COLLEGE OF ARTS AND SCIENCES

FACULTY BYLAWS

The University of South Carolina

Approval date: November 1, 2024

I. PURPOSE

The purpose of these bylaws is to define structures and procedures for faculty governance as they pertain to the mission and operation of the College of Arts and Sciences at the University of South Carolina. In accordance with *The Faculty Manual*, the college faculty, subject to the review of the university's president and board, "have legislative powers in all matters pertaining to standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, extracurricular activities, discipline of students, educational policies and standards of the university, and all other matters pertaining to the conduct of faculty affairs, including the discipline of their own members" (*FM*, 2024, p. 4).

These bylaws are informed by and depend on principles of academic freedom and tenure, by which faculty are entitled to freedom in research, publication, and teaching. Academic freedom is a prerequisite of faculty governance and protected by *The Faculty Manual*, which states that "faculty must be free to speak truthfully and factually, and in order to protect academic freedom and academic quality at the institution, faculty must participate in governance" and be able to do so "unhampered by fear of retribution" (*FM*, 2024, p. 65).

II. MEMBERSHIP AND VOTING RIGHTS

Membership and voting rights extend to all full-time faculty, in accordance with *The Faculty Manual*. Full-time faculty are defined as current tenured, tenure-track, and professional-track faculty with appointments on the Columbia campus of the College of Arts and Sciences at the University of South Carolina and include full-time faculty with joint appointments with another college when their home department is in the College of Arts and Sciences. Temporary faculty and emeriti professors may attend and participate in college-wide meetings but shall not vote.

Faculty participation in college governance may take place through membership on standing committees and through college-wide faculty meetings. Individuals are invited to bring items to the relevant standing committee or the Faculty Advisory Committee for discussion and consideration, as well as to the full faculty at college-wide faculty meetings. In accordance with the South Carolina Freedom of Information Act, meetings are open, with the exception of executive sessions, and faculty are encouraged to attend standing committee and college-wide meetings.

III. COLLEGE FACULTY MEETINGS

1. A minimum of four college-wide faculty meetings shall be held each year, with two in the fall semester and two in the spring semester. The schedule of college-wide meetings for the academic year must be announced to all faculty at the start of the fall semester. The Dean shall call these meetings and set the agenda in consultation with the Faculty Advisory Committee (FAC) and other standing committees. The agenda will include reports from standing committees. The agenda must be circulated to faculty at least three business days before the meeting. The Dean or their designee will preside at all college-wide meetings, with the exception of special meetings called by the FAC or by faculty petition, over which the Faculty Advisory Committee chair will preside. The Secretary to the Faculty shall serve as Parliamentarian at college-wide meetings, which are governed by *Robert's Rules of Order*.

2. The Dean or FAC may call special college meetings as needed; these meetings shall be announced at least three days in advance. On petition of at least five voting members of the college faculty, the Dean and the FAC must convene a special meeting within ten business days.

3. Meetings shall be held in person. In exceptional circumstances, meetings may be held virtually in accordance with *The Faculty Manual* and the processes of the Faculty Senate.

4. The size of a quorum at college-wide meetings must be fifty voting members. Voting will be limited to eligible faculty in attendance. The majority vote will be determined by voice vote or, upon request by a faculty member, by a show of hands or by secret ballot. No proxy votes will be allowed. In exceptional circumstances, and when moved by a faculty member, the majority vote may be determined by electronic ballot.

5. Members of the college faculty who wish to place an item on the agenda of a general meeting shall notify the Secretary to the Faculty at least five business days in advance of the meeting. The Secretary shall list the item on the agenda as a request for consideration.

6. Items to be put to a vote must be circulated with the agenda at least five business days in advance of the meeting. Items not on the written agenda and not circulated in advance will not be put to a vote but may be added to the agenda of the following meeting.

IV. DEAN OF THE COLLEGE OF ARTS AND SCIENCES

1. The Dean is the chief executive officer of the college. In accordance with *The Faculty Manual*, the Dean is responsible for the administration of personnel and programs. The Dean reviews curricula and programs in the college; appoints chairs of departments and

assigns their duties; supervises the use of funds, space, and equipment allotted to academic units; and supervises the preparation of the college's budget.

