

**USC Lancaster Faculty Meeting Minutes**  
**April 1, 2022**

**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 Tools on the left-hand menu.
4. Click on Blackboard Collaborate Ultra on the right.
5. On the black bar with the word "Sessions" on it, click the three lines (the menu) to the left on this bar.
6. Choose Recordings.

Also, chat messages are shown on the recordings, but not necessarily reported within these minutes. ***These minutes are not verbatim*** and as such, pronouns are often mixed in the comment sections.

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**USC Lancaster Faculty Meeting Minutes**  
**April 1, 2022**

**CALL TO ORDER:** A. Yingst, 1:01 PM

**CORRECTION/APPROVAL OF MINUTES:** The minutes of the March 4, 2021, faculty meeting were approved.

**REPORTS OF OFFICERS:**

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

- Page 1
  - Enrollment numbers at 1695, largest headcount historically.
  - Searches – two accepted offers, some searches still ongoing. Posted for student life position as well.
- Page 2
  - Thanks to faculty organization leaders this year.
  - Special art exhibit opening next week – Thursday April 7<sup>th</sup>, 5-7 PM, art exhibit by Professor Emerita Fran Gardner.
  - Grand opening of the Apple Lab also on the 7<sup>th</sup> – 11 AM to 1 PM. Presentations, tours, and food.
- Page 3
  - Commencement at 2:30 PM on April 30<sup>th</sup>. Information within the report. Page 4 has a layout of the setting for the commencement. Please bring any questions to them. RSVPs will be sent out soon by Lekan.
  - Lancaster 2040 Comprehensive Plan – please respond and complete, only have to work in the county, takes about 10 minutes or so.

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

- Page 1
  - Enrollment updates.
    - Some concern about some of the majors.
  - Academic Integrity Violations
    - Since Summer 2021, ten violations reported. See report for more details.
- Page 2
  - Spring Fling – April 18-20.
    - Teacher of the year award April 18<sup>th</sup> at 12:15 PM
  - Student Success Staff and USCL Faculty. Zoom meeting details within the report.
  - Student Life Director Search – approval and search hopefully to be filled in next two months.
  - Call for Commencement Participation – probably sent out later today with details about reception and procedures.
  - Faculty Accomplishments – spans two pages, please read them.

- Page 3
  - Not on report – Brittany Taylor-Driggers – accepted into the National Association of Women Artists (sp?).
  - Reminders
    - The Blueprints information that Alhaddad sent a link about – the date has been moved earlier than originally planned. Please fill that form out.
    - Neal’s email about the Palmetto Undergraduate Research Experience (PURE).

*Academic Success Center* – Dr. Patrick Lawrence - report submitted ([Appendix 3](#))

*Human Resources* – Tracey Mobley Chavous, report submitted ([Appendix 4](#))

*IT* – Blake Faulkenberry, report submitted ([Appendix 5](#))

*Medford Library* – Rebecca Freeman, report submitted ([Appendix 6](#))

*Student Success & Retention Report* –Asheley Schryer, report submitted ([Appendix 7](#))

*TRIO Report* – Matt Williamson, report submitted ([Appendix 8](#))

**REPORTS OF COMMITTEES:**  
**USC SYSTEM COMMITTEES**

*PALMETTO COLLEGE CAMPUSES FACULTY SENATE* – did not meet, Ernest Jenkins confirmed this.

Reminder that we have several positions available in PCCFS open. Next senate meeting will not include the breakout committees due to Discover UofSC on the same date.

**OTHER SYSTEM COMMITTEES**

*Columbia Faculty Senate* –no report as they did not meet since the last FO meeting.

**LOCAL COMMITTEES:**

*Palmetto Carolina Core Assessment Committee – GSS* – Jerrod Yarosh.

The articles were submitted about 2 years ago. Our campus was the most successful campus for learning outcomes 1-3. Kudos to faculty for meeting those objectives.

*Welfare & Grievance Committee* – Suzanne Penuel, submitted campus description for review ([Appendix 9](#))

Some issues that came up during the campus description, – difficult to define the full-time faculty on our campus. Decided to cite where the committee got the information for that year and minor changes to dates to make things more accurate from the original file that was sent for faculty review. This is under New Business as a motion.

*Hiring Priorities Committee Report* – Todd Scarlett, report submitted ([Appendix 10](#))

*Local T&P Committee* – Chris Bundrick, report submitted ([Appendix 11](#))

**UNFINISHED BUSINESS: NONE**

**NEW BUSINESS:**

*Welfare & Grievance* – Suzanne Penuel, motion to update the campus description for external review.

No discussion.

Vote – none opposed. Motion passes.

*Motion to transfer Dr. Adam Biggs from the position of Instructor to that of Tenure-track* – David Roberts, Division Chair of Humanities (see ACAF 1.18 in [Appendix 12](#)). A special meeting will be after this one to discuss and vote on this motion. Please see last page of these minutes for the information discussed within that meeting.

**Motion:** This is a motion to transfer Adam Biggs from Instructor to Tenure Track, proposed by David Roberts as the Division Chair for Humanities.

**Rationale for Motion:** Please see the section from the *Policy and Procedures Manual* that relates to this change (ACAF 1.18). The faculty are simply following a step in the procedures for this process by taking a vote, and so nothing is being changed in terms of rules or procedures. The pertinent procedure is on page 3, under B.1, which is the first step in seeking a change to Adam’s status at USCL. Dr. Roberts does not believe the motion is substantive, but the Chair of the FO makes the final decision. This change was made with both Ernest and Dana, was ruled as non-substantive, and so the vote was taken on the day of the motion. Also, this is a strictly tenured and tenure-track faculty vote due to the policy, and so voting will not include instructors.

**SPECIAL ORDERS:** ELECTION – ONLY 2 CONTESTED POSITIONS.

Move to accept the uncontested portion of the ballot – seconded.

No objections, the uncontested portions of the ballot have been accepted.

Voting on the contested ballot positions today until 4:30 PM.

*Election Results – emailed by Suzanne Penuel on 4-1-2022*

Faculty Chair: Andy Yingst

Faculty Vice-Chair: Brittany Taylor-Driggers

Faculty Secretary: McKenzie Lemhouse

Columbia Faculty Senate: Jerrod Yarosh

Compiler: Shemsi Alhaddad

Dean’s Advisory Council: Susan Cruise, Liz Easley, Sarah Sellhorst

Instructor Peer Review Committee: Jill Castiglia, Courtney Catledge, Darris Hassell,

Lynnette Martek, Allan Pangburn, Tania Wolochwianski

Local Tenure and Promotion Committee: Rebecca Freeman, Annette Golonka, Bettie Obi Johnson, Dana Lawrence, Angela Neal, Suzanne Penuel

Local Welfare and Grievance Committee: Annette Golonka, Kate Holland David Roberts, Jerrod Yarosh

PCC Academic Advisory Committee: Stephen Criswell, Peter Seipel

PCC Faculty Senate—senators: Lynnette Martek,

PCC Faculty Senate—alternates: Fernanda Burke, Li Cai, Kate Holland

PCC Grievance Committee: Li Cai

PCC Research and Productive Scholarship Committee: Sarah Hunt Sellhorst

PCC Tenure and Promotion Committee: Stephen Criswell, Nick Lawrence

PC Policy Advisory Committee: Bettie Obi Johnson

Provost's PCC Advisory Committee: Andy Yingst

### **ANNOUNCEMENTS:**

P. Lawrence – ASC piloting a new Math Lab program, so please encourage students to come. It is tutor supported and is throughout the month of April on two days a week. Please check out the report from ASC as it includes last day of tutoring for the semester.

Yingst – 3 announcements

1. Those conducting research with an undergraduate who is graduating this semester – those students may be eligible for a cord. Contact Liz Easley for this.
2. Faculty Accomplishments form – please fill that out for the Blueprints.
3. Jean Carrano – all the video conferencing classrooms have been updated. If you teach these courses, please check these out as you may want to teach this way. They are better faculty have said.

### **ADJOURNMENT:** 1:33 PM

**ATTENDING:** Shemsi Alhaddad, Adam Biggs, Chris Bundrick, Fernanda Burke, Zoe Byrd, Li Cai, Andrea Campbell, Jill Castiglia, Courtney Catledge, Walter Collins, Kim Covington, Stephen Criswell, Susan Cruise, Liz Easley, Rebecca Freeman, Annette Golonka, Summer Harmon, Lisa Hammond, Darris Hassell, Claudia Heinemann-Priest, Ernest Jenkins, Dana Lawrence, Nick Lawrence, Pat Lawrence, Todd Lekan, McKenzie Lemhouse, Lynette Martek, Tracey Mobley Chavous, Erin Moon-Kelly, Angela Neal, Uday Neelakantan, Bettie Obi Johnson, Allan Pangburn, Leigh Pate, Suzanne Penuel, Bridgett Plexico, David Roberts, Asheley Schryer, Peter Seipel, Nahid Swails, Brittany Taylor-Driggers, Matt Williamson, Tania Wolochwianski, Jerrod Yarosh, Andy Yingst.

**ABSENT:** Marybeth Berry, Noni Bohonak, Dwayne Brown, Steven Campbell, Mark Coe, Jerry Currence, Stan Emanuel, Garane Garane, Kate Holland, Jason Holt, Chris Judge, Howard Kingkade, Pernell Lewis, Phillip Parker, Babette Protz, Kim Richardson, Denise Roberts, John Rutledge, Todd Scarlett, Ann Scott, Sarah Selhorst, Mike Sherrill, Suzette Taylor, Dick Van Hall,.

**Faculty Secretary:** Document submitted by A. Golonka on March 15, 2022 for faculty and staff review.

**Special meeting minutes regarding motion to move Adam Biggs from instructor to tenure-**

**track faculty:** Separate recording

Began: 1:41 PM

Ended: 1:50 PM

Administrative action that the provost makes the final decision.

Tenured and tenure-track faculty were requested to stay for the vote, but any faculty member can remain for this meeting and comment. The vote from tenured and tenure-track faculty is due to USC Columbia requirement, not a USCL requirement.

Discussion that Adam has met the criteria needed to fulfill this request – time spent on campus (more than 2 years), search for the position, unit vote next. Please see ACAF 1.18 ([Appendix 12](#))

A quorum of faculty attended the meeting (37 faculty members).

