November 23, 1983

FACULTY MANUAL CHANGE NOTICE NUMBER 1

The attached pages dated 9-16-83 contain revisions in the Faculty Manual, and supersede the previously issued pages dated 4-16-82. Note that in some cases one side of the new sheet will still be dated 4-16-82. Please promptly insert the new pages into your Manual and discard the replaced pages. This Manual Change Notice should be retained with your Manual.

All changes incorporated were approved by the Clemson University Board of Trustees on September 16, 1983. The following are the pages revised by this Change Notice:

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The Master List of Page Issue Dates (Appendix C, pp A:21-22) gives the correct date of each page of the Manual as of this Change Notice.

The changes in the Manual embodied in the attached sheets are too numerous to fully delineate here. However, faculty involved in the peer review process are urged to study carefully the revisions in Section II.J. Significant additions to the selection procedures for academic administrators are contained in Section VI.G. Finally, Part IV includes quite a few changes in personnel and benefit policies.

Stephen S. Melshelmer
Chairman, Faculty Manual Committee

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Rank at initial appointment and promotion in rank are based on education, experience, and the evaluation of accomplishments and of effectiveness of performance in the areas listed in the preceding paragraph. Specific qualifications are set forth in departmental guidelines. The departmental faculty, through a peer review process, is the primary judge of these qualifications. The details of the peer evaluation process vary in different departments, but the general procedure is described in II.J.

Nonetheless, certain general qualifications (set forth in II.D) indicate the minimum expectations for individuals holding various academic ranks. These standards are not imposed rigidly, however, since illustrious achievements and national or international recognition may overshadow any requirements as to educational level and length of experience. Further, it should be understood that satisfying the minimal educational and experiential requirements does not in itself necessarily justify advancement in rank, for such advancement is based upon ongoing evaluations of a faculty member's professional accomplishments in the context of departmental, college, and University needs and expectations.

D. Regular Faculty Ranks

Regular Appointments. Regular appointments are full-time appointments for individuals expected to have a permanent association with the University. Except for Instructor, these are tenurable appointments. Until tenure is granted, regular appointments are for one-year terms. Non-renewal requires advance notice (see II.K). Regular appointments carry voting membership in the University Faculty. The term "relevant experience" used below is broadly interpreted to include professional experience judged to be pertinent to the position to which the faculty member is appointed (see II.C). Degree requirements refer to earned degrees from institutions of recognized standing in subject fields relevant to the field of appointment. The general qualifications for the various ranks follow.

Instructor. Normally, the master's degree or equivalent is required, with preference given to those pursuing the terminal degree. Appointees should show promise for advancement to higher ranks. Instructors not promoted by the end of their fourth year of service may receive an appointment of one additional year only as Instructor. Instructor is not a tenurable rank, but four years of service or less in that rank may be credited toward the tenure probationary period.

Assistant Professor. The terminal degree normally is required, but substantial progress toward the terminal degree may be acceptable in some cases. The individual appointed to this rank should show evidence of ability to meet the requirements for advancement in faculty rank.

II:5
Associate Professor. Normally, the terminal degree and four years of relevant experience are required. Also expected is evidence of: scholarly or creative publication; fulfillment of service responsibilities to the department, the college, and the University; and marked success in teaching, research, and/or public service.

Professor. The terminal degree and not less than nine years of relevant experience are normally required. The rank of Professor is granted on the basis of distinguished scholarly or creative publication, outstanding contributions to the University, and conspicuous success in all assigned areas of responsibility—teaching, research, and/or public service.

Emeritus Faculty. Regular faculty members who have served at least five years at Clemson University and fifteen years in the academic profession receive the title of Professor Emeritus or Librarian Emeritus upon official retirement. Part III.0 enumerates the rights and privileges of emeritus faculty.

E. Special Faculty Ranks

Special Appointments include Visiting, Adjunct, and part-time positions as well as the special ranks of Lecturer and Research Associate (with Faculty Rank). Conditions of appointment must be fully detailed in the appointment letter. Such appointments may be renewable, but they do not normally carry any expectation of renewal, are not tenurable, nor does service in such ranks normally count towards the tenure probationary period. Special appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Visiting Faculty. The term "Visiting" denotes a temporary appointment of an individual for a term of one year or less, subject to limited renewals. Visiting appointments are appropriate only in cases in which the association with the University is temporary and brief. The qualifications for Visiting Faculty shall be comparable to those for appointment at corresponding regular faculty rank.

R.O.T.C. Faculty. Army and Air Force personnel are nominated by their respective services and are approved by the University for appointment to the faculty of the Reserve Officer Training Corps program. These appointments are generally for three-year terms. The appropriate faculty rank is determined by the qualifications of the individual.

Adjunct Faculty. The term "Adjunct" denotes an advisory appointment. It is assigned to individuals whose principal employer may be other than Clemson University, and who bring needed expertise to the
teaching, research, or public service programs of the University. The qualifications for Adjunct Faculty rank shall be comparable to those for appointments at corresponding regular faculty ranks. Adjunct appointments generally do not involve remuneration from the University. All such appointments are for one year or less, are individually negotiated as to terms, and may be renewable. Adjunct appointments shall be limited to those making active contributions to the teaching, research, or public service programs of the University, and are subject to the review of departmental faculty.

Lecturers. This rank is assigned to individuals with special qualifications or for special functions in cases in which the assignment of other faculty ranks is not appropriate. The term of appointment shall not exceed one year, but may be renewed.

Research Associate (with Faculty Rank). These titles denote temporary appointments for special research functions, typically in connection with externally funded research projects. The individuals appointed shall have the general qualifications for regular faculty rank, and the rank designator appended to the title (e.g., Research Associate/Assistant Professor) indicates the level of qualifications and experience of the appointee. The term of appointment normally shall not exceed one year. Limited renewals may be effected, but such ranks are appropriate only in cases of temporary and brief associations with the University.

Part-Time Faculty. Faculty members who are assigned less than full normal workloads in teaching, research, and/or public service may be appointed to the ranks of Instructor, Assistant Professor, Associate Professor, or Professor with the suffix, "Part-Time." Individuals on such part-time status receive one-semester or one-year renewable appointments. Qualifications for rank at initial appointment and for promotion are the same as for regular faculty ranks. Part-time faculty participate in the state retirement system, but appointments for less than three-quarters time do not carry any insurance or related fringe benefits, nor do they allow for reduced fees for enrollment in University courses.
F. Endowed Chairs and Titled Professorships

These positions are established in recognition of exceptional levels of achievement. The priorities placed on excellence in teaching, research, and public service vary with the purposes of the particular professorship or chair. A University Chair is funded by an endowment which is the sole or primary source of the holder's remuneration. Holders of Titled Professorships are remunerated with state funds, but receive salary supplements from endowments or from annual grants to the University. Procedures for appointments to these positions are set forth below.

