community members. I want to make sure that students and the public know about this excellent work. Please review your directory information to make sure that it is up to date. If you have never submitted a brief bio about yourself, now is the time to do so! Please send those updates to Antonio Mackey MACKEY@mailbox.sc.edu.

SP21 Schedule Preparation. As of now, USC is planning for SP21 faculty decisions about course delivery formats to mirror FA20. In short, faculty have the option to select the format that suits their needs during the pandemic. Thanks for working with the Division Chairs to provide your course delivery preferences.

Advisement and Registration. Our goal this year is to register as many students as possible before Thanksgiving break so that we can improve fall to spring retention. Most of our advising this semester will need to be in a virtual format. The Advising Core will register first-year students. Second year (or older) students who have assigned faculty advisors will be advised by those faculty members or, in the case of most Palmetto College students, by Danielle Faulkenberry. My office is working on generating a list of assigned faculty advisors so that faculty can validate it. If a faculty member feels like they are unable to handle virtual advising, they should notify the Office of Academic and Student Affairs by 10/9 so that we can schedule advising appointments with the Advising Core. Some key points:

- Week of 10/5: Advisors should reach out to advisees to set up advising appointments which will be begin the week of 10/19.
- Emphasize the connection: advise AND register. Even if you are not directly involved in academic advising, please promote the “get advised and register early” notion in your courses, on your Blackboard page etc.
- Promote “register for second 8-week fall term, which begins 10/19.” Some students benefit from adding an additional course in this term. This semester we are also trying to enroll new students during this term. I want to thank all of you who have responded to Division Chair requests to expand course offerings during the second 8-week term.

Academic Integrity. Please report violations of academic integrity to my office. It is helpful to have as accurate a record as possible of those violations, especially when students are repeat offenders. For those interested, there will be a Zoom meeting on the topic of Academic Integrity following this faculty meeting.

Safe Zone Training helps to build a campus culture that respects the varieties of gender identity and sexual orientation. Please consider registering for the training session offered by the USC Office of Multicultural Affairs on Friday September 25 from 1:00-3:00 PM. Participants in the workshop must pre-register, and may do so by completing the online form found here: <https://forms.gle/U7WEedM4CJMPUj7x7>.

Counseling Resources. If you notice students expressing negative emotions or behaviors, please let them know that they can avail themselves of USCL counseling services. Please have them contact Mary Lee at marytlee@mailbox.sc.edu. Feel free to send Mary Lee any ideas about the sorts of workshops or resources that you think would benefit students. Beyond personal counselling, Mary can help students with matters such as time management and self-care.

Changing Course Delivery Format. If you decide to change your course delivery format after the semester begins, please do promptly notify your Division Chair and the Office of Academic and Student Affairs. This is especially important in the case of a change to online from face-to-face, given the tight schedule surrounding cleaning protocols.

Transfer Credit Approval Form. It has come to my attention that there is no formal process for approving transfer credit for a non-USCL course to count as equivalent to a USCL course when the Registrar is unable to make that determination. The current process is for someone, the student or student advocate, to appeal directly to the Associate Dean to make the decision. In the interests of making the process as transparent and fair as possible, and in consultation with the Division Chairs, I have adopted a procedure and accompanying form.

The Process: When the Registrar’s Office determines that it is not possible to award transfer credit for a non-USCL course to match (count as equivalent to) a USCL course, an advisor may appeal to the Associate Dean for approval of the match.

- 1) The advisor sends the proposed course information to the Chair of the Division containing the possible match. This information includes the non-USCL course number, name, and catalog description. If possible, it should include a syllabus. The advisor should state which USCL course is the intended match.
- 2) The Division Chair forwards this information to the qualified faculty evaluator (usually the instructor of the USCL course).
- 3) The qualified faculty evaluator should make a brief statement about whether the course qualifies as equivalent to the USCL course.
- 4) The Division Chair forwards this information to the Associate Dean, indicating whether they concur with the faculty evaluator's judgment.
- 5) The Associate Dean decides whether to award the match.
- 6) The Associate Dean forwards this decision to the Division Chair and the advisor.
- 7) The advisor notifies the student of the decision.