**Comments in chat to support Adam – please see recording:**

- Obi Johnson - Adam was a nominee for the Palmetto College Campuses Denise Shaw Award for excellence in scholarship. He has an excellent scholarly record.
- Rejections can happen at the provost level and a search may still be needed. The “no” votes [from past transfer requests like this one] may have involved temporary provost appointments and not permanent appointments.
- P. Lawrence – support for this motion.
- N. Lawrence – supports this motion and move as well. Are there ways that the faculty can support or supplement the file as it moves towards the provost’s office?
- Collins – [in response to N. Lawrence’s question] not sure about that, but he will ask some questions and get back in touch.

**Vote Results:** the vote on Adam Biggs' move to tenure track passed unanimously, 24-0.



UNIVERSITY OF  
**South Carolina**  
LANCASTER

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

Report to the Faculty Organization of USC Lancaster  
April 1, 2022

## COVID-19

USC Lancaster continues to host on-campus **saliva testing sessions** and **vaccine clinics** throughout the semester. DHEC will administer the vaccines. Our [Campus Health](#) page has all of the up-to-date details. Our iPad drawings will continue this semester.

**Changes in masking rules:** As of Monday, March 21, 2022, after an announcement from Palmetto College, the campus's mask policy changed to masks encouraged and recommended. We will continue to monitor virus transmission and react accordingly.

## People

### Enrollment

As of March 17, 2022, the freeze date for Spring enrollment, headcount numbers stood at 1695. This represents the largest headcount enrollment historically for a Spring semester at USC Lancaster. Thank you for all of your work with students this semester.

### Searches

Faculty searches: Candidates have accepted offers for the history and archivist positions. English and Art searches continue.

Staff searches: A search to fill the student life position has begun.

Thank you to all who have served on the various search committees this year. As I often say, this is some of the most important work we do after working with students. I appreciate your dedication to the effort.

Likewise, many thanks to Dr. Todd Scarlett, chair of the **Hiring Priorities Committee**, and the rest of the committee members for their work on this year's report which was disseminated recently. This is instructive for future decisions related to faculty searches.

### **New staff members**

Please welcome the following new staff member to USC Lancaster:  
Ms. Roxanne Webber—custodial services

**Congratulations and much gratitude to Dr. Dana Lawrence, Dr. Andy Yíngst, Dr. Suzanne Penuel, and Dr. Annette Golonka** for their service this year as our **Faculty Organization’s Executive Committee**. Please accept my most sincere expression of gratitude for guiding and leading our Faculty Organization this year. Shared governance enriches and strengthens our profession, and it is an honor to work with the dedicated leadership of our Faculty Organization on behalf of our students.

### **Facilities Update**

**New campus signage** was installed this week. A big thanks to Buddy Faile and Shana Dry for their help in coordinating the updated look and content of the signs.

### **USC Lancaster in our Communities**

Renovations at the **Indian Land Location** are back on track after final approvals have been received through the state Office of School Facilities (a K-12 approval step that was necessary). We look to be in our new space when classes begin in August.

**Town-Gown Advisory Group** Our final meeting for the semester will take place on April 14, 2022.

### **Other items...**

- You are invited to ***Over Time***, a special art exhibit by **Professor Emerita of Art and Art History Fran Gardner to celebrate her distinguished career here at USC Lancaster**. The event is Thursday, April 7 from 5:00 to 7:00 at the Native American Studies Center. The artist talk will begin at 6:00 pm, and refreshments will be available.
- You are invited to the **Grand Opening of USC Lancaster’s new Apple Lab** on Thursday, April 7 from 11:00 to 1:00. Presentations will begin around 11:00 in the Arnold Special Events room and tours of the lab (Bradley 102) and refreshments will be available thereafter. Please join us as you’re able for this celebration.
- The next **Lunch & Learn at the NASC** is April 15 at noon with a talk entitled “Are the Congaree Indians Descendants of Cofitachequi?” by Prof. Christopher Judge, NASC Archaeologist and USC Lancaster faculty member.
- **USC Lancaster Players** will present ***Charlie and the Chocolate Factory*** on April 22-24, 2022. Tickets are available online and at each performance.

- The annual USC giving day—**Give for Garnet**—is scheduled for Wednesday, May 18, 2022. Gifts can be made to the General Fund of the Educational Foundation of USC Lancaster. More information will be shared just before the event.
- We received **\$17,000 for the Big Thursday Scholarship Fund** at USC Lancaster. Thanks to all who participated in or supported the event last November.
- Please be on the watch over the next several weeks for an email containing a link to **my evaluation by faculty and staff**. Thank you for completing the evaluation. I always appreciate your feedback.
- **Commencement 2022**: Planning is almost complete for an outdoor commencement ceremony on Saturday, April 30 at 2:30 pm. This year’s speaker will be Chief William “Bill” Harris, Chief of the Catawba Nation. Please take a look at the attached overhead image of the space that will be used for the ceremony. The pre-ceremony reception with our invited guests and platform party individuals from Columbia will also take place outside in the courtyard of Founders. The post-ceremony reception for graduates and families will be grab-and-go specialty items at stations around the ceremony location.
- **SACS COC in-person visit**. As I mentioned before, while we have completed fully our requirements with SACS COC for reaccreditation and we have received the official letter from the SACS COC office reaffirming our accreditation, we still have to go through an in-person visit with SACS COC officials on April 26-28, 2022. Someone from the on-site team will visit Lancaster on the afternoon of April 27. Thanks to the following for their assistance with this visit and tour of facilities: Dr. Todd Lekan, Dr. Sarah Sellhorst, Ms. Asheley Schryer, and Mr. Justin Pearson.
- Lancaster County is completing the **Lancaster 2040 Comprehensive Plan**, and a public survey is a part of this process. Please consider completing the survey linked below even if you do not reside in Lancaster County. All feedback is welcome. The survey deadline is April 11, 2022. Thank you.

Website Links:

[www.Lancaster2040.com](http://www.Lancaster2040.com)

[www.Lancaster2040.com/survey](http://www.Lancaster2040.com/survey)



Faculty Robing -  
Founders Hall 104

Entrance

Brass Tent

Tent

Staff area and post  
ceremony grab and go  
items

Faculty  
seating

Guest seating

Platform

Graduate  
seating

Guest seating

Guest seating

IT  
Tent

Large Tent -  
Post Ceremony grab  
and go items

Entrance

Note: Please park in the  
Bradley parking lot.



Todd Lekan, Associate Dean for Academic & Student Affairs

**REPORT TO THE FACULTY ORGANIZATION**  
**April 1, 2022**

**1. Enrollment Update.**

	<u>Spring 2021</u>	<u>Spring 2022</u>	
Applications	722	842	+16.6%
Admits	621	717	+15.5%
Headcount	1624	1696	+4.4%
FTE	1045	1072	+2.6%

	<u>Spring 2021</u>	<u>Spring 2022</u>	
Change of Campus	4	1	-75%
Continuing	563	583 (497 w/out Pathways)	+3.6%
New Freshman	16	19	+18.8%
Dual Enrollment	971	1013	+4.3%
Nondegree	37	41	+10.8%
Transfer	20	23	+15%
Readmit	12	16	+33.3%

	<u>Spring 2021</u>	<u>Spring 2022</u>	
BOL	43	39	-9.3%
BLS	55	40	-27.3%

- 2. Academic Integrity Violations.** Since summer term 2021, ten academic integrity violations have been reported to my office. Seven professors made the reports. Nine students were involved (one repeat offense). Two of these violations resulted in “Fs” for the course with an integrity violation noted in the transcript. In all cases, the professor’s recommended sanctions were implemented. No student requested an informal or formal hearing.
- 3. Hardship Withdrawal Requests.** To date, for the academic year 21-22, eleven hardship withdrawal requests were submitted. One of these was sent back due to insufficient information. Ten requests were approved.

4. **2022 Spring Fling.** Spring Fling is back this year! It will run Monday, April 18- Wednesday, April 20. The Teacher of the Year Award will be presented at 12:15 on April 18 in the Student Center. Please encourage your students to attend! And, of course, do take part in the fun!
5. **Student Success Staff and USCL Faculty-A Conversation.** Please join us at noon on April 8 for a Zoom conversation designed to share ideas about how to educate students about being professional and communicative with professors.  
Join Zoom Meeting  
<https://us02web.zoom.us/j/87983102905?pwd=NmpMRXNEREdsaDJ4NEpwTkUzZHVqdz09>  
  
Meeting ID: 879 8310 2905  
Passcode: 490510  
One tap mobile  
+16468769923,,87983102905#,,,\*,490510# US (New York)  
+13017158592,,87983102905#,,,\*,490510# US (Washington DC)
6. **Student Life Director Search.** We have received approval to begin our search for a Director of Student Life. The search committee is Todd Lekan (Chair), Rebecca Freeman, Asheley Schryer, Matt Williamson. Our goal is to try to fill the position within the next two months. I want to thank the members for their willingness to serve on the committee.
7. **The Center for Teaching Excellence** is accepting participants (tenure-track, non-tenure-track, and part-time adjunct faculty/instructors) for the Getting Started Teaching Online (GSTO) certificate short course. The fully asynchronous online course starts on Monday, May 16, and ends on Sunday, June 12, 2022. **The application deadline is Sunday, May 1, 2022, by 11:59 p.m.** Click [here](#) to register.
8. **Call for Commencement Participation.** USCL commencement is April 30 at 2:30 PM. I will soon be sending an invitation to faculty providing details. On behalf of our graduates, I want to thank you for attending. Student-faculty connections at commencement are a vital part of its emotional core.
9. **Recent Faculty Accomplishments.**
  - a. **Marybeth Berry** directed a well-reviewed play in Columbia, “Bright Star”, at Town Theatre. A review can be found here: [https://www.postandcourier.com/free-times/arts/theater\\_review/review-bright-star-treads-a-familiar-trail-but-its-well-worth-the-trek/article\\_c73477ea-ac75-11ec-b0dc-075b9e5d0482.html](https://www.postandcourier.com/free-times/arts/theater_review/review-bright-star-treads-a-familiar-trail-but-its-well-worth-the-trek/article_c73477ea-ac75-11ec-b0dc-075b9e5d0482.html)

- b. **Kate Holland's** Research Assistant Brooklyn Sears-Harness got accepted into the Ed.S. Counselor Education program at the University of South Carolina. Brooklyn has been Kate's Research Assistant for 2 years and Kate supervised a PALM 494 Internship for her; she will be graduating from USCL this spring with her BLS.
- c. **Patrick Lawrence has recently presented the following:**
  - i. "Sexual Awakening in the Kitchen: Erotic Foodways in Viet Nguyen's *The Sympathizer* and Philip Roth's *Portnoy's Complaint*." Conference Presentation at the Society for the Study of the Multi-Ethnic Literatures of the United States Annual Conference, 2022. New Orleans, LA.
  - ii. "Roots and Ramifications of 21<sup>st</sup> Century Challenges to the Freedom to Read." Virtual roundtable discussion and cultural event. Panelist and Event Co-Organizer, 2022. Winthrop University.
  - iii. "'Wise Up, Old Hags! Th' Weak One Is a Valuable Possession to Us': The Economics of Artificial Scarcity and R. Crumb's *Bible of Filth*." Conference Presentation at the Louisville Conference on Literature and Culture since 1900, 2022. Louisville, KY.
- d. **Todd Lekan's** book *William James and the Moral Life* is available in print on April 7 from Routledge Press: <https://www.routledge.com/William-James-and-the-Moral-Life-Responsible-Self-Fashioning/Lekan/p/book/9781032221649> Recently, Todd's article "Pragmatist moral philosophy and moral life: embracing the tensions" was published in the volume *The Jamesian Mind* (Routledge Press, 2021).
- e. **Peter Seipel** has a paper accepted for publication at *Erkenntnis*, "Save (a small proportion of) the Children."