Selection. According to a policy adopted on July 17, 1981, by the Board of Trustees, those appointed to endowed chairs and titled professorships must be selected by members of the academic community. Because of the University-wide importance of such a position, there must be representation on the search-and-screening committee from a college(s) other than the one(s) to which the chair or titled professorship is assigned. In all cases nominations of candidates for the position shall be openly and publicly solicited.

Search-and-screening committees for Alumni Professorships shall consist of the academic deans, chaired by the senior academic dean (in terms of service at Clemson University as an academic dean). This ad hoc committee shall nominate at least two candidates for each vacant Alumni Professorship and forward its slate of nominees to the Provost. The Provost recommends a candidate for each vacancy, reviews each appointment, and forwards those recommendations and the slate of nominees to the President. If the President so directs, the Provost asks the committee for additional nominations.

For all other endowed chairs and titled professorships, the composition of the search-and-screening committees shall receive the approval of the Provost. The majority of each such committee shall be comprised of faculty members from the department to which the chair or titled professorship is assigned and shall be elected by the faculty of that department. At least one faculty member from a related discipline in another college shall be appointed to the committee by the Provost. Administrators in the line of appointment shall not serve on the committee. The ad hoc committee nominates a slate of candidates and forwards its recommendations to the department head. The department head recommends a candidate for the position and forwards this recommendation, along with the slate of nominees, for review and approval by the dean, the Provost, and the President. If the President so directs, the Provost asks the committee for additional nominations.

Rank and Tenure Status. The rank and tenure status of those appointed to endowed chairs and titled professorships shall be determined by the applicable rules, regulations, policies, and practices governing all appointments to the Faculty of Clemson University.
Conditions of Award. The University community as a whole has a vested and vital interest in the academic contributions of holders of endowed chairs and titled professorships. Consequently, while appointments to such chairs and professorships shall be for an indefinite period, and while the performance of the holders of such appointments shall be subject to the normal reviews of performance to which all faculty members are subject, a special review of the professional performance of these particular faculty members may be conducted, but only if conditions stated at the time of award so stipulate. Such a review may be initiated by the dean of the college if requested by both the departmental faculty Advisory Committee and the department head. The conditions of awarding an endowed chair may provide for reviews at periodic intervals if mutually agreed upon in writing at the time of award.

For any such review the Provost shall ensure that a committee (composed in the same manner as the search-and-screening committee that made the initial selection of the holder) calculates the performance of the holder of the chair or titled professorship. Recommendations for removal by this Committee shall follow the same route as those of the initial search-and-screening committee. Should these recommendations result in a decision by the President to remove the incumbent from the chair or titled professorship, such a decision shall not affect the incumbent's tenure status and professorial rank.

Existing Endowed Chairs and Titled Professorships. At present the following titled professorships and endowed chairs have been established at Clemson University:

Abney Chair of Free Enterprise--established by the Abney Foundation for encouraging the study of the free market system. Holder: Robert D. Tollison, Department of Economics.

Charles Carter Newman Chair of Natural Resources Engineering--established to bring a distinguished scholar to the University to teach and conduct research in the Department of Agricultural Engineering. Holder: E. Joe Middlebrooks, Department of Agricultural Engineering.

Fred Harvey Hall Calhoun Professorship of Chemistry--established in memory of the late head of the Department of Chemistry to advance University research in Organic Chemistry. Holder: Albert Reginald Pinder, Department of Chemistry and Geology.

Herbert R. Stender Agricultural Sciences Professorship--established to advance teaching and research in the area of Food Science. Holder: Charles Vernon Morr, Department of Food Science.

Hunter Chair of Bioengineering--income from this deferred gift will remunerate an eminent scientist who will teach and conduct research in the field of Bioengineering.

J. E. Sirrine Professorships of Textile Science--established by the J. E. Sirrine Foundation, Inc. to advance University research in Textile Science. Holders: Robert Henry Barker and Frederick Tyler Simon, Department of Textiles.

McQueen Quattlebaum Professorship of Engineering--established to support the teaching and research efforts of a scholar distinguished in
the field of Engineering. (Appointment to be made.)

Robert Adger Bowen Professorships--established to recognize distinguished University faculty from various fields. Holders: Frederick Ralph Sias, Jr., Department of Electrical and Computer Engineering, and Michael Andrew Taras, Department of Forestry.


William James Lemon Professorship of Literature--established by Mr. and Mrs. Calhoun Lemon to honor Mr. Lemon's father, to bring a distinguished professor to the College of Liberal Arts to teach, write, and conduct research in his/her field of literary study. Holder: Roger Best Rollin, Department of English.

Alumni Professorships are awarded by the Provost and Vice President for Academic Affairs and the academic deans for distinguished achievement in teaching. These professorships are supported by gifts from Clemson alumni. The current holders are:

Douglas Wilson Bradbury, Department of Mechanical Engineering
Joel Vincent Brawley, Department of Mathematical Sciences
Richard James Calhoun, Department of English
Harold Norman Cooledge, Jr., Department of Architectural History
James Page Crouch, Department of Industrial Education
James Cleveland Hite, Department of Agricultural Economics and Rural Sociology
Julius Clifford Hubbard, Jr., Department of Textiles
Ernest McPherson Lander, Jr., Department of History
Peter Roald Lee, Department of Architecture Studies
Hugh Holleman MacCaulay, Jr., Department of Economics
Jack Clark McCormac, Department of Civil Engineering
Linvil Gene Rich, Department of Environmental Systems Engineering
Malcolm John Skove, Department of Physics
Thomas Virgil Wilson, Department of Agricultural Engineering
Thomas Ernest Wooten, Department of Forestry

Alumni Visiting Professorships. This program, coordinated by the Provost, brings scholars of international repute to the campus to lecture, teach, and/or conduct research. To implement the program the several colleges receive an annual grant on a rotating basis.

The Alumni Master Teaching Award is presented annually to a member of the Faculty in recognition of outstanding classroom teaching. Nominations for the award may be made by any member of the Clemson University Student Body, Faculty, or Administration. Selection of the recipient is made by the Student Alumni Council.