2. As the presiding officer of the faculty of the College of Arts and Sciences, the Dean shall:

    a. Preside at all regularly scheduled college-wide faculty meetings, calling meetings and setting the agenda in consultation with the FAC and other standing committees;
    b. Preside at regular meetings of Chairs and Directors, calling meetings and setting the agenda in consultation with other college administrators;
    c. Maintain college archives relevant to faculty affairs in an accessible location, including updated bylaws, minutes, and reports of standing committees;
    d. Serve as a non-voting *ex officio* member of the FAC and the Budget Committee, and other standing committees as needed;
    e. Form *ad hoc* committees in consultation with the FAC;
    f. Recommend members to standing committees, in consultation with the FAC, for the purpose of filling short-term vacancies or to ensure a fully constituted committee in the absence of a complete slate of nominations;
    g. Appoint Associate Deans and Department Chairs and Directors, following a process of faculty consultation, with the exception of interim appointments.

V. ASSOCIATE AND VICE DEANS

Associate Deans will be tenured faculty members at the rank of associate professor or professor, appointed by and serving at the pleasure of the Dean. Vice Deans may be tenured or non-tenured faculty members or staff, appointed by and serving at the pleasure of the Dean. Both Associate and Vice Deans shall be selected through an open process of faculty nominations and consultation, with the exception of interim appointments; reappointments will involve a review process that includes faculty consultation. Titles and responsibilities shall be determined by the Dean and will include participation on the college's administrative team.

VI. CHAIRS AND DIRECTORS

1. Responsible for the general conduct of departmental affairs, chairs and directors are appointed by and serve at the pleasure of the Dean, following the process determined by *The Faculty Manual* and university policy. Chairs and Directors have a responsibility to the department faculty in matters relating to research, teaching, and service; they are also responsible to the Dean of the College and other officers of the university for implementing university policies as they apply to the affairs of the unit, in accordance with *The Faculty Manual*.

2. Chairs and Directors will meet monthly with the Dean and Associate Deans, serving as an advisory body to the Dean on college-related matters.

VII. FACULTY COMMITTEES

1. **Standing Committees**
   Standing committees shall be six: the Faculty Advisory Committee (FAC); Research, Scholarship, and Creative Activity Committee; Undergraduate Committee; Graduate Committee; Strategic Engagement Committee; and Budget Committee. Standing committees shall be advisory to the college faculty and the Dean. Their responsibilities, as outlined in the college bylaws, shall be to consider matters directed to them by the Dean, the faculty, the FAC, or by their own initiative.

   Ad hoc committees shall be established by the Dean, in consultation with the FAC, for the purpose of addressing issues that go beyond the purview of the standing committees. The FAC, in consultation with the Dean, will determine the composition and charge of ad hoc committees in addition to reviewing any proposals or recommendations that come forward.

2. **Secretary to the Faculty**
   One member of the FAC shall serve as general secretary to the faculty committees and Parliamentarian of college-wide meetings. This individual shall be selected by the FAC, in consultation with the Dean, and shall serve a two-year term, with the college providing compensation of one course release per academic year. The Secretary is responsible for the recording of minutes at college-wide meetings; collecting and posting agendas, minutes, and annual reports from all standing and ad hoc committees; and maintaining an updated roster of eligible voting faculty across the college and current membership lists of standing and ad hoc committees. In consultation with the FAC, the Secretary shall supervise annual nominations and elections for membership on the standing committees.

VIII. COMMITTEE NOMINATIONS AND ELECTIONS

For the purposes of standing committee elections, faculty participation shall be evenly balanced between two divisions, reflecting the distribution of faculty within the college. One division is Arts, Humanities, and Social Sciences; the other is Natural and Physical Sciences.

The division of Arts, Humanities, and Social Sciences includes African American Studies; Anthropology; Criminology and Criminal Justice; English Language and Literature; History; Languages, Literatures, and Cultures; Philosophy; Political Science; Religious Studies; Sociology; School of Visual Art and Design; Theatre and Dance; and Women's and Gender Studies. The division of Natural and Physical Sciences includes Biological Sciences; Chemistry and Biochemistry; Geography; Mathematics; Physics and Astronomy; Psychology; School of the Earth, Ocean, and Environment; and Statistics. Faculty with joint appointments will stand for election with their home unit. Professional-track faculty from non-tenure granting units will stand with the division most closely aligned with their unit, either Arts, Humanities, and Social Sciences or Natural

and Physical Sciences. The FAC, in conjunction with the Secretary to the Faculty, shall oversee all nominations and elections for the standing committees.