**10. Upcoming Event:** The next **Brent Burgin Lunch and Learn** event hosted by the Native American Studies Center will occur at noon on April 15. For information: [https://sc.edu/about/system\\_and\\_campuses/lancaster/documents/native\\_american\\_studies/lunch\\_learn/2022/april.pdf](https://sc.edu/about/system_and_campuses/lancaster/documents/native_american_studies/lunch_learn/2022/april.pdf)

"Oh, the wind, the wind is blowing  
Through the graves the wind is blowing  
Freedom soon will come  
Then we'll come from the shadows"

--Leonard Cohen, "The Partisan"

## Report to the UofSC Lancaster Faculty Organization Academic Success Center

*Patrick Lawrence, Director*

### Announcements

- Math Lab, a new tutor-supported math study hour, will be piloted through the end of the semester. Please encourage students to stop in Tuesdays 1-2 and Wednesdays 12-1.
- The ASC will remain open until April 28<sup>th</sup>. Students can check our schedule to see what days we're tutoring their courses during that final week.
- We will be available to support for summer courses beginning on May 9<sup>th</sup>. We will offer tutoring in most subjects being offered during the summer, including Math, Writing, and Spanish.

### Monthly Overview

This month we developed and prepared to launch the new Math Lab program in consultation with the Math faculty. This new service offers in-center study hours with tutors standing by to assist with concepts and sample problems. The program is modeled on versions at other institutions and will be piloted through the month of April with the expectation of offering a more robust version next fall.

The presentation technology in the ASC's large meeting room has been upgraded thanks to USCL IT. This will enable us to host workshops and other events in the space. Please look out for announcements coming soon.

The ASC was featured on the student tour at last weekend's open house, and we also hosted a table at the resource fair. We appreciated the opportunity to highlight the services we provide to prospective students and their families.

### Summary of Tutoring Data

**Year-to-year trends:** Yearly trends indicate we are on par with pre-COVID service levels. Unexpected tutor outages artificially depressed this month's numbers, indicating we are actually in a strong position. We also appear to be serving more individual students this year, which increases our footprint among the student body. Some data from March 2020 is unavailable due to the interruption of classes at that time.

**Month-to-month trends:** Monthly comparisons demonstrate a 20% drop in service, which can be attributed to a number of factors. Quirks in the calendar mean that we only had one fewer service day in March than February (despite spring break), but we did lose 16 tutoring hours due to outages. This, and a possible lull between mid-terms and finals, probably accounts the dip.

**Session distribution trends:** As part of the general dip in sessions, we appear to be seeing a slight decline in demand for math tutoring relative to other courses, with a modest increase in appointments for Spanish and BBCE classes. These may not indicate anything profound, but we will be monitoring the impact of the new Math Lab pilot on demand for math tutoring appointments.

(See appendix for more complete data.)

### Contact Information and Resources

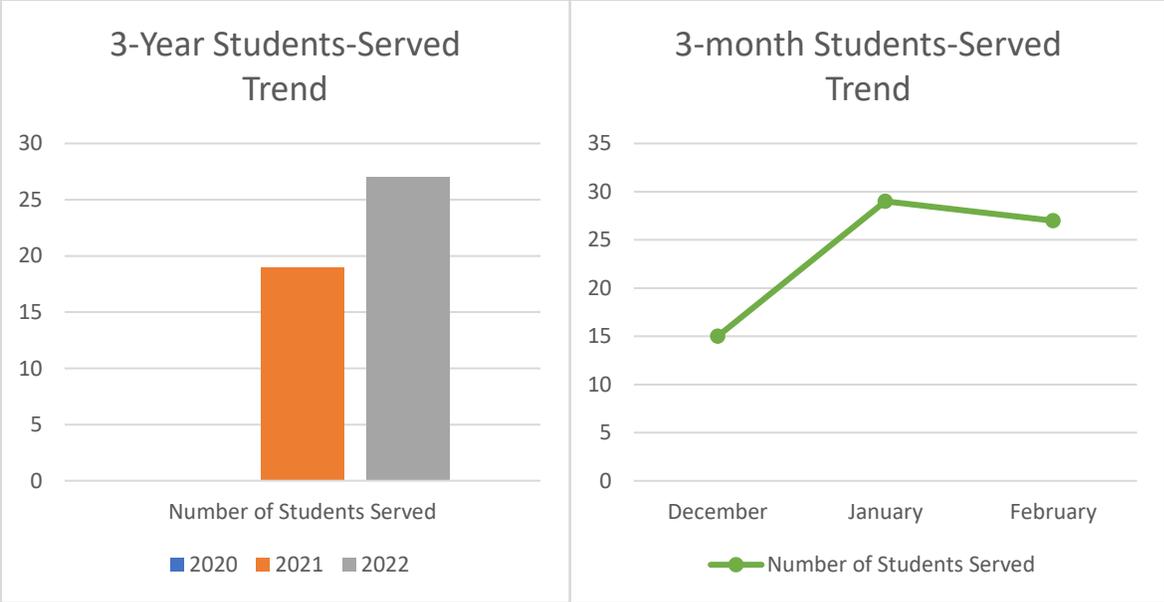
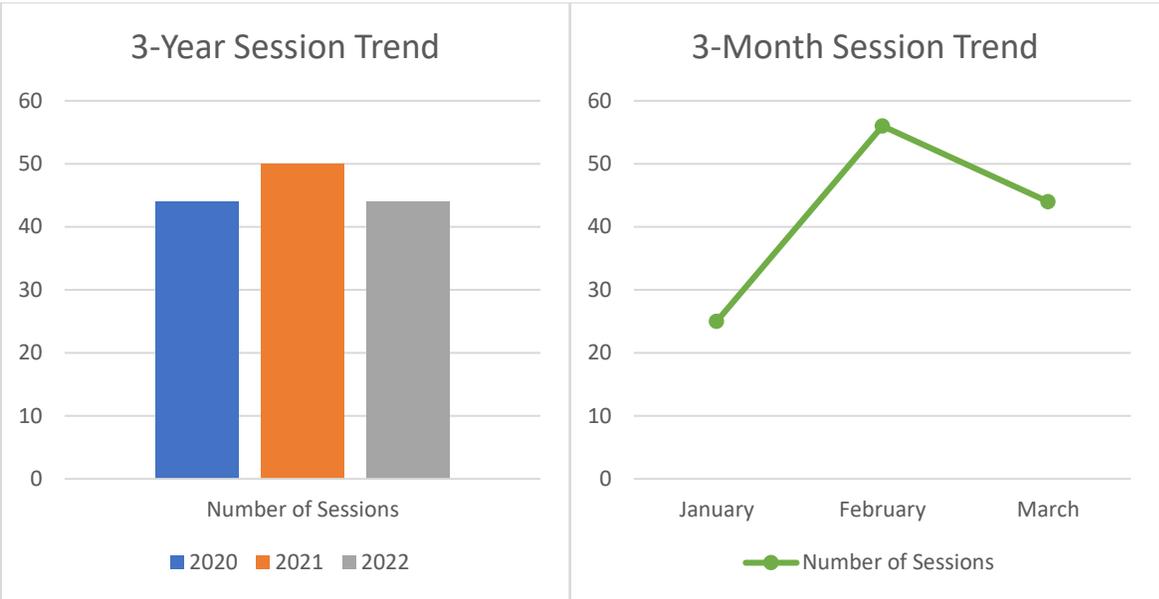
**Phone:** 803-313-7113

**Web:** [sc.ed/lancaster/asc](http://sc.ed/lancaster/asc)

**Patrick Lawrence, Director:** [pslawren@mailbox.sc.edu](mailto:pslawren@mailbox.sc.edu)

**Elaine Connor, Academic Success Coordinator:** [etconnor@mailbox.sc.edu](mailto:etconnor@mailbox.sc.edu)

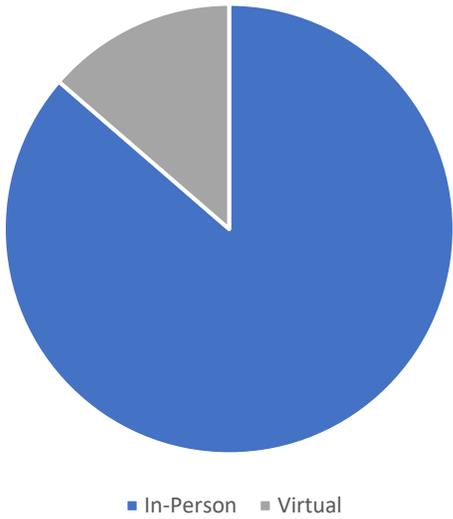
Appendix: Tutoring Data



Session Distribution by Field and Course



Session Distribution by Format



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

**MEETING:** Faculty Organization Meeting (April 1, 2022)

**DATE:** March 31, 2022

**ATTACHMENTS:** 0

**INFORMATION ITEMS:**

- 1) If you are scheduled to teach a course during one of the 2022 summer sessions, please be sure that your course appears on the summer schedule. If the course does not appear or a correction needs to be made, please share the information with your Division Chair so that it may be given to the Academic and Student Affairs Department and our Campus Registrar. Once it appears on the schedule the Division Chairs and Academic Affairs Department will include the course in the Compensation Report.
- 2) The Division of Human Resources has not released the Information about summer compensation for 2022. The Human Resources Training Session about Summer Compensation is scheduled for April 11, 2022. I will confirm the earning percentage and verify if the Palmetto College Summer Compensation Offer Letters are still needed during this session.

I will share an update via email following the training session.