The Outstanding Research Scientist Award. Administered by the Clemson University chapter of Sigma Xi (see VIII.B), this award annually recognizes outstanding contributions to research by Clemson faculty. A cash prize is provided by the Alumni Association.
G. Procedures for Faculty Appointments

Candidates for appointment to the regular faculty shall be recruited and evaluated by a search-and-screening committee composed of members of the regular faculty. Such committees are selected in accordance with departmental bylaws or, in the absence of relevant bylaws, by the departmental faculty Advisory Committee. The credentials of each applicant shall be made available to all regular departmental faculty, from whom information and recommendations regarding selection shall be solicited. The search-and-screening committee shall make nominations of suitable candidates to the department head, including recommended rank and tenure status on appointment. Proposals for appointment with immediate tenure, tenure probationary periods of two years or less, and appointment at a rank higher than Assistant Professor must be reviewed in accordance with the department's regular tenure-and-promotion process. Transfers of tenured faculty between departments shall be reviewed by an appropriate departmental committee and a recommendation forwarded to the appropriate administrator.

The department head shall make recommendations to the dean from the candidates nominated by the search-and-screening committee. If no appointment can be made from this list, additional nominations shall be sought. In the recommendation to the dean, the department head shall indicate the degree of support of the faculty for the recommended candidate, for his/her suggested rank, and for the candidate's suggested tenure status, where appropriate.

All administrators and search-and-screening committee members shall ensure compliance with Affirmative Action guidelines (see II.H).

The selection of faculty for special appointments to meet temporary and/or short-notice needs requires that the department head have greater discretionary authority. However, it is incumbent upon the head to solicit responses from the faculty and to utilize the procedures for appointment of regular faculty whenever feasible.

H. Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty and Administrators

It is the policy of Clemson University that no person is to be accepted or rejected for employment solely on the basis of sex, minority group membership, or handicap. However, special attention to the identification, recruitment, and selection of minority group members, women, and handicapped individuals is consistent with State and Federal laws and regulations and with University policy.

Every administrative and academic officer and search-and-screening committee shall take appropriate steps within the areas of
their responsibility to ensure that for each faculty and other professional position an active and thorough recruitment effort is made for qualified females, members of minority groups, and handicapped individuals.

Such efforts shall be viewed by the Provost as an important factor in determining the acceptability of any recommendation for a position. Clemson's Affirmative Action policies and procedures are intended to complement the University's previous recruiting efforts. In this regard it is considered proper to define eligibility criteria so as to broaden the base of the talent pool to include special experience, training, and education not normally considered when such factors are important characteristics of eligibility for the position. Such considerations must be applied equally to all candidates for a position. The recommendation for an appointment to a position is to be made on the basis of the candidate's qualifications for the position.

Pre-Recruitment Stage. The search-and-screening committee of the department or equivalent unit shall complete a Position Announcement Form (AA-1) and submit it to the Provost for approval. This form is to be completed in consultation with the Director of the University's Office of Human Resources, who also advises the committee as to measures which will ensure the most efficient distribution of information about the availability of the position to minority groups, women, and handicapped persons, so as to encourage applications from these sources. Whenever feasible, the search-and-screening committee itself should include minority group members, women, and/or handicapped individuals.

Recruitment Stage. All correspondence and advertising shall indicate that Clemson University is an "Equal Employment Opportunity/Affirmative Action Employer," and all recruiting sources are to be informed of that fact by the committee. Federal regulations require that Affirmative Action employers collect and maintain data on the race, sex, handicapped status, and ethnic identity of all applicants for employment. This information, however, may not be required of applicants but it may be voluntarily provided by applicants completing Affirmative Action Form 2.

If a particular applicant pool contains no or few minority, female, or handicapped candidates, the Director of the Office of Human Resources should be asked to provide the recruiting unit with additional assistance in establishing suitable contacts. The group of applicants considered shall include qualified minorities, handicapped persons, and women unless documentation is supplied that special efforts to recruit them have been made and failed.

There may be instances in which a person is recommended for a position without widespread recruitment efforts having been under-
taken. Such cases may be justified when a qualified individual may be promoted from within the institution, when time is of the essence, when University operations would suffer as a result of an interim appointment, or when a person is available who is uniquely qualified for a position. By their very nature, such cases are rare. The acceptability of such cases shall be measured not only against the urgency of those particular appointments but also against past efforts to employ members of minority groups and women in the unit(s) recommending those appointments.

Appointment Stage. When the search-and-screening process has resulted in the selection of a candidate(s) for appointment to a position, a form (AA-3) which documents the full and open recruitment efforts for that position shall be prepared by the department head or equivalent administrator in consultation with the Director, Office of Human Resources. This form shall be submitted to the Provost, without whose approval no offer to candidates shall be made. The dean of the college or equivalent administrator is responsible for monitoring the search-and-screening process to ensure that Affirmative Action policies and procedures are being followed. Upon receipt of the Provost's approval of AA-3 the dean issues the employment offer, utilizing the University's standard contract letter format. This format, in addition to covering the usual items of contract, also treats all special conditions pertaining to the offer of employment. The letter itself, upon acceptance by the appointee, becomes the employment contract.

I. Terms of Appointment

The offer of appointment to a prospective faculty member shall be made in writing by the dean of the college concerned following a standardized procedure that includes establishing the appointment's terms and conditions. Any special understandings or conditions incumbent upon either party must be explicitly stated. The letter of understanding, upon acceptance by the faculty member, along with relevant portions of the Faculty Manual, becomes the employment contract.

All regular full-time appointments are to the rank of Instructor or higher. In any regular appointment at Clemson University the initial appointment is for one year or less, subject to renewal for a one-year term. Tenure may be granted under the provision of II.L. Tenure, having been granted, is continuous thereafter and can be revoked only through termination or dismissal under the terms of II.P and II.R.

Special appointments, such as those awarded to Research Associates, Lecturers, Visiting, Adjunct, and Part-time Faculty as well as to R.O.T.C. personnel, generally specify brief associations with the University and limited faculty functions.
Except for faculty with tenured status, individuals holding teaching, research, or public service appointments shall be informed each year in writing of their appointments and of all matters relative to their eligibility for the acquisition of tenure. Any special standards adopted by the faculty member's department or college shall also be brought immediately to the individual's attention.

