

**Proposed Revisions to the USC Faculty Manual
Graduate School Faculty
Recommendation from the USC Graduate Council
Approved by the Faculty Advisory Committee
University of South Carolina
April 2013**

Summary of Proposed Revisions

- Creation of “associate member” status on the Graduate Faculty for non-tenure-track faculty. Associate member status would require a nomination by the unit’s Graduate Faculty and approval by the Graduate Council based on the candidates scholarly credentials, involvement in graduate academic affairs, and expected continual appointment at USC. A six-year associate member appointment would allow for direction of theses and dissertations, participation on student committees, teaching of graduate courses, service on the Graduate Council and its committees, and voting rights on matters coming before the Graduate Faculty. Its creation would not limit existing rights of other faculty in these regards. It would not create voting rights beyond matters before the Graduate Faculty.
- Elimination of the requirement for meetings of the Graduate Faculty every semester.
- Minor editorial changes: updating of the titles “The Graduate School”, “the Graduate Faculty”, and “dean of Graduate Studies”; updates to reflect that there may be more than one “associate dean of The Graduate School”, that the dean of Graduate Studies does not serve as secretary of the Graduate Council, and that faculty requests for grade changes no longer go through the Graduate Council; and clarification to note that regular members have the right to teach graduate courses and that term appointments are for teaching of graduate courses and/or serving on graduate students’ committees as specified by the departmental nomination (these clarifications do not limit any existing rights).

Rationale for Proposed Revisions

- Currently there is no provision for non-tenure-track USC faculty to direct doctoral dissertations or participate in governance of the Graduate School. Other research institutions do have such provisions.
- The Graduate Council does not see the need for a mandatory annual meeting.
- A draft of the recommended changes were approved by both the Graduate Program Review Committee of the Graduate Council, and the full Graduate Council in 2009.
- With minor revisions, the proposal was approved by the Faculty Advisory Committee in 2013.
- The original proposal and revisions were also reviewed by the associate dean of the Graduate School.

Chapter 1 – Faculty Organization
Graduate School Faculty (pages 15-17)

Current	Proposed
<p>The principal responsibilities of members of the Graduate Faculty are to teach graduate students effectively, to conduct scholarly research and/or engage in creative activity of high quality, and to direct the research of graduate students. In order to fulfill these responsibilities, the Graduate Council recognizes regular and term membership in the Graduate School Faculty. In judging the appropriateness of an applicant for the Graduate Faculty, primary consideration shall be given to whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.</p> <p>REGULAR MEMBERSHIP</p> <p>Regular members of the Graduate School faculty on the Columbia campus shall include the president; provost; dean of The Graduate School; associate dean of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School. Faculty members holding the Ph.D. or other terminal degree in their respective field of study are eligible to become regular members of the Graduate School faculty upon appointment to a tenured or tenure-track position at the University’s Columbia campus. Nominations of eligible faculty for appointment to The Graduate School faculty are made by the appropriate academic unit (college, department, or school) to the Dean of The Graduate School. The appointment is made by the Dean of The Graduate School in consultation with the Graduate Council.</p>	<p>The principal responsibilities of members of the Graduate Faculty are to teach graduate students effectively, to conduct scholarly research and/or engage in creative activity of high quality, and to direct the research of graduate students. In order to fulfill these responsibilities, the Graduate Council recognizes regular, <u>associate</u>, and term membership in the Graduate School Faculty. In judging the appropriateness of an applicant for the Graduate Faculty, primary consideration shall be given to whether the faculty member is an active and productive scholar and an effective teacher at the graduate level.</p> <p>REGULAR MEMBERSHIP</p> <p>Regular members of the Graduate School <u>Faculty</u> on the Columbia campus shall include the president; provost; dean of The Graduate School <u>Studies</u>; associate deans of The Graduate School; and chairs of academic departments offering degrees conferred by The Graduate School. Faculty members holding the Ph.D. or other terminal degree in their respective field of study are eligible to become regular members of the Graduate School <u>Faculty</u> upon appointment to a tenured or tenure-track position at the University’s Columbia campus. Nominations of eligible faculty for appointment to The Graduate School <u>Faculty</u> are made by the appropriate academic unit (college, department, or school) to the <u>Dean-dean</u> of The Graduate School <u>Studies</u>. The appointment is made by the <u>Dean-dean</u> of The Graduate School <u>Studies</u> in consultation with the Graduate Council.</p>

REVIEW AND RETENTION

Consistent with the University of South Carolina's mission as a major research university committed to high quality graduate instruction, the university reviews scholarly and graduate teaching performance on a periodic basis to assure that each member of the Graduate Faculty continues to satisfy the unit's criteria for Graduate Faculty membership. Units shall establish procedures and criteria for review and retention of membership on the Graduate School faculty. Such procedures and criteria must be approved by the Graduate Dean in consultation with the Graduate Council. Retention reviews shall coincide with third-year reviews, tenure and promotion reviews, and post-tenure reviews. Review of chaired professorships, department chairs, and deans for retention on the Graduate School faculty shall coincide with their normal periodic reviews.