Transfer Credit Approval Form

Student Name _____

Student ID Number _____

Advisor's Name _____

Non-USCL Course (title and course number). Please paste or attach course description and, if possible, course syllabus.

Intended USCL Course Match (title and course number). The advisor briefly explains why the match is justified.

Qualified Faculty Evaluator _____

Approve _____

Deny _____

Please briefly explain decision about whether the non-USCL course is a match.

Division Chair

Approve _____

Deny _____

Associate Dean

Approve _____

Deny _____

Searches. There are two searches in Academic and Student Affairs.

- **Director of Student Success and Retention.** This position will report to the Associate Dean. The Director's essential duties include developing and implementing a retention plan. The Director will also manage advising processes. The Search Committee is Sarah Sellhorst, Dana Lawrence, Buddy Faile, Summer Harmon, Karlee Christian, Justin Pearson and Todd Lekan (Chair).
- **Faculty Librarian (tenure track).** The Search Committee is Jerrod Yarosh, Dana Lawrence, Patrick Lawrence, Li Cai, and Rebecca Freeman (Chair)

Congratulations!!!

Promotion to Associate Professor and granted tenure

- Susan Cruise
- Ernest Jenkins
- Dana Lawrence
- Angela Neal

Promotion to Full Professor

- Li Cai
- Annette Golonka

Accolades

- **Professor Rebecca Freeman (Associate Librarian)** has been named Director of Medford Library.
- **Dr. Li Cai (Associate Professor, Chemistry)** was recently notified of the acceptance for **publication of an essay in the *Beilstein Journal of Organic Chemistry***. USC Lancaster students Khali and Layla both worked on this article project in Summer 2019 before transferring to Columbia, and they are listed as co-authors.
- **Dr. Brooke Bauer (Assistant Professor, History and Native American Studies and Co-Director of Native American Studies)** is spending the 2020-2021 academic year serving as the **Andrew W. Mellon Native American Scholars Initiative (NASI) Post-Doctoral Fellow at the American Philosophical Society (APS)** in Philadelphia. The NASI is a prestigious Mellon fellowship that is only open to Native American Scholars, and Dr. Bauer was the first and only scholar chosen this academic year.
- **Professor Adam Biggs (Instructor, History and African American Studies)** was recently consulted by a reporter at *The New York Times* and subsequently quoted in the reporter's article entitled "Pediatrics Group Offers 'Long Overdue' Apology for Racist Past" published on August 20, 2020.

- **Dr. Allan Pangburn (Senior Instructor, Mathematics)** completed his Ed.D. degree (University of South Carolina) this summer in Curriculum and Instruction.
- **Professor Fran Gardner (Professor, Art)** has been invited to be a member of a group the **South Carolina Arts Commission** is organizing to look at Diversity, Equity, and Inclusion in the arts from a statewide perspective.
- **Professor Brittany Taylor-Driggers (Assistant Professor, Art)** has been notified that two of her pieces, *Garden* and *Bubble of Protection*, were selected for the national juried poetry and art publication *KAKALAK 2020* by Main Street Rag Publishing. One of the pieces, *Garden*, was selected for an honorable mention award. This is the first year the publication's call for artwork and poetry was disseminated nationally.
- **Courtney Catledge** co-authored a paper in *American Nurse*: "Obstructive sleep apnea in adults." This research project took place at MUSC Lancaster.
- **Dana Lawrence**, with Amy L. Montz, edited a collection: *Adaptation in Young Adult Novels: Critically Engaging Past and Present* (Bloomsbury Academic)--published this month (University of Southern Indiana).

In conclusion . . . Thanks! I want to thank you for the warm welcome to the USCL campus. It is an honor to join this community of excellent scholars and dedicated teachers who care so much about students. I look forward to getting to each of you, even if that takes a quite longer time during this interesting year.