J. Procedures for Renewal of Appointment, Tenure, and Promotion

Because the faculty of a department or equivalent academic unit is the primary judge of the qualifications of its members, peer evaluation is essential in recommendations for appointment, renewal of appointment, tenure, and promotion. All peer recommendations regarding any individual holding faculty rank in a department shall, therefore, originate with the faculty of that department. Individual departments at Clemson University establish different procedures and committee structures in order to facilitate peer evaluation. Such departmental procedures for peer evaluation shall be in writing and shall be available to the faculty, the department head, the dean of the college, and the Provost. Each department's peer evaluation process shall receive formal approval by the faculty, the department head, the dean of the college, and the Provost. To the maximum extent possible, the procedures followed and criteria used shall be explicit.

The department head shall ensure that any faculty member eligible for renewal of appointment, tenure, or promotion is given an opportunity to be reviewed. The appropriate committee reviews each case in accordance with departmental procedures and policies and renders a formal recommendation. The department head shall submit a separate recommendation as to the disposition of the case. The head forwards both recommendations to the dean of the college along with the supporting evaluations and the candidate's dossier. The head shall fully inform the faculty members charged with the peer review as to the nature of his/her recommendations. The department head shall also ensure that the affected faculty member is promptly informed as to the results of and rationales for both recommendations.

The dean of the college shall review the recommendations by the departmental committee and the department head and shall forward the complete file to the Provost, along with a separate recommendation. A committee or committees may be established within the college to assist the dean in such reviews.

The Provost reviews the complete file and forwards a recommendation for final action to the President of the University.

In the case of proposed new appointments of regular faculty, the primary peer evaluation of candidates' qualifications is made by the appropriate search-and-screening committee. However, appointment
with immediate tenure, or with probationary periods of two years or less, or immediate appointment to a rank higher than Assistant Professor must be reviewed in accordance with the department's regular tenure-and-promotion peer evaluation process.

K. Notification of Renewal and Non-Renewal of Appointments

Regardless of the stated term or other provisions of any regular appointment, written notice that a non-tenured appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, according to the following schedule: 1) not less than three months in advance of the appointment's expiration if the faculty member is in the first year of service; 2) not less than six months in advance if in the second year of service; 3) at least twelve months before the expiration of an appointment after two or more years of service at Clemson.

The dean of the college shall notify regular faculty of the renewal of their appointments by March 15th. Because the University budget requires legislative approval, salary notification may be delayed until after the General Assembly has acted.

In order to reach decisions regarding appointment renewal, all non-tenured regular faculty are reviewed annually (as provided in II.J.).

Special appointments do not require notice of non-renewal since such appointments are for stated periods of limited association with the University. The University does renew special appointments on a year-to-year basis in some instances. In such cases the University endeavors to provide reasonable notice of subsequent non-renewal.

L. Tenure Policies

After the expiration of a probationary period, faculty may be granted permanent or continuous tenure, with their service terminated only for adequate cause and subject to due process in the consideration of their cases. Tenure is intended to enhance freedom in teaching, research, and other professional activities, and to provide the degree of economic security required to sustain these freedoms.

Faculty with the rank of Assistant Professor or higher and librarians are eligible for tenure. However, faculty promoted from Instructor to higher rank may apply for credit towards the tenure probationary period for prior service as Instructor. Such applications shall be made to the department head or equivalent administrator at the time of promotion and shall be subject to peer review. Any decision shall be communicated in writing to the applicant before the next regular semester.
The tenure probationary period for a full-time, regular faculty member shall not exceed seven years. Included within this period is the faculty member's full-time tenured or tenure-track service at other institutions of higher learning. The inclusion of such service, however, is subject to the provision that, in the case of individuals with more than three years of prior tenured or tenure-track service at another institution(s), a probationary period of up to four years may be mutually agreed upon in writing at the time of the initial Clemson appointment—even though the individual's total period of probationary service for tenure at Clemson is thus extended beyond seven years. Agreements for immediate tenure or for a probationary period of two years or less shall be reviewed in accordance with a department's regular tenure peer-evaluation process.

All regular faculty appointments are made on a year-to-year probationary basis until tenure is granted. Each appointment renewal and all grants of tenure (including appointment with immediate tenure) shall be subject to a peer review of the individual's qualifications by the affected department, as set forth in II.J. All grants of tenure shall be approved by the President of the University, and tenure notification shall be made in writing in accordance with procedures developed by the President.

Normally, the decision to grant tenure shall be made during the penultimate year of the probationary period and becomes effective at the beginning of the next year. In exceptional cases, tenure may be granted earlier. Factors considered in early tenuring may include relevant experience in other than tenure-track positions. Those persons holding tenure elsewhere may be considered for immediate tenure at Clemson, but this procedure shall not be considered as routine. Should notice of the denial of tenure not be given in advance of the expiration of the final probationary appointment (as provided in II.K), tenure shall become automatic at the end of the probationary period.

Leave time taken which benefits the institution as well as the individual faculty member may count as probationary period service. Time spent as Lecturers or Research Associates, as Visiting, Part-Time, or Adjunct faculty, or in other non-tenure-track positions, shall not count as tenure probationary service.

Terms of faculty service beginning by the first day of class of the spring semester shall be counted as though beginning in the preceding fall semester. Terms beginning later in the academic year shall be counted as beginning in the subsequent fall semester.
M. Promotion Policies

Recommendations for promotion are based upon the evaluations of a faculty member's performance and credentials by peers and administrators, as described in II.J. Such evaluations are based on written criteria established by each academic department. Nevertheless, some general attributes and nominal experience requirements are associated with the various ranks. These are outlined in II.D.

N. Annual Performance Evaluation

Department heads are required to conduct an annual evaluation of each faculty member under their supervision. A standard set of procedures and forms (see subsequent pages) has been adopted for use in this evaluation.

First, early in the academic year, the faculty member's assigned duties and objectives for the academic year are established by the department head in consultation with the faculty member, using Form 1. Then, near the end of the academic year, the faculty member completes Form 2 and submits it to the department head. Next, the department head uses Form 2 as a guide, together with his/her personal evaluation, to complete Form 1. Finally, on the basis of these two forms, personal observations, and a second interview, the department head completes Form 3 and forwards it to the dean of the college and the Provost for further review. Procedures are provided in the guidelines for disclaimers by the faculty member at any stage of the evaluation process. (Samples of the current forms being utilized follows)
4-16-82

II:17a

Recruitment for promotion are based upon the evaluation of a faculty member’s performance and contributions to the university.