For your planning purposes below is the information that was shared for Summer 2021. I predict that the percentage of earnings will be similar for Summer 2022.

The total compensation that may be earned by a 9-month faculty member from state entities during the 2021 summer months (beginning May 16 and ending August 15) is 33.33% of the faculty member's preceding academic year salary. The percentage includes compensation for instruction and extra compensation (ECOM). ECOM includes compensation earned through grants and other duties not related to teaching during the summer months.

Please note: "There will be no exceptions to this percentage limitation for ECOM (Research). Exceptions to the percentage limitation for summer instruction require Provost or Vice Chancellor approval."

Any faculty member who expects to exceed the compensation cap of 33.33% of base salary should meet with Dr. Lekan prior to the start of the summer session to ensure that either approval is obtained from Chancellor Elkins or arrangements are made for compensation to be equal to or less than the cap.

- 3) Any faculty member who needs to receive compensation from an internal or external grant source should complete a Personnel Request Form and receive proper approvals prior to it being sent to the Human Resources Department for processing.
  
- 4) Please remember to submit an approved Personnel Request Form to hire or rehire student assistants or temporary staff employees during the summer months or for Fall 2022.

Please submit your request at least 2 weeks prior to the date you want the employee to start to allow processing time.

Please view the Student Employment Policy, HR 1.86, for more details.

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

# USC Lancaster Faculty Organization

## Campus Technology Update

April 1, 2022

### Highlights

- **Classroom Audio/Video upgrades:** The classroom audio/visual upgrade project is currently delayed due to recent changes in the delivery dates for some of the equipment required for the project. Based on the most current information from the vendor, the project should be completed by June 30. This date is subject to change if there are changes in ship dates of any of the equipment. So far, (20) classrooms, mostly in Founders Hall, have received upgraded projectors and media switchers. I will share the new installation schedule when the dates are finalized.
- **Bradley Classroom media computers:** Installation of media computers in Bradley will be completed during April 2022.
- **Network cable installation project:** Carolina Comm, LLC was on campus for 6 days installing upgrade network infrastructure cables in Bradley faculty offices and classrooms, and Hubbard Hall Faculty Office and a computer lab.

# Medford Library

## FACULTY MEETING REPORT APRIL 1, 2022

### FEBRUARY SERVICE STATISTICS AND PROGRAMS

- **2394** unique visits
- **1045** LibGuide views
- **142** Study Area Reservations
- **18** Community computer uses
- **2** Book a Librarian consultations
- **2** library instruction session

### FEBRUARY CIRCULATION STATISTICS

- **55** General collection items circulated
- **4** On Display items circulated
- **4** Juvenile collection items circulated
- **9** Graphic Novel collection item circulated
- **2** New Book collection items circulated
- **1** Oversize item circulated
- **4** Special Collection items circulated
- **2** Reserve items circulated

### EVENTS/DISPLAYS

- Book Display
  - Strategies for studying/critical thinking and writing/self-care Book Display
- Events
  - Period Product Drive
    - Thank you to everyone who has donated so far. We are still taking donations in the library and TRiO.
  - Study Break
    - April 26, 10am – 2pm
    - Morale boost for students
    - Staff will be sharing campus resources (counseling, ASC, Book a Librarian service, etc.)
    - Board games and pizza will be provided for students

## PUBLISHED? 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://usclancaster.libguides.com/c.php?g=322991&p=2164214>
- Place materials on Reserve:  
<https://docs.google.com/forms/d/e/1FAIpQLSedUHSP4B1lin9BFQUZwff3SJhaHI9vcFsvECnTaMTLYcKd2A/viewform>
- Book a Librarian: <https://usclancaster.libguides.com/c.php?g=322991&p=2164200>
- Reserve the library computer lab: <https://usclancaster.libcal.com/space/113144>
- Document the impact of your scholarly activities: <http://bit.ly/20Gu02g>
- Check out tools for teaching and learning support: <http://bit.ly/1nMHxrm>
- Material Recommendations. Have something you would like to see added to the collection? Please let us know.  
<https://usclancaster.libguides.com/c.php?g=322991&p=2164202>

# Student Success and Retention

## USCL Faculty Organization Report

### Report Sections

- Advising
  - Counseling
  - Disability Services
  - Early Alerts
  - Graduation with Leadership Distinction
  - Retention
- 

### Advising

- **Let's get registered!** Summer/Fall 2022 advisement and registration is underway. Questions or concerns about your advisee list? Email [uscladvs@mailbox.sc.edu](mailto:uscladvs@mailbox.sc.edu) or call (803) 313-7007.
- **Are you able to remove holds?** Check your Banner/Self-Service Access. If you are not able to remove holds, you will need to submit a DAPS request. Please send an email to [schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu) for more information.
- **Advising/Orientation update.** This summer, we will be advising students on a rolling basis beginning mid-May. When a student signs up for an Orientation session, an automated link will be sent to them to sign up for an advising appointment with a first-year advisor.
  - **Placement exams.** Students will be asked to complete the math placement exam prior to their advising appointment. Foreign language will be discussed during their appointment and they will take the placement exam at Orientation.
  - **Advising sessions.** We will host an advising session during Orientation. Nursing students will attend a special session facilitated by Dr. Catledge. Students in Arts, Business, Science, and Criminal Justice will have time to make adjustments to their schedule and ask questions about their degrees during this session.
  - **Important Information:** During the individual advising sessions, we will discuss residency, holds, and provide information about the textbook tuition fee.
  - **First-Year Advisors:**
    - Zoe Byrd: First-Year Advisor for Associate in Arts and Business
    - Dr. Courtney Catledge: First-Year Advisor for Nursing
    - Asheley Schryer: First-Year Advisor for Science and Criminal Justice
- **Have a student transferring to Columbia? Here are helpful links to share:**
  - [Requirements for System Transfers - Office of Undergraduate Admissions | University of South Carolina \(sc.edu\)](#)
  - [System Transfer Application \(sc.edu\)](#)
  - Columbia Admissions Counselors- System Transfers | Email: [admtransfer@mailbox.sc.edu](mailto:admtransfer@mailbox.sc.edu)
    - Michael Wade | Phone: 803-777-4054
    - Alison Scheide | Phone: 803-777-2242
    - Rob McCartha | Phone: 803-777-4080

### Counseling

USCL continues to search for a full-time counselor. While the position is vacant, counseling services are provided at no charge to students through MyGroup, a Student Assistance Program (SAP). To set up an

appointment, students may call 704-529-1428 or 800-633-3353. There is also an option to submit an [online request](#). The student will be connected with a counselor based on their needs and preferences (telephonic, virtual, in person). *\*If you would like to have someone walk the student through the process of signing up for an appointment, please feel free to contact me at (803) 313-7120 or [schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu) or stop by Starr Hall room 126.*

For more information, visit [Personal Counseling Services - My USC Lancaster | University of South Carolina](#).

## Disability Services

If you have a student that needs accommodations, please contact Annette Horton in [Disability Services - My USC Lancaster | University of South Carolina](#).

## Early Alerts

We know the importance of connecting with students early and often are ideal. As the second half-term courses get underway, please consider submitting an early alert form for any student that is not attending class, missing assignments, or who would benefit from a contact by a student success staff person. This form will remain active throughout the semester.

[Early Alert - My USC Lancaster | University of South Carolina](#)

When a form is submitted, Academic and Student Affairs will contact the student via email/text to notify them of the alert and share relevant resources and contacts.

NOTE: This form is shared by Palmetto College, so Laura Humphrey is copied on the email confirmation. Additionally, the following people/offices receive the alert:

- Zoe Byrd
- Pam Ellis
- Summer Harmon
- Asheley Schryer
- Business Office

## Graduation with Leadership Distinction (GLD)

- **Encourage students to apply for GLD!** Are your students engaging in beyond the classroom experiences (community service, internships, research, global learning, leadership, etc)? If so, encourage them to pursue Graduation with Leadership Distinction. Students that are interested in the process can [make an appointment](#) with Asheley Schryer.
- **Need a GLD presentation?** Want to schedule a GLD presentation for your student organization or class? Contact Liz Easley ([EASLEYEA@mailbox.sc.edu](mailto:EASLEYEA@mailbox.sc.edu)) or Asheley Schryer ([schryer@mailbox.sc.edu](mailto:schryer@mailbox.sc.edu)).
- **Student funding is available!** USCL students may apply for the [Carolina Engage Grant - Center for Integrative and Experiential Learning | University of South Carolina \(sc.edu\)](#) to successfully complete their beyond the classroom experience. Students can apply for up to \$500 initially by describing in detail how the beyond the classroom experience connects to their personal, professional, and/or academic goals. Priority is given to students demonstrating significant need

in order to engage in meaningful beyond the classroom experiences. Funding may be used for conference registrations, education abroad experiences, professional clothing for an internship, certain technology requests, and many other beyond the classroom activities. Eligibility Requirements:

- Must be a full-time undergraduate student at UofSC Columbia or the Palmetto College regional campuses (Lancaster, Salkehatchie, Sumter, or Union)
- Must have a 2.2 cumulative GPA or higher
- Must be participating in a beyond the classroom experience
- Must be willing to submit a reflection through Garnet Gate upon completion of the experience

*Note: Graduation with Leadership Distinction is a program through the Center for Integrative and Experiential Learning (CIEL) at Columbia, formerly USC Connect. Asheley Schryer and Dr. Liz Easley are the CIEL Fellows for the Lancaster campus.*

## Retention

- Last fall, 733 of the 1,810 were in a degree-seeking student status.
  - 33 graduated
  - Fall retention rate: 75.6% without Pathway (517/684)
  - Fall success rate (retained or graduated) = 80.4% without Pathway (550/684)
- This fall, 728 are in a degree-seeking student status (635 excluding 93 from Pathway).
  - 26 graduated
  - Fall retention rate: 78.3% without Pathway (497/635)
  - Fall success rate (retained or graduated): 82.4% without Pathway (523/635)
- Incoming freshman finished the fall with an average GPA of 2.513, while the overall new student group (including transfers and readmits) had an average of 2.535. In Fall 2020, our incoming students completed the semester with the avg term GPA of 2.538.