Tutoring Sessions/Tutor (avg)	3	5.2	
# of tutor hours per week	68.5	70	
Appointment	21	31	
Drop-in	6	n/a	

Tutoring Sessions by Area

	August 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020
Biology	2				
Chemistry	4				
Computer Science	5				
French	0				
Math/PCAM 105	13				
Spanish	0				
Statistics	0				
Writing	7 • ENGL: 2 • POLI: 1 • SPCH: 3 • Other: 1				
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0				
TOTAL # OF SESSIONS:	31				

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (AUG)	10	3	3	0	16
# of individual students (SEPT)					
# of individual students (OCT)					
# of individual students (NOV/DEC)					

SUMMER 2020

	Summer I 2019	Summer I 2020	Summer II 2019	Summer II 2020	Summer III 2019	Summer III 2020
Number of Tutors	2	2	2	2	1	2
Total Number of Sessions	9	0	28	4	26	17

Tutoring Sessions/Day (avg)	1(9 operating days)	0 (11 operating days)	3.1 (9 operating days)	0.36 (11 operating days)	2.9 (9 operating days)	1.5 (11 operating days)
Tutoring Sessions/Tutor (avg)	4.5	0	14	2	13	8.5
# of tutor hours per week	30	36	30	36	22	36
Appointment	8	0	28	4	26	17
Drop-in	1	n/a	0	n/a	0	n/a

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (SUMMER I)	0	0	0	0	0
# of individual students (SUMMER II)	0	0	1	0	1
# of individual students (SUMMER III)	0	0	3	1	4

Spring 2020 (Post-Spring Break)

	March 2019	March 2020	Apr. 2019	April 2020	May 2019	May 2020
Number of Tutors	9	Week 1: 2 Week 2: 4	9	4	9	2
Total Number of Sessions	112	13 Week 1: 2 Week 2: 11	173	38	11	3
Tutoring Sessions/Day (avg)	9.3 (12 operating days)	2.2 (6 operating days)	9.5 (18 operating days)	6.3 (6 operating days)	5.5 (2 operating days)	1.5 (2 operating days)
Tutoring Sessions/Tutor (avg)	12.4	Week 1: 1 Week 2: 2.75	19	9.5	1.2	1.5
# of tutor hours per week	95	Week 1: 36 Week 2: 54	95	54	95	54
Appointment	107	13	160	38	10	3
Drop-in	5	n/a	13	n/a	1	n/a

Tutoring Sessions by Area (post-spring break)

	MAR 2020	APR 2020	MAY 2020
Biology	0	1	0
Chemistry	1	2	0
Computer Science/MGSC	11	20	0
French	n/a	0	0
Italian	n/a	0	0
Math/PCAM 105	1	0	0
NURS	0	0	0
Spanish	0	13	1
Statistics	0	0	0

Writing	0	2 • ENGL: 2	2 • ENGL: 2
Study Skills	0	0	0
Other (help student navigate Blackboard, access USCL email, use Microsoft Word, skills review, etc.)	0	0	0
TOTAL # OF SESSIONS FOR MONTH:	13	38	3

	1 visit	2 visits	3-5 visits	6+ visits	Total
# of individual students (JAN)	13	3	6	0	22
# of individual students (FEB)	21	6	12	3	42
POST-SPRING BREAK					
# of individual students (MAR)	3	0	3	0	6
# of individual students (APR)	8	1	3	3	15
# of individual students (MAY)	1	1	0	0	2

USC Lancaster Faculty Organization

Campus Technology Update

September 11, 2020

Highlights

- **Information Technology support for faculty, staff, and students:** Please continue to submit IT service requests to the uscltech@mailbox.sc.edu e-mail address or by calling the campus IT service desk at 313-7122 or 67122 from your campus phone. All e-mails received at the uscltech e-mail are delivered to all members of the campus IT staff. Voicemail messages left on the IT Service Desk number are copied to all members of the campus IT staff.
- **Campus Wireless Network:** The campus wireless network upgrade is all but complete with 2 pending items: The wireless AP located at the NASC is still pending replacement and student authentication is scheduled for implementation in early October. Faculty and Staff are encouraged to connect to the usclfacstaf wireless SSID instead of the USC Lancaster Wireless SSID. The password for usclfacstaf is acdc2112f0 (zero).
- **Laptops and Tablet PCs:** The IT department currently has (33) laptop computers (with webcams) and (3) tablet PCs available for faculty use. There are currently (47) laptops/tablets checked out to faculty and staff.
- **Webcams and Zoom Licensing:** Webcams are still unavailable in bulk. We have (2) open orders dating back to April and June respectively. Estimated delivery is mid-October for one of the orders. We have USB microphones available for online audio. I am waiting on a response and quote for Zoom Higher Education Sales.
- **Mobility Printing for Students:** We are now testing Papercut's authenticated mobility print feature. This feature will enable students to print on selected campus printers from their BYODs.