Regular members of the Graduate School faculty shall be retained on the Graduate School faculty unless they are judged by their peers, in a manner consistent with unit procedures and criteria, to be performing unsatisfactorily in terms of graduate teaching or research. A faculty member who is evaluated as unsatisfactory in graduate teaching or research by his or her unit may submit a letter of appeal to the unit requesting reconsideration. Upon receipt of an evaluation of unsatisfactory performance from the unit, the decision to retain or deny the request for retention on the Graduate School Faculty rests with the Graduate Dean in consultation with the Graduate Council. Appeals of such decisions may be made to the Grievance Committee of the Graduate Council. Persons who have been denied membership on the Graduate School faculty may reapply annually through the unit's normal procedures.

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ASSOCIATE MEMBERSHIP

Non-tenure-track USC faculty members and scholars who hold the Ph.D. or other terminal degree in their respective field of study may be appointed to associate membership in the Graduate Faculty. Requests for associate membership require nomination by the nominee's academic unit that grants the Ph.D. (or other terminal degree that requires a dissertation or thesis) to the Graduate Council. If the nominee does not belong to an academic unit, then the nomination may be from an academic unit that grants the Ph.D. (or other terminal degree that requires a dissertation or thesis) with which the nominee's area of research aligns. These nominations shall include a report that the nominee received a majority favorable vote by both the unit's current regular Graduate Faculty and by the unit's current combined regular and associate Graduate Faculty. The granting of associate membership is by vote of the council, subject to its procedures and criteria, and is based on the candidate's scholarly credentials, involvement in graduate academic affairs (such as teaching of graduate courses, serving as a member of thesis or dissertation committees, and serving on committees overseeing the department's academic programs), and expected continual appointment at USC. Associate membership is valid for a period of 6 years, also expiring if the faculty member leaves USC. Persons with associate membership are eligible for renomination and reappointment. Associate membership is appropriate for full-time USC clinical faculty, research faculty, and other USC scholars holding an appropriate terminal degree.

Associate membership in the Graduate Faculty does not grant voting rights in the University Faculty or Faculty Senate. Voting rights in the academic unit are determined by local policies independent of Graduate Faculty status.

FUNCTIONS

Regular membership in the Graduate School faculty confers the right to direct theses and dissertations, to participate in graduate student committees (subject to unit restrictions), to serve on Graduate Council or its committees, and to vote on matters coming before the Graduate School faculty. The Graduate School faculty shall meet at least once a semester. Special meetings may be called by the Graduate Council or on the written request of any ten members of the graduate faculty. The dean of The Graduate School shall serve as the presiding officer, assisted by a secretary elected annually by the Graduate School faculty. The Graduate School faculty shall have the right to act on new graduate programs, Graduate School regulations, and related academic matters brought before it by individual members, the Graduate Council, or the administration.

TERM APPOINTMENTS

Faculty members and scholars not otherwise eligible for regular membership on the Graduate School faculty may be appointed to term appointments. Term appointments to the Graduate School faculty are granted upon nomination by an academic unit to the Dean of The Graduate School for a period not to exceed 3 years. Term appointments to the Graduate School faculty confer the rights only to teach graduate courses and serve on graduate students' committees. Persons with term appointments are eligible for reappointment. Term appointments are appropriate for USC faculty in the School of Law and the School of Medicine, emeriti USC professors, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an

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appropriate terminal degree or other credentials.

GRADUATE COUNCIL

The council shall be composed of nineteen members:

- Nine members selected by the Graduate School faculty;
- Nine members appointed by the president of the university; and
- The dean of the Graduate School, who serves as secretary.

The council acts in an advisory capacity to the dean of the Graduate School and to the administration, takes action on graduate students' petitions and on faculty requests for graduate grade changes, and performs other duties assigned to it by the graduate faculty or the administration of the university.

The council is responsible for the approval of major changes in Graduate School policy, new courses, course changes, new programs, and modifications of existing degree programs so long as such modifications are in accord with general regulations of the graduate faculty. Actions of the council in these areas shall be published to the faculty and shall become final if not challenged within thirty days by ten or more members of the graduate faculty. A challenge shall consist of a written statement of disagreement with an action or actions of the council that is addressed to the chair or the secretary and signed by ten or more members of the graduate faculty. If a challenge cannot be resolved by the council to the satisfaction of the challengers, the matter shall be referred to the graduate faculty for resolution at a meeting called by the dean of the Graduate School. Any

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No more than six members may have associate membership.

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