**Matt Williamson**  
**Director, TRiO Programs**

**REPORT TO THE FACULTY ORGANIZATION**  
**April 1, 2022**

**Opportunity Scholars Program:**

- A special thank you to **Ken Cole** and **Asheley Schryer** for providing us a list of potential recruits who meet both low-income and first generation (LIFG) status. We are hard at work to add, at a minimum, 34 double qualifiers to meet our federally mandated 2/3 LIFG enrollment requirement prior to the end of August 2022.
- We enjoyed a very successful spring break trip to Williamsburg, Virginia last month, with 23 of the best and brightest USCL students in attendance. They toured **Colonial Williamsburg** and **William & Mary** and engaged in several other cultural experiences.
- Kudos to **Karlee Christian** on her outstanding presentation on the **National Society of Leadership and Success (NSLS)** at the OSP Luncheon on March 16, 2022.
- We greatly appreciate **Dr. John Rutledge** for his **Civilian Response to Active Shooter Events (CRASE)** presentation in the TRiO LRC on March 23, 2022.
- Many thanks to **Asheley Schryer** for presenting on the **Carolina Engage Grant** and **Graduation with Leadership Distinction (GLD)** at the OSP Luncheon on March 30, 2022.
- The OSP project, along with members of the **D.E.F.I.N.E.** and **G.E.N.T.S.** organizations, will hold its **End-of-the-Semester Celebration** at Carowinds on Friday, April 8, 2022.
- The next **OSP Luncheon** will be held on Wednesday, April 13, 2022, at 12:15 p.m. in the TRiO LRC. Dr. Pat Lawrence will be presenting on preparing for final exams.
- We are happy to participate in the **VIP Sunset Tour** on Thursday, April 14, 2022. Hats off to **Karlee Christian** and **Haley Sims** for their efforts in making this event happen!
- Early Start 2022 will be in-person and held this summer from July 25 through August 12, 2022. We hope to fill 50 slots with qualifying incoming freshmen this year.

**Upward Bound:**

- **Mark Ammons** and **Matt Williamson** had a very productive meeting concerning best practices with **Crishell Johnson** and the Upward Bound project team from **Florence-Darlington Technical College** on March 30, 2022.
- Phase two of our hybrid **Spring 2022 Internship Academy** with **Bridgett Plexico** is concluding this week. Participants have been learning soft skills while exploring a range of career options through the online Microburst Learning EmployABILITY Soft Skills platform. We appreciate both Bridgett and **Eddie Boykin** for making this effort so successful.
- We are encouraging all project participants to register for the **Personal Finance Bootcamp** with **Albert Blackmon**, **Stan Emanuel**, **Phillip Parker**, and **Mike Sherrill** on April 4-7, 2022.
- We are planning a spring break overnight trip for up to 36 participants to the **Raleigh-Durham Research Triangle** on April 20-22, 2022.
- College Signing Day will be held at 11:00 a.m. on Saturday, May 7, 2022, in the Arnold Special Events Room. Participants will reveal which college or university they plan to attend this fall. Lunch will be provided, and parents and school administrators will also be in attendance.



- Intergovernmental reviews are currently underway on the Proposal Application Package we submitted to the federal Department of Education (ED) in January. **We anticipate the announcement of new awards as early as late April 2022. This potential continuation award will fund the Upward Bound project through 2027. The estimated size of new awards should be more than \$1.8 million.**
- The **2022 Upward Bound Summer Experience** is tentatively scheduled for June 13 through July 22, 2022. Participants will receive supplemental instruction in English composition and literature, foreign languages, life skills, mathematics, and STEM and laboratory sciences. This year's Summer Experience will be in-person and held on the USCL campus.

#### **Student Organizations:**

- The **D.E.F.I.N.E.** organization is partnering with **The Children's Council of Lancaster** and **The Hubb** to educate and mentor female Upward Bound participants as part of **Seventeen Days**, which emphasizes teen pregnancy prevention services. They are currently planning a Saturday event in April or May.
- There will be a joint meeting of the **D.E.F.I.N.E.** and **G.E.N.T.S.** organizations at 12:15 p.m. on Wednesday, April 6, 2022, in the TRiO Learning Resource Center. Lunch will be provided and any USCL student is welcome to attend.

#### **Community Service:**

- OSP students in partnership with the D.E.F.I.N.E. and G.E.N.T.S. organizations, are continuing to sponsor the **Baby Bottle Fundraiser**. Proceeds will benefit the **Lancaster Women's Enrichment Center**, located on Main Street. This non-profit agency supplies vital care, counseling, education, and workforce initiatives and referrals for expectant mothers in our local community. D.E.F.I.N.E. and G.E.N.T.S. members will present a check to the organization at the end of the AY.
- On March 14-15, 2022, OSP students partnered with the **Lancaster Rotary Club** in labeling **1,308 free books** which will be distributed to schools throughout the Lancaster County School District, and to local Adult Care facilities.

#### **Legislative Updates:**

- According to the **Council for Opportunity in Education (COE)**, Congress has announced a bipartisan funding deal with a **\$40 million** (3.7%) increase for the Federal TRiO Programs for the Fiscal Year 2022 (Program Year 2022-23).
- The FY22 TRiO increase will fund additional grants in the pending competitions for **Upward Bound, Upward Bound Math-Science, Veterans Upward Bound, and Ronald E. McNair Postbaccalaureate Achievement**. The agreement also directs ED to increase current **Student Support Services, Talent Search, and Educational Opportunity Centers** while also giving ED the option (not required) to fund additional high-scoring unfunded applicants in the FY20 and FY21 competitions.
- If anyone is interested in learning how you may support these bipartisan funding efforts to assist our TRiO grant projects at USC Lancaster, please contact **Mark Ammons** at [rmammons@email.sc.edu](mailto:rmammons@email.sc.edu).



UNIVERSITY OF  
**SOUTH CAROLINA**  
LANCASTER

## Campus Description for External Review of Tenure and Promotion Applications

**Purpose:** The 2021~~0~~ *Palmetto College Campuses Faculty Manual* requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

*By **April 15**, each Palmetto College Campus Faculty Organization will provide the Office of the Palmetto College Chancellor a campus description of that Palmetto College Campus and the following information:*

- a. normal teaching load per semester*
- b. local funding and course relief for research and scholarship*
- c. description of facilities*
- d. availability of mentors or colleagues with similar interests*
- e. availability of students to participate in research and scholarship*

*The faculty organization will review the campus description annually, updating and approving it through official channels as needed.*

## Campus Description

### Physical Location and Size

The University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina that was established in 1959. The campus is in a rural area, approximately thirty-five miles south of Charlotte, NC. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, ~~extensive~~ athletic facilities, a campus bookstore, and a library. Through community support, the USCL campus continues to grow. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom, [archive](#) and lab space, as well as establishing a public museum. ~~A new classroom building, Founders Hall, opened in Fall 2014.~~

In Fall 2018, USCL opened an extension site in Indian Land, which is in the growing panhandle region of Lancaster County. Courses are offered in the late afternoons and evenings. Initial course offerings at the site comprised less than 50% of courses applicable towards an associate's degree, and SACSCOC was notified of this in early 2018. Instructional methods employed for these courses typically consist of traditional in-class, on-site instruction, with USC-approved faculty members traveling to the site and teaching their classes.

### USCL Faculty, Academic Divisions, and Disciplines

~~The size of the USCL faculty body has held steady at about 100 members over the past five years. In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure-track instructors. As of 2021, approximately 39% of the faculty members were part-time adjunct. In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure-track instructors. As of the 2021-2022 academic year, of the 57 full-time faculty members, 36 were tenured, 2 were 57% tenured, 10% untenured tenure-track, 10 were instructors, and an additional 9 were senior and 33% non-tenure-track instructors. As of 2022, 39 faculty members were part-time adjuncts, up from about a third of faculty in previous years.~~ USCL faculty members are grouped into ~~three~~<sup>four</sup> categories, with some faculty teaching courses in more than one division.

- **Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science.** This division consists of Accounting, Anthropology, Business, Business

Administration, Criminal Justice, Economics, Education, Psychology, Sociology, and Technology Support & Training Management.

- **Division of Humanities.** This division consists of African-American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy, Political Science, Religion, Speech, Theater, and Women’s Studies.
- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.

## Degree Programs

USCL awards the following four associate degrees: Associate in Arts, Associate in Science, Associate in Science in Business, and Associate in Science in Criminal Justice. In conjunction with York Technical College, USCL awards an Associate in Science in Nursing, though that program [stopped](#) admitting new students after Spring 2021. Students can earn three bachelor’s degrees on the USCL campus: Bachelor of Arts in Liberal Studies (BLS) and Bachelor of Arts in Organizational Leadership (BOL) through Palmetto College, and Bachelor of Science in Nursing (BSN) through the USC [Columbia](#) College of Nursing.

USCL offers the first two years of coursework for students pursuing Associate and Baccalaureate degrees. USCL also offers support for Palmetto College, the organization of two-year campuses and online bachelor’s degree completion programs in the University of South Carolina system, where, in addition to the BLS and BOL degrees, students may earn bachelor’s degrees in Applied Computer Science—Cybersecurity, Business Administration—Management, Business Administration—Accounting, Communication, Criminal Justice, Elementary Education, Engineering Technology Management, Health Informatics, Hospitality Management, Human Services, Information Management & Systems, Nursing, Psychology, Public Health, Sociology, and Special Education.

## Student Profile

In Fall 2019, our incoming students had an average SAT score of 999 and an average ACT score of 18. [USCL has been SAT- and ACT-optional since](#) in Fall 2020, [no SAT or ACT scores were required.](#) [Fall 2020’s](#) incoming students completed the semester with an average GPA of 2.54. Most USC Lancaster students come from rural areas, small towns, and cities from across the central Piedmont area of the Carolinas. USCL awards financial aid to approximately 89% of enrolled students, including full-time, part-time, BOL, and BLS students. In Fall 2020-Spring [2021](#), 88% of Dual Enrollment students received aid, and 99% of traditional post-high

**Commented [PS1]:** Updated GPA is pending.

**Commented [PS2]:** Updated aid figures are pending.

school students received aid.

## Enrollment Numbers

Over the past ten years, full-time equivalent enrollment (FTE) has decreased and then risen, from approximately 1259 in Fall 2011 to 1055 in Fall 2018 to 1144 in Fall 2021. Fall 2021<sup>9</sup> headcount was ~~1729~~1810, ~~with 959 of those students dual enrollment of which 1045 were Dual Enrollment.~~ The number of part-time students is typically around 700. These numbers exclude students who are on campus working on Palmetto College bachelor's degrees in Liberal Studies or Organizational Leadership or bachelor's degrees through USC Columbia's College of Nursing, who are counted as students enrolled at USC Columbia or one of the system's three other four-year campuses. ~~In Fall 2020, 1272 students were enrolled in one of Palmetto College's nineteen degree completion programs.~~

## a. Normal Teaching Load per Semester

### USCL's Definition of a Normal Workload

The base teaching load for full-time teaching faculty is determined by the total number of credit hours taught over the nine-month contract period of Fall and Spring semesters. Librarians are employed on a 12-month basis, and their normal workload is determined by the number of hours worked each week. The normal workload for each category of faculty c. is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 24 credit hours (8 courses).
- Division of Humanities: 24 credit hours (8 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 24 credit hours (6-8 courses).
  - Natural Sciences: usually 22 credit hours (10 lectures and labs combined; typically 6 lectures and 4 labs).
- Librarians: 37.5 working hours per week.