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

MEETING: Faculty Organization Meeting- September 11, 2020

TODAY'S DATE: September 10, 2020

ATTACHMENTS: 0

INFORMATION ITEMS:

- 1) A reminder that all faculty and staff members who report to campus should complete a Daily Health Assessment before reporting to campus or shortly after coming on campus. A link to the Daily Health Assessment has been distributed to you from your Division Chair or Supervisor.
- 2) New hires of FTE Faculty, FTE Staff, Temporary Staff, and Student Employees must be approved as Mission Critical by Palmetto College, the Division of Human Resources, and the Budget Office prior to posting an advertisement or beginning the hiring process. Please do not allow any employees to begin working or for a potential rehire to continue working prior to approval being granted.

Ongoing FTE Faculty and Adjunct Faculty are pre-approved Mission Critical positions. Total enrollment in a course is an important factor in determining if an overload or a course assigned to an adjunct faculty member will be compensated.

- 3) The Division of Human Resources created a Student Employee Policy, HR 1.86. which became effective on July 21, 2020.

A highlight of this policy is that student employees should not be hired to work more than 20 hours per week during academic terms.

Even if a student works in multiple positions he/she may not exceed 20 hours per week.

The Division of Human Resources is not allowing any exceptions to this policy.

The Student Employee Policy may be viewed at this link

<http://www.sc.edu/policies/ppm/hr186.pdf>

- 4) Open Enrollment for Benefits begins on Thursday October 1, 2020 and ends on Saturday October 31, 2020.
Most Open Enrollment changes may be made by using the MyBenefits website located at <https://mybenefits.sc.gov/>

Please view the 2020 Open Enrollment Video <https://youtu.be/Fz7fqmSNk8U> for more information. You may also visit the Open Enrollment web page <https://www.peba.sc.gov/oe> for more details.



UNIVERSITY OF
SOUTH CAROLINA
LANCASTER

Dr. John E. Rutledge
Director of Law
Enforcement and Security

Report to the Faculty
September 2020

This report is composed primarily of reminders and updates on previous information.

- Parking and Traffic Safety: Your cooperation is needed in not using visitor parking spaces. We continue to emphasize safety in the parking lots. Speed, backing up and inattention are the primary reasons for accidents. Vehicle speed should not exceed five miles per hour and in all cases, pedestrians have the right of way.
- Emergency Planning: The Fall Semester is expected to create weather patterns which spawn thunderstorms, tornados and possibly icy conditions. Any time you are made aware of a hazard such as a tornado warning immediately take shelter. Do not wait for emergency notification. **Please make sure all of your emergency contact information is correct in the Carolina Alert (Lancer Alert) system.** Our audible siren system is a component of our emergency notification system. An audible system will provide depth and timeliness to our on-campus alert systems. Our campus Emergency Plan is located at https://www.sc.edu/about/system_and_campuses/lancaster/internal/documents/emergency_response/emergencyresponseguide.docx
- Crime Related: Please remember to make sure you lock your offices when you leave. We are finding offices open and unlocked especially during the evening hours. The cameras are a valuable resource. On several occasions we have been able to locate lost and misplaced items. When you request a review to monitor covered areas by viewing past history please give us an accurate time.
- Other Issues: Please use our campus BIT team to deal with students who are showing signs of stress. An excellent web resource as to warning signs is https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/bit_referral/bit_protocol.php. This document is a part of the strategies developed and used by Palmetto College. Remember to use our link to make reports which is located at https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/faculty_and_staff/bit_referral/bit_incident_report_form.php.
- *THANK YOU FOR FOLLOWING THE COVID 19 SAFETY PROTOCOLS.*

Medford Library

FACULTY MEETING REPORT SEPTEMBER 11, 2020

SERVICE STATISTICS AND PROGRAMS

- **552** unique visits
- **102** LibGuide views
- Fulfilled **5** PASCAL Delivers borrowing requests
- **156** Computer Reservations
- **93** Study and Lounge Area Reservations
- Answered **29** Reference questions (*Recorded)