1. The Secretary to the Faculty will make two calls for nominations, the first on or before the third Monday in March and the second on or before the last day of March. The nomination period shall close on the first Friday in April.

2. There shall be a period of ten working days for voting, to be conducted by electronic ballot and completed by the first Friday in May.

3. All voting members of the College of Arts and Sciences are eligible for nomination to a standing committee. Faculty may self-nominate or be nominated.

4. A voting member of the college may run for no more than one committee per election.

5. There may be multiple nominees for a committee from a given unit. However, because only one person from each unit may serve on a committee, if more than one unit member receives enough votes to be elected, only the top vote-getter will be elected to the committee.

6. Upon nomination, candidates shall provide a brief statement about their interest and relevant experience, which will appear on the ballot.

7. For each standing committee, the ballot will present nominees from both divisions. Faculty may vote for nominees in both divisions, regardless of which division their own appointment falls within.

8. The candidate who receives the most votes across both divisions will be named the at-large member. The remaining top vote-getters within each division shall constitute the rest of the committee membership, half from each division.

IX. GENERAL GUIDELINES FOR STANDING COMMITTEES

1. Committee membership shall be constituted by staggered three-year terms, with roughly one-third of each committee to be elected each year. Members shall not serve consecutive terms but may be re-elected or reappointed to a second term after a minimum of one year between terms.

2. Committee vacancies of one year or more shall be filled by appointment of the FAC, maintaining the balance between divisions. The FAC will pull first from the list of runners-up from the most recent election, and then, if needed, may seek recommendations from the Dean to fill vacancies. Those appointed, either as runners-up or by Dean's appointment, will

serve the remainder of the vacated term and may be nominated for a subsequent term, exempt from the minimum requirement of one year between terms.

3. Committees shall elect a chair in April each year, to serve a one-year term beginning August 16. The committee chair is responsible for convening and presiding at meetings and for reporting committee actions at the College of Arts and Sciences faculty meetings.

4. All elected committee members have voting rights; proxy votes are not permitted. Non-faculty committee members; ex-officio members, including the Dean, or their designee, and Associate and Vice Deans; as well as others in attendance at the meeting shall not have voting rights.

5. Committees must announce the meeting schedule for the academic year at the start of the fall semester and post an agenda at least three days before each meeting. All items to be put to a vote must be circulated with the agenda at least three days prior to the meeting. Requests for adding items to the agenda coming from non-committee members must be made to the committee chair at least five days before the meeting.

6. Committee meetings are open, with the exception of executive sessions, as defined by the South Carolina Freedom of Information Act. Faculty are encouraged to attend committee meetings of interest.

7. Committees shall take minutes at meetings, to be posted within ten working days of the meeting on a publicly accessible site within the college. Minutes will record the date, time, and location; those in attendance; items discussed; and recommendations, motions, and votes, without attribution to individual committee members or participants. Committees shall present the faculty with annual reports, to be housed on a publicly accessible site within the College.

8. Committees shall determine their own internal operating procedures, consistent with university and college policy and following *Robert's Rules of Order*.

X. STANDING COMMITTEES

1. Faculty Advisory Committee

The principal responsibility of the Faculty Advisory Committee (FAC) is to promote and facilitate effective participation of the faculty in the governance, oversight, and coordination of college business, in consultation with the Dean. The FAC shall review and make recommendations on matters affecting the general welfare of the College referred to it by faculty members and college administration. The Faculty Advisory Committee shall:

a. Consult with the Dean on the college's annual strategic planning and blueprint, including making recommendations based on annual reports from the standing committees;
b. Coordinate with the Dean regarding items on the agenda for college-wide faculty meetings;
c. Oversee staffing and duties of standing committees, nominations and election of standing committee members each spring; create or dissolve ad hoc committees as needed; and appoint interim standing committee members as needed;
d. Review major proposals of other standing committees and make recommendations to the Dean;
e. Communicate issues of concern from faculty to the Dean and conduct faculty-wide votes as needed;
f. Advise the Dean on the creation of new and interdisciplinary programs, innovative collaborations, or other initiatives that strengthen the college;
g. Advise the Dean on the creation, merger, or elimination of departments and programs;
h. Advise the Dean on strategic hiring plans and rationales, faculty development, and procedures for faculty awards and fellowships;
i. Coordinate faculty participation in the appointment and review of the Dean;
j. Provide feedback on new and revised policies of the College with the aim of promoting fair and just policies, procedures, and practices;
k. Consult on best practices related to ensuring equitable and transparent recruitment and hiring;
l. Maintain and interpret the college bylaws as needed and resolve jurisdictional issues that may arise among standing committees;
m. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
n. Address other pertinent matters proposed by the committee members, the college faculty, or the Dean.

1.2 FAC Membership

a. The Faculty Advisory Committee shall consist of eleven elected members, with five faculty from the Arts, Humanities, and Social Sciences division; five from the Natural and Physical Sciences division; and one at-large member from either division. No two members shall come from the same department.
b. The Dean, or the Dean's designee, shall serve as a non-voting ex-officio member of the committee.

1.3 FAC Meetings

a. The FAC shall hold at least two meetings per semester. The FAC Chair or the Dean may call special meetings as required. Meetings are open to interested faculty.
b. The FAC Chair shall set the agenda for the meetings, in consultation with the committee members and the Dean.
c. The FAC shall meet with members of the college's administrative team and/or other bodies as needed.

2. Research, Scholarship, and Creative Activity Committee

The principal responsibility of the Research, Scholarship, and Creative Activity Committee (RSC) is to advise the Dean and faculty on matters relevant to institutional policies, support structures, funding, and facilities for research, scholarship, and creative activity throughout the College of Arts and Sciences. Guided by a broad understanding of research and creative activity, the RSC shall foster robust interdisciplinary research together with discipline-specific approaches. The Research, Scholarship, and Creative Activity Committee shall:

a. Serve as a liaison between the college administration, the faculty, and graduate and undergraduate students on matters pertaining to university and college research, scholarship, and creative activity;
b. Advocate for faculty and student priorities on matters of research, scholarship, and creative activity;
c. Identify and disseminate information about sources of internal funding (college and university grants);
d. Identify and disseminate information about sources of external funding (e.g., state and federal agencies, foundations) and administrative support in collaboration with relevant college and university offices;
e. Share opportunities and resources for graduate and undergraduate student engagement in research, scholarship, and creative activity;
f. Provide a venue for discussing faculty and student questions and concerns about research, scholarship, and creative activity;
g. Advise the Dean and/or other senior administrative officers on research-related matters and collaborate in the development of broad-based college scholarly initiatives, including inter- and cross-disciplinary opportunities;
h. Consult with the Dean in evaluating grant proposals for internal college-wide initiatives;
i. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
j. Address other pertinent matters proposed by the committee members, college faculty, or the Dean.

2.1 RSC Membership

a. The Research, Scholarship, and Creative Activity Committee shall consist of seven elected members, with three faculty from the Arts, Humanities, and Social Sciences division; three from the Natural and Physical Sciences division; and one at-large member from either division. No two members shall come from the same department.
b. The RSC shall invite the Graduate Student Association to appoint two graduate student members from the College of Arts and Sciences to serve as non-voting members of the committee, ideally one from Arts, Humanities, and Social Sciences and the other from Natural and Physical Sciences.
c. Associate, Vice, and Assistant Deans, or other college-level administrators involved in research and grant operations shall serve as non-voting ex-officio members.

2.2 RSC Meetings

d. The RSC shall hold at least two meetings per semester. Meetings are open to interested faculty.
e. The Dean, Associate and Vice Deans, FAC, or the committee membership may call special meetings as required.
f. The RSC Chair shall set the agenda for the meetings, in consultation with committee members and the Dean and/or Associate and Vice Deans.