## Additional Duties for Teaching Faculty

### Academic Advising

~~Except in unusual circumstances, f~~aculty members ~~generally tend to~~ serve as academic

advisors, ~~along with staff. Although advising responsibilities are assigned by discipline, m~~Many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform, as there is often a significant difference in the number of advisees in the various majors and degree programs.

### ***Labs, Recitations and Grading***

USCL is in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. There are no graders or teaching assistants. Each faculty member is solely responsible for all grading, regardless of the enrollment size in their courses. Some faculty members who teach courses with a mandatory laboratory or recitation component are responsible for all lab preparations and may have up to six additional contact hours per year over the normal 22 hours.

### ***Distributed Learning and Off-Campus Courses***

Except during the COVID-19 pandemic, most classes ~~have been~~are taught face-to-face on campus, between the hours of 8 am and 11 pm. Some classes ~~are taught via two-way video, are~~ fully online, or have an online component. ~~In order to teach these distributed learning courses effectively, faculty receive special training.~~ USCL faculty members also offer dual-credit courses at high schools throughout its service area, which may add up to a two-hour round-trip commute for these faculty members. From mid-Spring 2020 through Spring 2021, most courses shifted to online synchronous or online asynchronous delivery.

## **Librarians**

Librarians are fully engaged in user services, outreach and student engagement, programs and events, information access, acquisition and organization, information literacy instruction, scholarship curation, promotion and tenure support, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

On average, librarians serve over 1000 patrons a week during the regular academic terms, fielding over 1000 reference questions annually. Instruction includes formal information literacy instruction and embedded librarianship for discipline-specific courses and individualized intensive research consultations for faculty and students.

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians ~~also~~ adhere to the collections maintenance guidelines for these resources, as outlined by the US Government Publishing Office. Librarians ~~also~~ perform periodic deselection of materials to

ensure academic relevancy and appraise the historical value of Medford Library resources.

Librarians work internally and closely with academic units and other departments to provide student and faculty-focused programs in the library. These events promote collections, highlight library services, and allow librarians to engage with students and faculty in a personalized manner that encourages these groups to collaborate with librarians and use resources more effectively.

Medford Library's faculty librarians are some of the few USCL faculty members employed on a 12-month basis yet are involved in significant scholarship and service endeavors in addition to their normal year-round library responsibilities. Service engagement is encouraged in the USCL mission, and librarians are engaged in committees, task forces, and leadership positions at the campus, local, state, regional, and national levels.

## **b. Local Funding and Course Relief for Research and Scholarship**

### **Local Funding**

#### ***Research and Productive Scholarship Grants***

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean [and](#), judged by an administratively appointed committee. This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. In recent years, the RPS grant program has provided approximately \$40,000 [annually](#), disseminated among [applicants](#), with untenured tenure-track faculty being prioritized.

#### ***Travel Funding***

Priority for travel funding on the USC Lancaster campus is given for conferences or events at which a faculty member is disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

### **Course Relief**

#### ***The Redefined Teaching Load Program***

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship load for one semester during the academic year. Untenured tenure-track faculty are awarded

a redefined teaching/librarianship load automatically, upon request. The yearly redefined teaching/librarianship load is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 21 credit hours (7 courses).
- Division of Humanities: 21 credit hours (7 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 21 credit hours (6-7 courses).
  - Natural Sciences: 19 credit hours (5 lectures and 4 labs).
- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

#### ***Sabbatical Leave***

Tenured associate professors and full professors may request sabbatical leave ~~which that~~ allows ~~full-time faculty~~ them relief from all University duties during the sabbatical. According to the *Palmetto College Campuses Faculty Manual*, "A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, workloads, and other considerations, it is a matter of administrative discretion." ~~The first sabbatical at USCL was granted in 2008. Since then, eight sabbaticals have been granted.~~

### **c. Description of Facilities**

#### **Library and Library Services**

Medford Library at USC Lancaster employs two faculty librarians, has collections numbering roughly 70,000 book volumes, and is a US Government Federal Depository library.

Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater ~~USC~~ ~~University of South Carolina~~ system, the Library provides subscription access to over 200,000 electronic book titles and over 190 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL (Partnership Among South Carolina Academic Libraries) Delivers, a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

~~Unfortunately, increased numbers of faculty, students, and programs in recent years have not been matched with increased financial support for adequate permanent staffing at Medford Library. Additionally, electronic and print subscriptions, along with general publishing costs, continue to rise annually, which affects the budget reach of materials purchasing – a phenomenon that occurs with many academic librarians, and in which small and rural libraries (like Medford Library) are affected more deeply. As a result, the library experiences daily operating and service challenges, and many faculty members purchase their own journal subscriptions or books. Also, despite the library’s readily available print and electronic materials, there can be a delay in getting research materials through ILL and books through PASCAL Delivers compared to campuses where collections are larger and materials are more conveniently available.~~

While steady increases in resource costs have made it difficult for the library to keep up with resources for scholarly faculty research, recurring funding for electronic resources, instituted in 2014 by the broader Palmetto College administration, has improved access to scholarly sources for all faculty and students from here on. ~~Library faculty continue to request permanent staffing to offset operating difficulties and expand our activities to further the campus and library’s mission.~~

### **Technology, Lab Equipment, and Lab Space**

USCL is a student-centered campus, and as such, the priority for local, revenue-based funds is to support teaching. Specifically, teaching needs take precedence when purchasing software and equipment and when scheduling laboratory time. Teaching equipment and technology are generally up-to-date, meeting or exceeding the standards for a two-year campus. Faculty engaged in research generally use a combination of the following to fund their projects: teaching resources, local funding, grants, and personal funds. While tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.

### **Art and Theatre Resources**

~~Prior to Fall 2014, the art studio was cramped and under-equipped. While there was an on-campus art gallery that hosted rotating exhibits, there was no dedicated student gallery space.~~ In Fall 2014 Founders Hall opened. It includes a well-designed teaching studio and student gallery. ~~There is a long-range plan for purchasing equipment.~~ The Native American Studies Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.

USC Lancaster's theatre program continues to grow but also faces significant [infrastructural](#) challenges. The campus currently features one auditorium where most theater classes and all productions take place. ~~As of Fall 2010, the~~The facility's sound ~~system has not been updated~~ and ~~the~~light system, ~~although updated,~~ [s](#) does not yet meet the quality or technical requirements of a theater-friendly environment. The light booth now has moveable glass for better communication and function. A ~~new~~scrim (muslin backdrop curtain used for projection and lighting) was purchased, but a new one is needed due to wear and tear on the current one. Other difficulties include the poor condition of the auditorium seats, and ~~the~~a lack of fly space, backstage area, and designated space for set-building. Prior to 2013, the theater program only had one former office space and one closet to use for storage of costumes, props, and theater equipment. In 2013-2014, two additional former office spaces were designated for theater-related storage. Those two spaces are ~~now being taken back and supposed to be~~ replaced with storage units on the campus grounds. ~~These rooms were also used for dressing rooms for actor safety and privacy, which will now be unavailable to them.~~ ~~In 2014 the theater program also received some safety equipment, including flame-retardant curtains.~~The lighting and sound systems are in need of an upgrade to include electric issues in the building, ~~where,~~ often lights and sound have been lost in the middle of tech week and even during productions, which puts actors and audience at risk.

### Vehicle Access

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license approval is necessary, and usage depends on vehicle availability.

### d. Availability of Mentors or Colleagues with Similar Interests

~~Prior to 2013, a large proportion of the tenure-track faculty was untenured, making it difficult to find tenured mentors in each specific discipline. The tenured faculty mentored junior faculty in many ways, including helping them navigating the tenure system, alerting them to local and system-wide funding and service opportunities, and training them to be academic advisors. Currently,~~ there are more tenured faculty members than untenured tenure-track, so there is ~~more~~ potential to find a mentor in ~~a specific~~[some](#) disciplines. ~~However, o~~On this small campus, finding mentors or colleagues with similar interests in a specialized research area may not be possible. Some faculty members prefer to work in their own area, while others have ~~succeeded in~~ [conducting](#) interdisciplinary projects or collaborated with faculty at other universities.

### e. Availability of Students to Participate in Research and Scholarship

The availability of students to participate in research and scholarship varies by discipline and by project. In recent years, the increased proportion of students under 18 has limited the ability of some faculty to do research involving human subjects. In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues. In the less accessible disciplines, faculty provide opportunities to enhance student understanding of research, such as training students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences. In recent years, there has been an increase in external grants to support faculty-mentored undergraduate research, benefiting students both by funding their projects and by giving them guided experience in writing grants. Medford Library also curates student research on its local repository, [Lancer Scholar Square](#).



# UNIVERSITY OF SOUTH CAROLINA LANCASTER

## Campus Description for External Review of Tenure and Promotion Applications

**Purpose:** The 2021 *Palmetto College Campuses Faculty Manual* requires each regional campus to provide a campus description as part of the external review process. Specifically, the manual contains the following statement:

*By **April 15**, each Palmetto College Campus Faculty Organization will provide the Office of the Palmetto College Chancellor a campus description of that Palmetto College Campus and the following information:*

- a. normal teaching load per semester*
- b. local funding and course relief for research and scholarship*
- c. description of facilities*
- d. availability of mentors or colleagues with similar interests*
- e. availability of students to participate in research and scholarship*

*The faculty organization will review the campus description annually, updating and approving it through official channels as needed.*

## Campus Description

### Physical Location and Size

The University of South Carolina Lancaster (USCL) is a regional campus of the University of South Carolina that was established in 1959. The campus is in a rural area, approximately thirty-five miles south of Charlotte, NC. USCL currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, athletic facilities, a campus bookstore, and a library. Through community support, the USCL campus continues to grow. In Fall 2013, the USCL Native American Studies Center opened in downtown Lancaster, adding classroom, archive and lab space, as well as establishing a public museum.