CIRCULATION STATISTICS

- **17** General collection items circulated

GENERAL AND ADMINISTRATIVE ACTIVITIES

- Rebecca Freeman was appointed Director of Medford Library
- Completed preparation/training for reopening library
- Implemented a reservation system for all locations of the library
- Implemented a chat system for virtual library assistance
- Reopened library on August 17
- Began preparations for 2020 Banned Books Week

UPCOMING PROGRAM

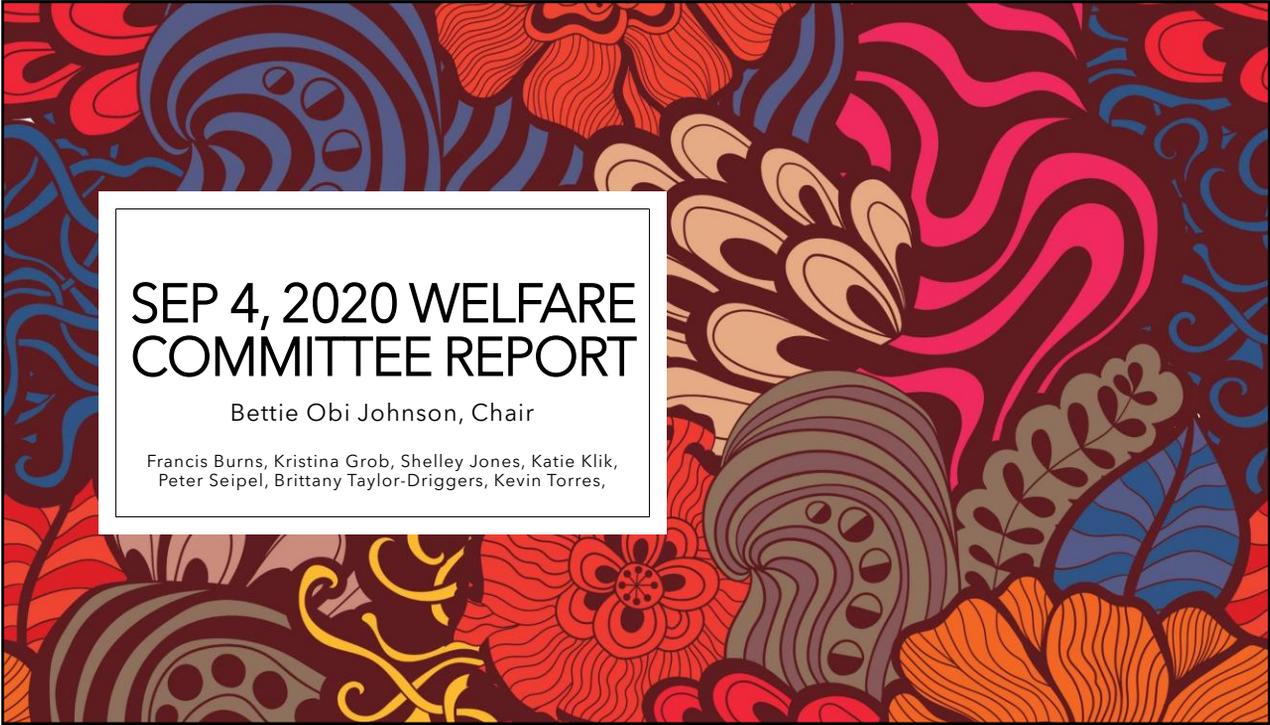
- **September 28 -October 2: Banned Books Week, "Censorship is a Dead End"**

PUBLISHED OVER THE SUMMER? LET US KNOW SO WE CAN BUY YOUR BOOK!