3. Undergraduate Committee

The principal responsibility of the Undergraduate Committee is to provide recommendations regarding the teaching, mentoring, and engagement of undergraduate students in the College of Arts and Sciences, with the aim of fostering high quality and productive undergraduate learning, research, and creative activity. The Undergraduate Committee shall:

a. Advise on the addition and deletion of courses and programs of study (e.g., majors, minors, and certificates) and on significant modifications, especially in consideration of duplication or overlap between new and existing courses and programs of study;
b. Advise on issues related to the implementation and review of the Carolina Core;
c. Make recommendations on recruitment and retention, career preparation, and professional development of undergraduate students;
d. Monitor Distributed Learning and liaise with relevant ad hoc committees within the college and university;
e. Advise on the development and administration of interdisciplinary curricula and opportunities;

f. Advise on best practices in undergraduate pedagogy and instruction;
g. Consult on faculty undergraduate teaching initiatives, including innovative ideas and interdisciplinary approaches to curriculum and pedagogy;
h. Advise and make recommendations on enrollment and classroom space management;
i. Advise and make recommendations on student grievance processes;
j. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
k. Address other pertinent matters proposed by the committee members, college faculty, or the Dean.

3.1 Undergraduate Committee Membership

a. The Undergraduate Committee shall consist of seven elected members, with three faculty from the Arts, Humanities, and Social Sciences division; three faculty from the Natural and Physical Sciences division; and one at-large member from either division. No two members shall come from the same department.
b. Associate deans or other college-level administrators involved in undergraduate affairs shall serve as non-voting ex-officio members.

3.2 Undergraduate Committee Meetings

a. The Undergraduate Committee shall hold at least two meetings per semester. Meetings are open to interested faculty.
b. The Dean, Associate and Vice Deans, FAC, or the committee membership may call special meetings as required.
c. The Undergraduate Committee Chair shall set the agenda for the meetings, in consultation with committee members and the Dean and/or Associate and Vice Deans.

4. Graduate Committee

The principal responsibility of the Graduate Committee is to provide recommendations related to support for graduate students and graduate education. This committee shall work to enhance opportunities for graduate research, scholarship, and creative activity; to promote a supportive environment; and to strengthen professional development. The Graduate Committee shall:

a. Advise and make recommendations on all matters related to graduate programs in the college, including financial support, graduate education, and student support;

b. Advise and make recommendations on opportunities for new and innovative graduate programs and interdisciplinary collaborations, or changes to existing programs;
c. Liaise with the Graduate School regarding policies and support for graduate education;
d. Identify and disseminate information on internal and external awards and fellowships for graduate students;
e. Monitor and advocate for competitive and equitable funding of graduate students;
f. Advise on issues related to career preparation and professional development of graduate students;
g. Serve as a vehicle for consideration of faculty concerns about graduate matters.
h. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
i. Address other pertinent matters proposed by the committee members, college faculty, or the Dean.

4.1 Graduate Committee Membership

a. The Graduate Committee shall consist of seven elected members, with three faculty from the Arts, Humanities, and Social Sciences division; three from the Natural and Physical Sciences division; and one at-large member from either division. No two members shall come from the same department.
b. The Graduate Committee shall invite the Graduate Student Association to appoint two graduate student members from the College of Arts and Sciences to serve as non-voting members of the committee, ideally one from Arts, Humanities, and Social Sciences and the other from Natural and Physical Sciences.
c. Associate Deans and Vice Deans or other college-level administrators involved in graduate affairs shall serve as non-voting ex-officio members.

4.2 Graduate Committee Meetings

a. The Graduate Committee shall hold at least two meetings per semester. Meetings are open to interested faculty.
b. The Dean, Associate and Vice Deans, FAC, or the committee membership may call special meetings as required.
c. The Graduate Committee Chair shall set the agenda for the meetings, in consultation with committee members and the Dean and/or Associate and Vice Deans.