C. TERMS OF APPOINTMENT

1. Faculty appointments are made on condition that the faculty member will:

a. Carry out the responsibilities of the position.

b. Fulfill the duties and responsibilities of the position.

c. Maintain a high level of scholarship and professional competence.

d. Participate in the university’s educational programs.

2. Faculty appointments are for a term of five years, renewable annually.

3. Faculty appointments are subject to satisfactory evaluation by the department chair and the dean.

4. Faculty appointments may be terminated by mutual agreement of the department chair, the dean, and the faculty member.

5. Faculty appointments may be terminated for cause.

6. Faculty appointments may be terminated upon notice of six months.

II:17a
Professional ethics require that the faculty member consider the needs of students and his/her obligation to the academic community in scheduling such a departure and in giving the maximum notification feasible to the University.

"Termination" is to be understood to mean "the removal or discharge of a faculty member with tenure, or of an untenured faculty member before the end of his/her specified term of the appointment, because of institutional exigencies or because of the physical or mental inability of the faculty member to perform normal duties." Specific causes and procedures for termination, and the steps available to the faculty member for appeal, are set forth in II.R as aspects of Faculty Grievance Procedure I.

"Dismissal" is to be understood as "the removal or discharge of a faculty member from a tenured position, or from an untenured position before the end of the specified term of the appointment, for cause." Actions that could reasonably be construed as having extremely adverse effects upon Clemson University, such as serious violations of law, could result in the initiation of procedures of dismissal "for cause." In a similar category would be: blatantly unprofessional conduct, such as the continued neglect of important responsibilities; markedly sub-standard performance of duties; or highly serious breaches of University regulations. Sufficient cause for such a dismissal must be related directly and substantively to the faculty member's professional fitness as a teacher and/or researcher or as a librarian. Specific causes and procedures for dismissal, and the steps available to the faculty member for appeal, are set forth in II.R as aspects of Faculty Grievance Procedure I.

Q. Faculty Grievance Procedures

Two grievance procedures are available to faculty members to facilitate the redress of alleged injustices. Faculty Grievance Procedure I is concerned primarily with the dismissal or termination of tenured faculty or of non-tenured faculty prior to the expiration of a contract period. It also deals with any complaints based on unlawful discrimination due to race, sex, or any other legally protected status. Faculty Grievance Procedure I has been officially approved by the State Personnel Division as the grievance procedure for Clemson University faculty members for such cases. (As a result of legislative action, the general State Employee Grievance Procedure does not apply to faculty members.)

Faculty Grievance Procedure II was adopted by the University Board of Trustees on July 17, 1981. It applies to matters not covered by Faculty Grievance Procedure I. Such matters as inequitable work assignments, unfair performance reviews, or improper implementation of policies and procedures are encompassed by Faculty Grievance Procedure II.
The non-renewal of untenured faculty appointments may be grievable under either Faculty Grievance Procedure I or Faculty Grievance Procedure II, depending upon the grounds for the complaint. If the complainant alleges unlawful discrimination, or that considerations violative of academic freedom were involved in the decision not to reappoint, Faculty Grievance Procedure I is the appropriate avenue for seeking redress. Faculty Grievance Procedure II is applicable if the complainant alleges that departmental, college, or University policies and procedures were not properly implemented.

For faculty members seeking help in understanding the procedures to follow in filing a grievance, the Faculty Senate offers its good offices by providing the services of a grievance counselor. A counselor advises persons with potential grievances on which of the grievance procedures to follow prior to the filing of a grievance. The counselor, however, does not render any decision on the substance or merits of a case.

Ordinarily, three counselors, each from a different college, will be in office at the same time. These counselors are senior faculty members of full professor rank with a thorough knowledge of the Faculty Manual and the University's grievance procedures. They are appointed annually by the Advisory Committee of the Faculty Senate.

The counselors are authorized to talk with any persons involved in the potential grievance and are accorded the protection afforded faculty members involved in grievance procedures.

The names of the counselors are available from the President of the Faculty Senate and Provost of the University.

The full texts of both grievance procedures follow.
K. Faculty Grievance Procedure I

Coverage. Any faculty member, including librarians, academic administrators, and all other persons holding faculty appointments at Clemson University, may file grievances under this grievance procedure.

Grievances. Dismissal from employment with the University is grievable under this procedure. A dismissal is the "removal or discharge of a faculty member from a tenured position, or from an untenured position before the end of the specified term of appointment, for cause." Adequate cause for dismissal must be related directly and substantively to the fitness of the faculty member in his/her professional capacity as a teacher or researcher, and may be initiated by any administrator in the chain of supervisory responsibility. The burden of proof that adequate cause exists rests with the University. Causes for dismissal are: 1) conduct seriously prejudicial to the University through infraction of law or through moral turpitude; 2) repeated or significant failure to perform the duties of the position to which the faculty member is assigned, or performance of duty demonstrably below accepted standards; 3) breach of University regulations having serious adverse effects upon the University.

Action for dismissal of a faculty member must be in writing, must contain a statement of reasons or charges, and must be presented to the individual concerned, subsequent to discussions between the faculty member and appropriate administrative officers, looking toward a mutual solution.

Termination from appointment by the University of a faculty member with tenure, or of a non-tenured faculty member before the end of a specified term of appointment, is grievable under this procedure. Causes for termination are: 1) institutional contingencies such as the curtailment or discontinuance of programs, departments, schools, or colleges, or other conditions requiring reductions in staff; 2) financial exigencies which are demonstrably bona fide; 3) a faculty member's physical or mental inability to perform normal duties.

Termination of appointment may be initiated by any administrator in the chain of supervisory responsibility. The faculty member concerned shall be given written notice of termination with reasons therefor as soon as possible, but not less than twelve months in advance of termination. Before a termination of appointment based on the abandonment of a program or department of instruction is initiated, every effort shall be made by the Administration to place the affected faculty member in another suitable position. If an appointment is terminated before the end of the period of appointment because of financial exigencies or because of the discontinuance of a program of instruction, the released faculty member's position shall not be
filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time has elapsed within which he/she may accept or decline the position.

Termination for medical reasons shall be based upon clear and convincing medical evidence.

Grievances alleging unlawful discrimination in compensation, promotion, and/or work assignments are also grievable under Grievance Procedure I. Any grievance based on race, color, religion, sex, national origin, age, handicap, or status as a disabled veteran or a veteran of the Vietnam era, alleging discrimination prohibited by federal law or regulation, also may be filed under this procedure.