- <https://usclancaster.libguides.com/c.php?g=322991&p=2164202>

HELPFUL LINKS

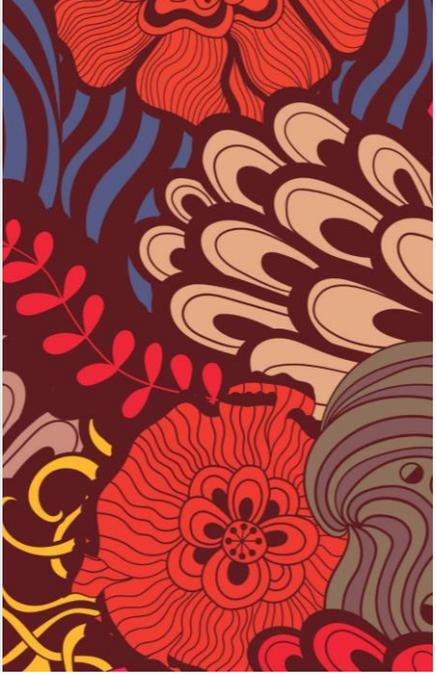
- Request Library Instruction:
<https://usclanaster.libguides.com/c.php?g=322991&p=2164214>
- Book a Librarian: <https://usclanaster.libguides.com/c.php?g=322991&p=2164200>
- Reserve your library space: <https://usclanaster.libcal.com/seats?lid=10532&gid=0>
- Document the impact of your scholarly activities: <http://bit.ly/20Gu02g>
- Check out tools for teaching and learning support: <http://bit.ly/1nMHxrm>



SEP 4, 2020 WELFARE COMMITTEE REPORT
Bettie Obi Johnson, Chair
Francis Burns, Kristina Grob, Shelley Jones, Katie Klik, Peter Seipel, Brittany Taylor-Driggers, Kevin Torres,

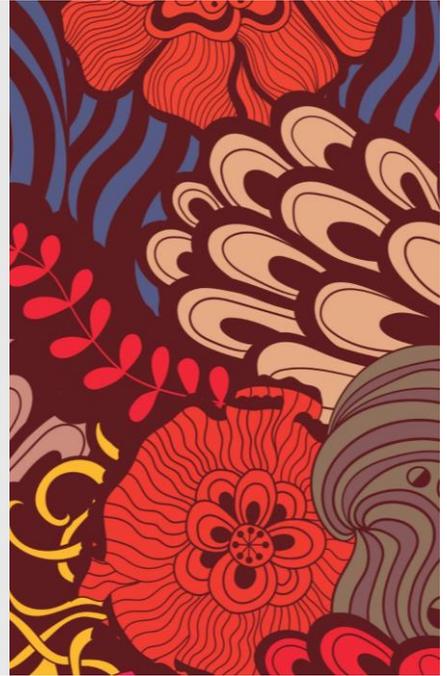
Plyler, Duffy, Shaw Award Forms

- Updated for clarity and organization
- Suggested nomination process at campuses
- Clarified review procedures for committee members who are nominated
- Welfare committee chair cannot be nominated



T&P Workshop

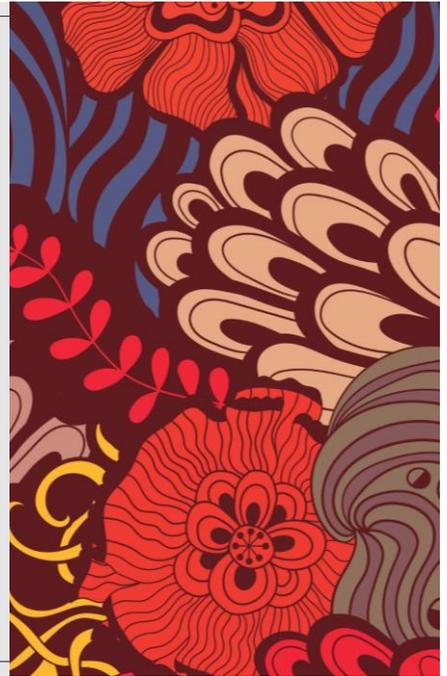
- January 22, 2021 - will be a virtual meeting
- Updates to agenda based on feedback from last year's survey



3

Faculty Welfare Survey

- 2019 Survey Report being finalized - several recommendations for faculty welfare
- Next year's survey will go out in spring 2021
- Committee will adjust survey based on faculty feedback and committee input



4

PCC Faculty Welfare Webpage

- Now up and running
- Link to campus FO's for posting on local websites
- Committee will continue to monitor and make updates



Columbia Senate Report

USCL Members Reporting to USCL Faculty Organization

Date of Report: Sept 11, 2020 Faculty Meeting

Dates of Columbia Senate Meeting: Sept 9, 2020

**Note: The video of the meeting wasn't available before the Sept 11 USCL faculty meeting.

General

- Presentation by student government regarding increasing diversity and inclusion. This included recommending that degree programs offer more diverse core classes.
- Discussion about changing the names of buildings.