In Fall 2018, USCL opened an extension site in Indian Land, which is in the growing panhandle region of Lancaster County. Courses are offered in the late afternoons and evenings. Initial course offerings at the site comprised less than 50% of courses applicable towards an associate's degree, and SACSCOC was notified of this in early 2018. Instructional methods employed for these courses typically consist of traditional in-class, on-site instruction, with USC-approved faculty members traveling to the site and teaching their classes.

### USCL Faculty, Academic Divisions, and Disciplines

In 2010, the 61 full-time faculty members were 21% tenured, 30% untenured tenure-track, and 49% non-tenure-track instructors. As of the 2021-2022 academic year, of the 57 full-time faculty members, 36 were tenured, 2 were untenured tenure-track, 10 were instructors, and an additional 9 were senior instructors. As of 2022, 39 faculty members were part-time adjuncts, up from about a third of faculty in previous years. USCL faculty members are grouped into three categories, with some faculty teaching courses in more than one division.

- **Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science.** This division consists of Accounting, Anthropology, Business, Business Administration, Criminal Justice, Economics, Education, Psychology, Sociology, and Technology Support & Training Management.
- **Division of Humanities.** This division consists of African-American Studies, Art, English, Foreign Languages, History, Journalism, Music, Native American Studies, Philosophy, Political Science, Religion, Speech, Theater, and Women's Studies.

- **Division of Mathematics, Science, Nursing and Public Health.** This division consists of Astronomy, Biology, Chemistry, Computer Science, Exercise Science, Geography, Geology, Mathematics, Nursing, Physical Education, Physics, Public Health, and Statistics.

## **Degree Programs**

USCL awards the following four associate degrees: Associate in Arts, Associate in Science, Associate in Science in Business, and Associate in Science in Criminal Justice. In conjunction with York Technical College, USCL awards an Associate in Science in Nursing, though that program stopped admitting new students after Spring 2021. Students can earn three bachelor's degrees on the USCL campus: Bachelor of Arts in Liberal Studies (BLS) and Bachelor of Arts in Organizational Leadership (BOL) through Palmetto College, and Bachelor of Science in Nursing (BSN) through the USC Columbia College of Nursing.

USCL offers the first two years of coursework for students pursuing Associate and Baccalaureate degrees. USCL also offers support for Palmetto College, the organization of two-year campuses and online bachelor's degree completion programs in the University of South Carolina system, where, in addition to the BLS and BOL degrees, students may earn bachelor's degrees in Applied Computer Science—Cybersecurity, Business Administration—Management, Business Administration—Accounting, Communication, Criminal Justice, Elementary Education, Engineering Technology Management, Health Informatics, Hospitality Management, Human Services, Information Management & Systems, Nursing, Psychology, Public Health, Sociology, and Special Education.

## **Student Profile**

In Fall 2019, our incoming students had an average SAT score of 999 and an average ACT score of 18. USCL has been SAT- and ACT-optional since Fall 2020. Fall 2020's incoming students completed the semester with an average GPA of 2.54. Most USC Lancaster students come from rural areas, small towns, and cities from across the central Piedmont area of the Carolinas. USCL awards financial aid to approximately 89% of enrolled students, including full-time, part-time, BOL, and BLS students. In Fall 2020-Spring 2021, 88% of Dual Enrollment students received aid, and 99% of traditional post-high school students received aid.

## **Enrollment Numbers**

Over the past ten years, full-time equivalent enrollment (FTE) has decreased and then risen, from approximately 1259 in Fall 2011 to 1055 in Fall 2018 to 1144 in Fall 2021. Fall 2021

headcount was 1729, with 959 of those students dual enrollment. The number of part-time students is typically around 700. These numbers exclude students who are on campus working on Palmetto College bachelor's degrees in Liberal Studies or Organizational Leadership or bachelor's degrees through USC Columbia's College of Nursing, who are counted as students enrolled at USC Columbia or one of the system's three other four-year campuses

## **a. Normal Teaching Load per Semester**

### **USCL's Definition of a Normal Workload**

The base teaching load for full-time teaching faculty is determined by the total number of credit hours taught over the nine-month contract period of Fall and Spring semesters. Librarians are employed on a 12-month basis, and their normal workload is determined by the number of hours worked each week. The normal workload for each category of faculty is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 24 credit hours (8 courses).
- Division of Humanities: 24 credit hours (8 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 24 credit hours (6-8 courses).
  - Natural Sciences: usually 22 credit hours (10 lectures and labs combined; typically 6 lectures and 4 labs).
- Librarians: 37.5 working hours per week.

### **Additional Duties for Teaching Faculty**

#### ***Academic Advising***

Faculty members generally serve as academic advisors, along with staff. Many faculty members advise in majors outside of their own, and some faculty advise students in more than one major. Advising loads are not uniform, as there is often a significant difference in the number of advisees in the various majors and degree programs.

#### ***Labs, Recitations and Grading***

USCL is in a rural area, making it difficult to hire part-time instructors, teaching assistants, or tutors in most subjects. There are no graders or teaching assistants. Each faculty member is

solely responsible for all grading, regardless of the enrollment size in their courses. Some faculty members who teach courses with a mandatory laboratory or recitation component are responsible for all lab preparations and may have up to six additional contact hours per year over the normal 22 hours.

### ***Distributed Learning and Off-Campus Courses***

Except during the COVID-19 pandemic, most classes have been taught face-to-face on campus, between the hours of 8 am and 11 pm. Some classes are fully online or have an online component. USCL faculty members also offer dual-credit courses at high schools throughout its service area, which may add up to a two-hour round-trip commute for these faculty members. From mid-Spring 2020 through Spring 2021, most courses shifted to online synchronous or online asynchronous delivery.

### **Librarians**

Librarians are fully engaged in user services, outreach and student engagement, programs and events, information access, acquisition and organization, information literacy instruction, scholarship curation, promotion and tenure support, management/administration, and technology in addition to balancing their faculty obligations of scholarship and service.

On average, librarians serve over 1000 patrons a week during the regular academic terms, fielding over 1000 reference questions annually. Instruction includes formal information literacy instruction and embedded librarianship for discipline-specific courses and individualized intensive research consultations for faculty and students.

All librarians are responsible for maintaining and augmenting the collections via the identification and purchasing of print and electronic resources that support USC Lancaster academic programs of study. As a Federal Depository for US government documents, librarians adhere to the collections maintenance guidelines for these resources, as outlined by the US Government Publishing Office. Librarians perform periodic deselection of materials to ensure academic relevancy and appraise the historical value of Medford Library resources.

Librarians work internally and closely with academic units and other departments to provide student and faculty-focused programs in the library. These events promote collections, highlight library services, and allow librarians to engage with students and faculty in a personalized manner that encourages these groups to collaborate with librarians and use resources more effectively.

Medford Library's faculty librarians are some of the few USCL faculty members employed on a 12-month basis yet are involved in significant scholarship and service endeavors in addition to

their normal year-round library responsibilities. Service engagement is encouraged in the USCL mission, and librarians are engaged in committees, task forces, and leadership positions at the campus, local, state, regional, and national levels.

## **b. Local Funding and Course Relief for Research and Scholarship**

### **Local Funding**

#### ***Research and Productive Scholarship Grants***

The Research and Productive Scholarship (RPS) grant program is a local, competitive program, funded by the campus dean and judged by an administratively appointed committee. This program is designed to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship. The anticipated outcomes of the grants include publications, presentations, creative exhibitions, performances, or other formats suitable to the discipline. In recent years, the RPS grant program has provided approximately \$40,000 annually, disseminated among applicants, with untenured tenure-track faculty being prioritized.

#### ***Travel Funding***

Priority for travel funding on the USC Lancaster campus is given for conferences or events at which a faculty member is disseminating research. Funding is limited and is awarded based on the merit of the proposal. Typically funds are not allocated for longer-term travel, such as to summer workshops or to meet with collaborators.

### **Course Relief**

#### ***The Redefined Teaching Load Program***

Tenured and untenured tenure-track faculty may apply for a redefined teaching/librarianship load for one semester during the academic year. Untenured tenure-track faculty are awarded a redefined teaching/librarianship load automatically, upon request. The yearly redefined teaching/librarianship load is as follows:

- Division of Business, Behavioral Sciences, Criminal Justice, Education, and Library Science: 21 credit hours (7 courses).
- Division of Humanities: 21 credit hours (7 courses).
- Division of Mathematics, Science, Nursing and Public Health:
  - Mathematics and Computing: 21 credit hours (6-7 courses).

- Natural Sciences: 19 credit hours (5 lectures and 4 labs).
- Librarians: 30 working hours per week for one semester of the fiscal year. The faculty's redefined teaching load policy was extended in 2014 to include librarians, giving them one day per week release for one semester per year to pursue research and scholarship.

### ***Sabbatical Leave***

**Tenured associate professors and full professors may request sabbatical leave that allows them relief from all University duties during the sabbatical. According to the *Palmetto College Campuses Faculty Manual*, "A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, workloads, and other considerations, it is a matter of administrative discretion."**

### **c. Description of Facilities**

#### **Library and Library Services**

Medford Library at USC Lancaster employs two faculty librarians, has collections numbering roughly 70,000 book volumes, and is a US Government Federal Depository library.

Through local subscriptions, consortial and cooperative arrangements, and the affiliation with the greater USC system, the Library provides subscription access to over 200,000 electronic book titles and over 190 web-based aggregated article databases, reference titles, and individual e-journals. Almost all contain scholarly research articles with full text. In addition, Medford Library actively facilitates faculty research through Interlibrary Loan (ILL) and PASCAL (Partnership Among South Carolina Academic Libraries) Delivers, a South Carolina-based service in which books are borrowed from other in-state academic libraries, often with two-day delivery.

Electronic and print subscriptions, along with general publishing costs, continue to rise annually, which affects the budget reach of materials purchasing – a phenomenon that occurs with many academic librarians, and in which small and rural libraries (like Medford Library) are affected more deeply. As a result, many faculty members purchase their own journal subscriptions or books. Also, despite the library's readily available print and electronic materials, there can be a delay in getting research materials through ILL and books through PASCAL Delivers compared to campuses where collections are larger and materials are more conveniently available.

While steady increases in resource costs have made it difficult for the library to keep up with resources for scholarly faculty research, recurring funding for electronic resources, instituted

in 2014 by the broader Palmetto College administration, has improved access to scholarly sources for all faculty and students from here on.

### **Technology, Lab Equipment, and Lab Space**

USCL is a student-centered campus, and as such, the priority for local, revenue-based funds is to support teaching. Specifically, teaching needs take precedence when purchasing software and equipment and when scheduling laboratory time. Teaching equipment and technology are generally up-to-date, meeting or exceeding the standards for a two-year campus. Faculty engaged in research generally use a combination of the following to fund their projects: teaching resources, local funding, grants, and personal funds. While tenure-track faculty are engaged in productive scholarship as it is broadly defined in the faculty manual, the scope of the projects may be limited by the availability of time, equipment, and lab space.