In addition to the above, any non-tenured faculty member who alleges that considerations violative of academic freedom significantly contributed to a decision to cease, in any manner, his/her appointment with the University, may file a grievance under this grievance procedure. In such a case, the burden of proof rests upon the faculty member.

Procedure. 1) Any faculty member who desires to file a grievance under Grievance Procedure I must submit his/her grievance in writing within thirty calendar days after the date the faculty member alleges to have been aggrieved to the Chairperson of the Advisory Committee of the Faculty Senate. If, for example, notification is given that a faculty member will be dismissed for cause, the time period of thirty days begins with the date the faculty member was notified of this action rather than the actual effective date of the dismissal. The grievance must state specifically the parties involved, places and dates (where appropriate), and the relief sought by the faculty member. After the thirty-day time period has passed, the faculty member forfeits the right to appeal under this grievance procedure and the action taken shall become final.

2) If the procedure in Step 1 is complied with, the Chairperson of the Advisory Committee of the Faculty Senate shall call a special meeting of the Advisory Committee within ten calendar days after receipt of the grievance by the Chairperson. A quorum shall consist of five members of the Advisory Committee. If the Advisory Committee determines that the grievance is not grievable under this procedure, the Chairperson shall so notify the faculty member within five calendar days after the decision has been reached, and the matter is closed. If the Advisory Committee determines that the grievance is grievable under this procedure, a hearing date shall be set. The Advisory Committee shall be the hearing panel, with the Chairperson of the Advisory Committee serving as Chairperson of the hearing panel. The Chairperson of the Advisory Committee shall give each party to the grievance thirty days notice of the hearing date. The notice shall
Continuation of Duties and Salary While Grievance Pending. If the action which forms the basis for the grievance filed by the faculty member could eventually involve any type of discontinuance of appointment with the University as stated above, the faculty member shall not be removed from his/her University duties until a final decision is rendered under this grievance procedure. The exception to this principle would be that, prior to the final decision being rendered, the faculty member may be relieved of all duties or assigned to other duties if immediate harm to himself/herself or to others is threatened by continuance in the affected individual's normal assignment. Before taking such action the Administration shall consult with the Advisory Committee of the Faculty Senate. The salary of the faculty member shall always continue until a final decision is rendered by the University.

Protection of Faculty Members and Others Involved in Grievance Procedures. Each faculty member and any other person involved in grievance procedures shall be free from any or all restraint, interference, coercion, or reprisal on the part of associates or administrators in filing a grievance, in accompanying a faculty member filing a grievance, in appearing as a witness, or in seeking information in accordance with the procedures described herein. These principles apply with equal force after a grievance has been adjudicated. Should these principles be violated, the faculty member should bring the facts to the attention of the Provost and the Vice President for Academic Affairs for appropriate remedial action. Should the faculty member not receive satisfaction from the remedial action taken by the Provost, he/she may appeal to the President of the University, and subsequently (if necessary) to the Board of Trustees.

S. Faculty Grievance Procedure II

Coverage. Faculty Grievance Procedure II applies to teaching, research, and extension faculty, librarians, academic administrators, and all other persons holding faculty appointments at Clemson University who have grievances that may not be brought under Faculty Grievance Procedure I.

Stages of the Grievance Procedure. 1) A faculty member with a grievance shall first meet with his/her immediate supervisor for an informal discussion of the problem. This discussion must take place within ninety calendar days of the problem's occurrence. Both shall meet in good faith and shall make every attempt to resolve the problem in an equitable and professional manner.

2) If the problem cannot be resolved at the level of the academic department or its equivalent unit, the faculty member shall meet with the dean of the college (or administrator at the equivalent level) for an informal discussion of the problem. The faculty member must
request this interview within fifteen calendar days of the discussion of the problem with his/her immediate supervisor. The dean shall arrange for a meeting with the faculty member within fifteen calendar days upon receiving the interview request. Again, the resolution of the problem in an equitable and professional manner shall be the primary goal of those involved.

3) If the problem cannot be resolved at the collegiate level, the faculty member has two options: a) He/she may petition the Provost and Vice President for Academic Affairs to review the matter and render a decision regarding it; b) if the faculty member so requests (or if the Provost, with the faculty member's consent, chooses to do so) the Provost shall refer the matter directly to the Grievance Board of the Faculty Senate for its recommendation prior to making the decision. This petition must be in writing and must be received by the Provost within fifteen calendar days of the faculty member's interview with his/her dean regarding the problem. The Grievance Board and/or the Provost shall determine to which of the persons named in the petition copies of the petitions or relevant portions thereof shall be sent.

4) If the grievance is not to be considered by the Grievance Board, the Provost shall review the matter and request any persons involved to provide additional information as needed. As soon as possible, but no later than thirty calendar days after the receipt of the petition, the Provost shall render a final decision. That decision shall be transmitted in writing to the petitioner and to other parties immediately concerned in the matter.

If the faculty member requests that the matter be referred to the Grievance Board or if the Provost (with the faculty member's consent) elects to do so, the Provost shall immediately send the petition to the Chairperson of the Grievance Board. The latter shall call a meeting to review the matter as soon as possible, but within no more than thirty calendar days after receipt of the request.

5) The Grievance Board, consisting of three Faculty Senators and two alternates, elected annually by the Senate, and chaired by one of the former appointed by the Advisory Committee of the Faculty Senate, shall initiate an expeditious, orderly, and equitable review of the matter. The Board shall allow the parties to the matter to present separately to it any facts or other information bearing on the matter. (These parties shall not meet with the Board at the same time.) Should the Board require additional information, it shall request such information from the Provost. The Grievance Board shall reach its finding and submit its recommendation to the Provost, along with any appropriate information, documents, and records as soon as possible, but no later than ten calendar days after the Board's final meeting on the matter.

II:30
The penalties for academic dishonesty are listed in the Student Handbook. For a first offense the maximum penalty is a grade of "F." Further offenses are punishable with a grade of "F" as well as with dismissal from the University. The approval of the President of the University is required for suspension or dismissal.

The procedure for dealing with academic dishonesty is as follows: 1) the instructor informs the student in private of the nature of the charge and requests in writing that the department head verify from the Registrar whether or not there have been prior offenses; 2) upon receipt of that information, the instructor notifies the student in writing of the charge of academic dishonesty and of the penalty recommended by the instructor and the department head; 3) the student has seven days from the receipt of the written notice in which to file a grievance with the Academic Grievance Committee; 4) if no grievance is filed, the instructor forwards copies of the written notification to the dean of the college and the Registrar.