5. Strategic Engagement Committee

The principal responsibility of the Strategic Engagement Committee is to provide leadership in fostering an inclusive and welcoming community in the College of Arts and Sciences, where all members—faculty, staff, and students—are treated with dignity, respect, and fairness, and where discrimination, harassment, and sexual misconduct have no place. The Strategic Engagement Committee shall:

a. Provide leadership on recruitment, retention, support, and mentoring for faculty, staff, and students;
b. Contribute to the college's strategic planning for the promotion of an equitable and accessible environment within the college;
c. Liaise with relevant university and college standing and ad hoc committees on matters of equity, access, and inclusive excellence;
d. Advise and report on strategic engagement with community partners;
e. Advise the Dean and FAC on issues related to equity and access brought to the committee by faculty, Deans, and other standing or ad hoc committees;
f. Engage with issues of equity and access that come from college and university administrators, state and federal legislation, and accreditation bodies;
g. Provide leadership on professional development activities available within and outside the college to promote inclusive excellence;
h. Promote practices and procedures within the College of Arts and Sciences that protect faculty, staff, and students from discrimination, harassment, and sexual misconduct consistent with Title IX;
i. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
j. Address other pertinent matters proposed by the committee members, college faculty, or the Dean or Vice or Associate Deans.

5.1 Strategic Engagement Committee Membership

a. The Strategic Engagement Committee shall include seven elected faculty members, with three from the Arts, Humanities, and Social Sciences division; three from the Natural and Physical Sciences division; and one at-large member from either division. No two elected members shall come from the same department.
b. Two non-voting staff members shall be appointed by the Dean, one from Natural and Physical Sciences and one from Arts, Humanities, and Social Sciences.
c. Associate or Vice Deans whose area involves strategic engagement shall serve as non-voting ex-officio members.

5.2 Strategic Engagement Committee Meetings

a. The Strategic Engagement Committee shall hold at least two meetings per semester and meet with other bodies as needed. Meetings are open to interested faculty.
b. The Dean, Associate and Vice Deans, FAC, or the committee membership may call special meetings as required.
c. The Strategic Committee Chair shall set the agenda for the meetings, in consultation with committee members and the Dean and/or Associate and Vice Deans.

6. Budget Committee

The principal responsibility of the Budget Committee is to advise the Dean and faculty on all matters relevant to budgetary planning and processes in the College of Arts and Sciences, including the allocation of funds to units and programs. The Budget Committee shall:

a. Serve as a liaison between the college administration and the faculty on matters pertaining to the university and college budgets;
b. Ensure that the Dean meets annually with representatives of each budgetary unit to discuss matters of budget and budgetary policy;
c. Advocate for faculty priorities on matters of budget and budgetary policy;
d. Provide a venue for discussing faculty questions and concerns about the budget and budgeting process, including navigating interdisciplinary programs and scholarship;
e. Meet regularly with the Dean and/or other senior administrative officers to discuss financial matters and collaborate in the development of budgetary processes and plans;
f. Receive orientation and annual training in the budgetary processes of the University of South Carolina and the College of Arts and Sciences;
g. Receive access to all relevant budgetary data to fulfill its purpose, including, but not limited to, analyses of past budgetary experience, reports on current budgets, and budgetary projections;
h. Report its work to the faculty of the college and solicit feedback and input from the faculty on budgetary matters;
i. Develop an archive of best practices and resources to support the operation of the committee and orient new members;
j. Address other pertinent matters proposed by the committee members, college faculty, or the Dean.

6.2 Budget Committee Membership

a. The Budget Committee shall consist of seven elected members, with three faculty from the Arts, Humanities, and Social Sciences division; three from the Natural and

Physical Sciences division; and one at-large member from either division. No two members shall come from the same department.

b. The Dean, or the Dean's designee, and college-level budget officers shall serve as non-voting ex-officio members.

6.3 Budget Committee Meetings

a. The Budget Committee shall hold at least two meetings per semester. Meetings are open to interested faculty.
b. The Dean, Associate and Vice Deans, the Faculty Advisory Committee (FAC), or the Budget Committee itself may call special meetings as required.
c. The Budget Committee Chair shall set the agenda for the meetings, in consultation with committee members and the Dean.

XI. AMENDMENT AND INTERPRETATION OF BYLAWS

1. Amendments to the college's bylaws require a two-step process. First, faculty who wish to propose an amendment must submit the proposed language to the Secretary of the Faculty for feedback. The proposal will then be placed on the agenda for discussion at the next college-wide faculty meeting, where it will be presented by the proposer(s). The amendment will then be presented for a vote at the following college-wide faculty meeting. Amendments must be ratified by a two-thirds majority vote in order to take effect.

2. The FAC is responsible for interpreting the bylaws. In cases of inconsistency between the college's bylaws and *The Faculty Manual*, the latter shall take precedence.