### **Art and Theatre Resources**

In Fall 2014 Founders Hall opened. It includes a well-designed teaching studio and student gallery. The Native American Studies Center offers rotating exhibits which at times includes student work when specific to the mission of the Center.

USCL's theatre program continues to grow but also faces significant challenges. The campus currently features one auditorium where most theater classes and all productions take place. The facility's sound and light systems do not yet meet the quality or technical requirements of a theater-friendly environment. The light booth now has moveable glass for better communication and function. A scrim (muslin backdrop curtain used for projection and lighting) was purchased, but a new one is needed due to wear and tear on the current one. Other difficulties include the poor condition of the auditorium seats, and the lack of fly space, backstage area, and designated space for set-building. Prior to 2013, the theater program only had one former office space and one closet to use for storage of costumes, props, and theater equipment. In 2013-2014, two additional former office spaces were designated for theater-related storage. Those two spaces are being replaced with storage units on the campus grounds. The lighting and sound systems are in need of an upgrade to include electric issues in the building; often lights and sound have been lost in the middle of tech week and even during productions, which puts actors and audience at risk.

### **Vehicle Access**

Faculty and staff have access to several vehicles for university-associated events, such as meetings at other campuses, scholarly activities, and classroom events. Prior driver license

approval is necessary, and usage depends on vehicle availability.

#### **d. Availability of Mentors or Colleagues with Similar Interests**

There are more tenured faculty members than untenured tenure-track, so there is potential to find a mentor in some disciplines. However, on this small campus, finding mentors or colleagues with similar interests in a specialized research area may not be possible. Some faculty members prefer to work in their own area, while others have conducted interdisciplinary projects or collaborated with faculty at other universities.

#### **e. Availability of Students to Participate in Research and Scholarship**

The availability of students to participate in research and scholarship varies by discipline and by project. In recent years, the increased proportion of students under 18 has limited the ability of some faculty to do research involving human subjects. In some disciplines, students have contributed to projects that were disseminated on a professional level, while in others the results were disseminated in undergraduate research venues. In the less accessible disciplines, faculty provide opportunities to enhance student understanding of research, such as training students to use specialized equipment, teaching them analytical reasoning, or taking students to scholarly conferences. In recent years, there has been an increase in external grants to support faculty-mentored undergraduate research, benefiting students both by funding their projects and by giving them guided experience in writing grants. Medford Library also curates student research on its local repository, [Lancer Scholar Square](#).

**Hiring Priorities Committee 2022 Final Report**  
29 March, 2022

Committee Members:

Todd Scarlett (Chair)  
Steven Campbell  
Stephen Criswell  
Rebecca Freeman

Chris Judge  
Tracey Mobley-Chavous  
Tania Wolochwianski

The Hiring Priorities Committee has considered faculty hiring needs for next year. The committee has received input from the faculty, Deans and Division Chairs and has developed a list of hiring recommendations.

**Recommended Hires**

These two positions come from Dean Collins and Dean Lekan and they prefer these positions be filled by Fall 2022.

Psychology Instructor/Counselor (non-tenure track)

Justification from Dean Lekan:

- First, we have been unable to find a suitable staff counselor. We believe that a faculty position will be more attractive to candidates both in terms of compensation and professional development.
- It is clear to us that we need in-person counseling on campus especially for students who are in crisis. This is always true but even more so since the pandemic has begun.
- We think we have the capacity in terms of psychology teaching needs for this position. Additionally, this new hire might teach University 101.
- We will retain our virtual counseling services. We will also look into having the new faculty member teach the considerable number of dual enrollment students who take Introduction to Psychology courses. We believe that these two strategies will help us avoid ethical conflicts that might arise when a student needs counseling from someone who might be their professor.
- We did in fact have an open psychology search some years back which was never filled.
- Ideally, we'd like to hire someone to start fall 2022.

Nursing Instructor/Advisor

Justification from Dean Lekan:

- This person would help provide much needed advising support to the BSN students in addition to teaching courses (some of which we hire adjuncts to do now anyway).
- Support for clinicals would also likely be part of this person's load.

## **Other positions under consideration**

### English

There might be a need for another English hire—in addition to the search that is currently going on. However, the need for another position won't be clear until after the current position is filled and some faculty return to their full teaching loads. We recommend revisiting this position in 2023.

### Art Education

As Fran Gardner retired, Professors Garner and Taylor-Driggers developed recommendations for two faculty hires to cover courses that Fran had taught and to build the art program. The first recommendation was a graphic artist, and that search is in progress. The second recommendation was for someone who could teach art education courses. We could also use a person that can teach 3-D art, though we have an adjunct who is currently covering 3-D. We recommend revisiting this position next year to see what needs exist after the graphic artist is in place.



Local T&P Report 4/1/22

The T&P Committee is reviewing drafts of 2021 Peer Reviews as well as collecting ballots for First-Year, Third-Year, and Post-Tenure Reviews. We should be ready to start returning everything around the second week of April. Once again, we'll be doing so via read receipt email.

<b>ADMINISTRATIVE DIVISION</b> ACAF Academic Affairs		<b>POLICY NUMBER</b> ACAF 1.18
<b>POLICY TITLE</b> Change of Status between Tenure Track and Professional Track		
<b>SCOPE OF POLICY</b> USC Columbia and Regional Palmetto College Campuses	<b>DATE OF REVISION</b> June 3, 2021	
<b>RESPONSIBLE OFFICER</b> Executive Vice President for Academic Affairs and Provost	<b>ADMINISTRATIVE OFFICE</b> Office of the Provost	

**PURPOSE**

This policy governs the change in faculty appointment status between the tenure track and professional track.

**DEFINITIONS AND ACRONYMS**

**Professional Track:** designation for faculty members who are engaged in research, instruction both inside and outside the classroom, service and/or administration but who are not eligible for tenure.

**Tenure track:** designation for faculty who are engaged in research, instruction both inside and outside the classroom, service and administration and who are eligible for tenure (pre-tenure) or tenured.

**POLICY STATEMENT**

Tenure-track and professional-track faculty members are defined in policies [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#) and [ACAF 1.16 Professional-track Faculty](#).

This policy governs the change in faculty appointment status between tenure track and professional track. This policy does not govern changes in tenure track status in the event of an administrative appointment or changes to the calculation of the probationary period for tenure (tenure clock extensions). See also policies [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-track and Professional-track Faculty](#) and [ACAF 1.31 Extension of Faculty Tenure-track Probationary Period](#).

A. Transfer from Tenure Track to Professional Track

Changing the appointment status of a full-time faculty member to a faculty position not on tenure track is an administrative decision and does not require a new search. However, this change does require the approval of the tenured and tenure-track faculty of the affected unit if a tenure-track faculty member withdraws from the tenure track during the penultimate year

without applying for tenure to move to professional track. See also USC Columbia *Faculty Manual*, Section 2.

Additionally, tenured faculty members at any rank who change their employment status from full-time to part-time relinquish their tenure. See also policy [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#).

The administrative unit must consult with the Office for International Scholars on possible immigration restrictions or implications for non-U.S. citizen faculty changing to professional track.

#### B. Transfer from Professional Track to Tenure Track

Changing the appointment status of a full-time faculty member who is on professional track to tenure track is also an administrative action, not governed by procedures for promotion within the tenure track, and does not require a new search, provided a proper search was conducted initially. However, this change does require the approval of the tenured and pre-tenure faculty of the affected unit unless a competitive search is conducted and the professional-track faculty member is the candidate of choice for a tenure-track position. See also USC Columbia Faculty Manual, Section 2.

The academic unit must consult with the Office for International Scholars on possible immigration restrictions or implications for non-U.S. citizen faculty.

Such a change in status may occur under two circumstances:

1. After having served as a full-time faculty member for not less than two academic years, a faculty member may be considered for reappointment at the appropriate tenure-track rank if the unit criteria for appointment at that rank have been met, and if the faculty member was hired as a result of a proper search; or
2. The official offer letter sent pursuant to a proper search may specify that a tenure-track appointment is contingent upon satisfaction of contingencies; e.g., documented completion of a terminal degree; otherwise, the initial appointment will be as a faculty member on professional track (e.g., instructor, research professor, lecturer, etc.).

### **PROCEDURES**

#### A. Transfer from Tenure Track to Professional Track

1. The dean will submit a written request to the provost along with the candidate's curriculum vita.
2. The Provost may approve, disapprove, or defer a decision on the change of appointment status.

3. The change in appointment takes effect on the date specified in the written approval from the Provost.

#### B. Transfer to Tenure Track Following Two Years' Service

1. The unit faculty should vote, providing a recommendation for or against the change of status.
2. The dean and department chair (in departmentalized units) provide written recommendations to the provost, including date, outcome, and vote of the unit faculty.
3. The dean certifies that a proper search was conducted at the time of the initial appointment.
4. The provost may approve, disapprove, or defer a decision on the change of status.
5. If the transfer includes appointment at the rank of professor, the appointment must be approved by the president. If the transfer includes appointment with tenure, the president and Board of Trustees must approve the tenure. The letter of appointment may include Board approval as pending.
6. The change in appointment takes effect on the date specified in the provost's approval letter. The tenure start date will also be specified in the provost's approval letter.

#### C. Transfer to Tenure Track for Satisfying Contingency

1. The change in appointment follows when the contingency has been met, provided the faculty member's performance has been satisfactory. The change in the appointment must be approved by the Office of the Provost.
2. The change in appointment takes effect on either January 1 or August 16 whichever date is first following the date the contingency was satisfied.

#### D. Notification of Change

The Division of Human Resources must be notified regarding any changes in tenure or appointment status, following the required approvals outlined above.

#### **RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[USC Columbia Faculty Manual](#)

[Regional Campuses Faculty Manual](#)

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Professional Track Faculty](#)

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[ACAF 1.16 Professional-Track Faculty](#)

[ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period](#)  
[EOP 1.00 Equal Opportunity Policy](#)  
[EOP 1.03 Prohibition of Unlawful Discrimination and Harassment](#)  
[HR 1.90 Job Reference and Background Checks](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
February 1, 1995	New policy approval
October 31, 2016	Policy reviewed October 2016. No substantive changes needed
June 3, 2021	Reformatting to new template; change non-tenure-track to professional track; clarify procedures for transfer to tenure track.