Student Advising. Formal student advising responsibilities are assigned to faculty by the department head in accordance with established departmental procedures. An advisor assists students in planning their schedules so as to meet degree requirements and maintains adequate records toward that end. Academic advisors are expected to establish and observe additional office hours during announced pre-registration periods (during November for spring pre-registration and during April for fall pre-registration). Additional advising duties are usually assigned for the late registration periods immediately preceding each of the two regular semesters.

Evaluation of Teaching by Students. The University provides a standard form for faculty to facilitate the evaluation of their teaching by students. This form is usually distributed toward the end of alternate semesters. Unless guidelines approved by the departmental faculty provide otherwise, the utilization of such forms is at the instructor's discretion and results need not be shared with others. It is recommended that the instructor announce to students that the completed forms will not be examined until after course grades have been submitted and that the instructor leave the classroom while the forms are being filled out. Individual departments may develop their own evaluation forms, procedures, and requirements. Administrators responsible for evaluating recommendations for reappointment, tenure, promotion, or salary increases may request that a faculty member submit such forms if such recommendations are wholly or partially based upon classroom teaching effectiveness.

Handicapped Students. Federal laws prohibit discrimination in programs and activities receiving Federal financial assistance. Clemson University is in compliance with the Federal laws, both in spirit and intent, including Section 504 of the Rehabilitation Act of 1973, which states:

III:7
No otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Clemson University maintains a Committee on Handicapped Students. The Committee assists the University's Advisor to the Handicapped in counseling handicapped students. Before the student has selected an academic discipline, the Committee aids the Advisor to the Handicapped in the selection of a curriculum and the planning of an academic program. (Additional committee responsibilities are listed in VI.C.).

Types of handicapping conditions which faculty may encounter include:

a) Mobility impairment, paraplegic/quadriplegic
b) Hearing impairment
c) Visual impairment or blindness
d) Heart/respiratory conditions which limit mobility
e) Learning disabilities, including dyslexia
f) Emotional problems and alcoholism

Instructors are advised to make a general announcement concerning the handicapped, such as asking any students in a class who might have serious health problems to meet privately to discuss special needs they may have while taking the course. Instructors may also wish to make inquiries, privately, with handicapped students to ascertain any special needs. Further suggestions and assistance may be obtained from the Advisor for the Handicapped (101 Mell Hall, 656-2220) and the Counseling Center (656-2451).

B. Summer Employment

[1.] Faculty on nine-month appointments may accept compensated summer employment elsewhere, in the University's two summer sessions, or in connection with such specific assignments (e.g., special administrative or committee duties or research) as may be offered through the University. Faculty on nine-month appointments are not required to teach in summer sessions. Faculty on twelve-month appointments, however, are normally required to perform year-round duties, with time off for annual leave (vacation), as described in IV.H.

[2.] Faculty who teach in either of the two summer sessions are expected to fulfill the regular responsibilities associated with University instruction, such as holding classes as scheduled and maintaining reasonable office hours. Likewise faculty with special summer research or other responsibilities should make known to their supervisors where and when they may usually be contacted.
Compensation policies for summer teaching are outlined in III.I. Compensation for other summer assignments is by arrangement with the assigning administrator, subject to provisions set forth in III.I.

C. Off-Campus Programs and Short Courses

Off-campus courses for public school teachers seeking renewal of certification or advanced degrees are coordinated through the Office of Educational Services in the College of Education. A number of education courses as well as courses intended specifically for teachers in Mathematics, Economics, English, and other disciplines are offered at various off-campus locations in the region. These courses are taught by Clemson faculty and carry graduate credit. Further information is available from the Office of Educational Services.

Clemson also has a joint program with Furman University leading to the Master of Business Administration degree. Its courses are taught by Clemson and Furman faculty on the Furman campus in the evening. Further information is available from the College of Commerce and Industry.

Clemson University offers a limited number of junior and senior-level courses in such areas as Engineering and Computer Sciences on the campus of Greenville Technical College. These courses are taught by Clemson faculty.

Short courses which carry continuing education units (CEU) rather than regular University credit are provided through the continuing education offices in various colleges. These courses are offered both on campus and at various locations around the state.

The Office of Professional Development offers a range of short courses designed primarily for business and management, and special courses on both management and technical topics for the textile industry. These vary in length from a few hours to several days and are presented by both Clemson faculty and special guest lecturers. These courses are given on a fee basis to any interested groups. Further information is available from the Office of Professional Development.

The Office of Continuing Engineering Education provides public service courses to practicing engineers, most of them employees in area industries. Review courses are offered in Greenville in the spring and at locations around the state in the summer for the Engineer-in-Training and the Professional Engineer's license. A variety of special topic courses on current developments in Engineering are also given, with programs varying from a few hours to several days in length. These courses are offered on a fee basis and carry continuing education credit.
education unit (CEU) credit. In 1980 approximately 11,000 individuals participated in over 400 courses.

The Continuing Education in Nursing Department provides short courses and workshops for nurses in practice, for individuals in other health and allied disciplines, and for the general public. Courses for nurses and other health workers carry CEU credits. The courses are offered at a variety of locations around the state, including the Clemson University campus. Most instruction is by guest lecturers, with some workshops conducted by College of Nursing faculty. These courses are given on a fee basis. Further information is available from the Continuing Education in Nursing Department in the College of Nursing.

The Frank L. Roddey Small Business Development Center, located in Sirrine Hall, is the product of a consortium formed in 1978 among Clemson University, the University of South Carolina, South Carolina State College, and Winthrop College, to provide basic services to small businesses across the state. The Center offers continuing education programs for small business, consultation in specific areas, and business counseling and research, with special emphasis on assistance to minority business. Consultants at the Center include active and retired executives, technical personnel, college and university faculty, graduate students, and the Small Business Development Center staff. Centers are located in all four participating institutions.

Other colleges may offer continuing education courses coordinated through their deans' offices.

D. Sabbatical Leave

Sabbatical leave may be granted by the President of the University to any tenured faculty member who has completed at least six years of full-time service with the University. The purposes of sabbatical leave are to relieve faculty of normal duties so that they might pursue significant projects facilitating their professional growth and development, thus enhancing their future contributions to the mission of the University. Such leaves, therefore, are not granted automatically upon completion of the necessary period of service. Other constraints operating upon the granting of sabbatical leave may be departmental staffing, faculty work loads, and budget restrictions or limitations.

