



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S.C. 29208

OFFICE OF THE CHANCELLOR  
for University Campuses and  
Continuing Education

February 28, 1991

(803) 777-7695

MEMORANDUM

TO: Professor Nancy Washington  
Chair, University Campuses Faculty Senate

FROM: John J. Duffy *John J. Duffy*  
Chancellor

SUBJECT: NOVEMBER 19, 1990 UNIVERSITY CAMPUSES FACULTY SENATE  
RECOMMENDATIONS FOR REVISIONS TO THE UNIVERSITY CAMPUSES  
FACULTY MANUAL

In response to the Senate actions of November 19, 1990 and your memorandum on this subject of January 17, 1991, the following are my actions/recommended wordings of the Faculty Manual revision which I intend to forward to the Board in addition to the previous revisions adopted by our faculty.

1. Faculty appointments (ACAF 1.00) (PSER 1.24, II.F.1)

Appointment procedure

When the President, the Chancellor for University Campuses and Continuing Education, and the Dean of a University Campus establishes that a vacancy exists, the vacancy will be advertised in accordance with affirmative action and University regulations. A faculty search committee will identify candidates, assemble information including job description and salary range, review the information, interview the candidates, and make recommendations to the Dean of the University. If the appointment cannot be made from among the candidates recommended by the Search Committee, a new search will begin.

Once a candidate has been selected, approval to make the offer must be obtained from the Chancellor for University Campuses and Continuing Education (and from the President in the case of full professorial or administrative appointments).

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2. By January 5, the Dean of the University will forward the files and any recommendations to the Office of the Chancellor for University Campuses and Continuing Education for review by the University Campuses Tenure and Promotion Committee.
3. Instructors are not eligible for tenure, but the provisions of paragraph 6 (below) concerning notice of termination shall be applicable to full-time appointments at that rank, except in the case of an appointment made for a specific period of time. After service of two years a full-time faculty member whose original appointment was at this rank may apply to the local Tenure and Promotion Committee for promotion to the rank of Assistant Professor.
4. NORMAL WORK SCHEDULE

The work schedules for full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment will be twelve hours per semester or its equivalent. Teaching assignments will be affected by the number of students in the classes, number of preparations, number of new preparations, amount of travel, night schedules, and other variables related to the satisfactory performance of teaching.

If you have any questions on this, please don't hesitate to contact me. I would be happy to discuss these recommendations with the Executive Committee at its February 1 meeting and Vice Chancellor Gardner will be available (if he is excused from Jury Duty) to discuss these with the Senate on February 16. I will be attending an NUCEA Deans meeting on February 16 and I regret this conflict. John Gardner is going to do everything within his power to get the court to excuse him for our Senate meeting.

My thanks to all in the Senate for their work on this Faculty Manual revision. They have performed outstanding university service in this regard and I am very pleased with the results.

mkh

cc: Jack Anderson  
Pete Arnold  
Carl Clayton  
Ken Davis

Jerry Dockery  
John Gardner  
Chris Plyler