Curricula and Courses

[A public list of all proposed changes is available by following this link:](https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php)

https://sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/submitted-for-approval.php

On that webpage, you may search or filter by status, course title/number, college/school, proponent or Carolina Core Learning Outcome. Each entry gives a detailed description of the proposed changes, justification, date it goes into effect, and the approval process.

The following is a summary of changes voted on in the November and December meetings.

- Change in Course:
 - ANTH/WGST 381
 - HIST 109 (approved for distributed learning)
 - PSYC/WGST 432
 - SOWK 311/312
- New Courses:
 - None
- Terminated Courses
 - None

- Change in Degree Program
 - BS in Risk Management & Insurance: Added FINA 464 and IBUS 436 as approved electives.
 - BS in Finance: Added FINA 464, 466 and 472 to the list of approved electives.
 - CSCE Minor: Reduced # of hours to 18 (from 20). Simplified minor requirements. Added Discrete Math (MATH 174 or 374 or higher) to the list of approved elective courses.
 - BSCS Computer Science: Allow either SPCH 145 or SPCH 140 to meet speech requirement. Allow lower level LING courses to meet liberal arts requirement.
 - BS Computer Information Systems: Allow either SPCH 145 or SPCH 140 to meet speech requirement. Allow lower level LING courses to meet liberal arts requirement. Allow either CSCE 205 or CSCE 242 to meet the CSCE 205 requirement.
 - BSE Computer Engineering: Allow either SPCH 145 or SPCH 140 to meet speech requirement.
- New Degree Programs
 - None
- Courses Approved for Distributed Learning Delivery
 - ANTH 381
 - ARTE 101
 - HIST 109, 420, and 425
 - POLI 307
 - PSYC 401 and 432
 - THEA 230
 - WGST 381 and 432
 - HRTM 285
 - SPTE 440
 - JOUR 331

Transfer of Tenure and Rank for Palmetto College Faculty

The process described below has been approved by the Faculty Organizations of the Palmetto College Campuses.

Changes to this process require the approval of the Faculty Organizations of all of the Palmetto College Campuses.

Transfer of tenure and rank for Palmetto College Faculty may occur when:

- Faculty FTE request has been approved by the Chancellor's Office the Palmetto College Regional Campus Dean is authorized to advertise the faculty FTE in print and online venues.
- Faculty position is posted in compliance with university academic, HR and EOP policies, procedures and diversity guidelines.
- Proper search has been conducted.
- Recruitment and selection of candidate has been completed, approved and the Palmetto College faculty member has signed the offer of employment letter.
- Faculty member's tenure would automatically transfer to the new Palmetto College campus.
- Transfer of tenure only applies to Palmetto College faculty that were granted tenure and/or promotion through the Palmetto College Campuses tenure and promotion process.
- Tenure only resides at the campus to which it was transferred once the faculty member begins employment at another campus. Once the faculty member begins employment at another campus, it would not be feasible for them to be able to decide to return to their original campus of their own free will. They would have to in effect be "re-hired" (in the same way as outlined above) by the original campus.

**The language in this procedure has already been approved by Legal and Human Resources.

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
 Palmetto College Campuses Faculty Senate
 University of South Carolina

Brief Title of Proposed Change	Inclusion of New Subsection Referring to the Appendix Page for Transfer of Tenure and Rank for Palmetto Colleges Faculty
Committee Proposing Revision	Rights and Responsibilities
Date of Presentation to Senate	Feb 14, 2020
Senate Approval Date	

Rationale for Proposed Revisions

- To direct readers to the appendix section describing transfer of tenure and rank within Palmetto College Campuses.

Summary of Proposed Revisions

- Adding a new subsection to the PCC Manual directing the reader to the appendix section describing transfer of tenure and rank within Palmetto College Campuses.

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
None	Page 32 Transfer of Tenure and Rank for Palmetto College Faculty An agreement for transfer of tenure and rank for Palmetto College Faculty, approved by all Palmetto College Faculty Organizations, can be found on appendix page XXX.