A request for sabbatical leave shall be submitted to the department head or equivalent administrator on a standard University form and must be accompanied by a narrative outline of the project to be pursued, a statement explaining how that project will contribute to the faculty member's professional growth and development and his/her
O. The Rights and Privileges of Emeritus Faculty

In recognition of their years of service to the University, of their honored place in the University community, and of their ongoing capacities for advancing human knowledge and contributing to the academic, intellectual, and cultural life of the University, the rights of emeritus faculty as scholars are recognized and certain privileges are accorded to them by Clemson University. For example, emeritus faculty are accounted as members of the University Faculty (see the Faculty Constitution, VI.B, Article I, Section 1) and are welcome to participate fully in meetings of the Faculty. Various colleges and academic departments may extend similar invitations to their emeritus members.

In addition, it is the policy of the University to enable emeriti to make use of as many of its facilities and services as practicable. To this end the University provides emeritus faculty upon request with a Faculty Identification Card which is utilized for library and other privileges. Emeriti may, upon application, be granted faculty parking privileges, receive reduced rates on athletic tickets, obtain Fike Field House membership, and enjoy any other benefits accorded to faculty which do not exert undue financial burdens upon the University. In addition, emeriti may request the use of available office and/or laboratory space and may apply, upon approval, for University research grants under the same rules as other faculty.
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PART IV: PERSONNEL POLICIES

"[These] policies should be designed to attract individuals of the highest abilities to educational work, to sustain the morale of the faculty, to permit faculty members to devote their energies with singleness of purpose to the concerns of the institution and the profession...."

--from the AAUP Policy Documents and Reports (1976)

A. Introduction

In addition to the policies set forth in Parts II and III, which apply to faculty only, there are also University and state policies which apply to all regular personnel and in some cases to all state employees. These more broadly applicable policies include those on fringe benefits, optional group insurance, tax-deferred annuity programs, payroll policies, leave policies, membership in the South Carolina State Employees' Association and the South Carolina State Employees' Credit Union, identification cards, motor vehicle regulations and the campus bicycle code.

The following table is a guide to locating insurance programs of similar types in succeeding pages of Part IV.

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Disability
  State Employees' Insurance
  State Retirement System
  Social Security
  Workman's Compensation
  Travelers Insurance

Life
  State Employees' Insurance
  State Retirement System
  Social Security
  Workman's Compensation
  Group Term Life Insurance and Accidental Death and Dismemberment (Prudential)
  Accidental Loss of Life/Group Permanent Life (Travelers)
  State Employees' Assn. Group Life Policies

IV.B. Fringe Benefit Programs
  (Life and Disability Insurance)
  (S.C. Retirement System)
  (Social Security)
  (Workman's Compensation)

IV.C. Optional Insurance Programs

IV.D. S.C. State Employees' Association

State Employees Insurance Programs. State employees' insurance is offered to all non-students employed at least thirty hours per week for more than six months per year. Within thirty-one days of their initial appointment new faculty and staff must complete a form indicating the type of plan selected and the coverage desired for spouse and/or children. The state insurance program includes group hospital/medical/surgical insurance, life insurance, and long-term disability insurance.

The State of South Carolina provides group medical insurance to all eligible state employees, including Clemson University faculty, administration, and staff, as well as their dependents who meet the eligibility test. Blue Cross insurance covers in-patient hospital charges. Blue Shield insurance covers: charges of physicians for...
surgical services in a hospital or in the physician's office; the initial charge for services resulting from an accident; routine in-hospital physician's services; and out-patient diagnostic charges up to $200.00 per year. For both hospital expense and medical/surgical expense, the amounts that can be paid are determined by Blue Cross/Blue Shield policies and by the option (Plan A or Plan B) selected by the insured. Major Medical coverage adds to this basic coverage by providing reimbursement of eighty percent of such expenses as ambulance service, prescription drugs, home and office visits, diagnostic x-rays, and lab services in excess of the deductible of $100 per insured provided in the group contract. If Plan A (Basic Coverage) is selected, the state covers the total premium for the faculty member, while dependents can be insured at the individual's expense. Under Plan B (Expanded Coverage), the benefits are substantially increased, but the insured pays a portion of the premium for himself/herself as well as any additional charge for family coverage.

New faculty must complete an election form within thirty-one days of the starting date of the initial appointment. Changes to increase coverage may be made only during the annual "rework period," announced each year. Family members may be added at that time or a change may be made from one plan to the other. Spouses of faculty and staff who lose insurance coverage elsewhere during the year may be added at other times so long as the change is made within thirty-one days of loss of coverage by the spouse. The same thirty-one day period applies to changes due to marriage or due to the birth or adoption of children. Decreases in coverage may be made at any time. Changes of address require the completion of a new notice of election form at the Payroll/Insurance Office.

Faculty on leave-without-pay may continue their insurance in force by making advance payment of the full premium (including the state's portion) at the Payroll Office. Retired or disabled faculty may continue their insurance program by transferring coverage to the State Retiree Insurance Program. Faculty who terminate their appointments at the University may continue their coverage by paying individual premiums directly to Blue Cross/Blue Shield.

Plan B, with dependents' coverage, includes a waiver of health insurance premiums for a surviving spouse and family which continues the health insurance in force for these dependents for one year with no additional premium. After that time, the surviving spouse and/or dependent children may continue the coverage by paying the payroll deduction amount. This continuation privilege is also available under Plan A, but without the waiver of premium feature.

Coverage may be continued for handicapped children over age twenty-three if the necessary substantiating information is submitted to the Payroll/Insurance Office within thirty-one days of the child's twenty-third birthday. Additional information must be submitted
annually for handicapped children over age twenty-five. Assistance in filing claims and further information is available from the Payroll/Insurance Office in Sikes Hall.

Life and Disability Insurance. The State of South Carolina provides $3,000 group-term life insurance for all state employees who participate in the State Health Insurance Program (see above), with an additional $3,000 for accidental death or dismemberment coverage, at no cost to the insured. Life insurance may also be purchased for one spouse and dependents (aged five to twenty-three) in the amount of $1,000 per insured. Life insurance in reduced amounts is available for dependent children under age five.

Members of the State Retirement System (which includes all regular faculty and staff; see membership requirements below) are also entitled to a pre-retirement death benefit program after one year's membership in the system. The one-year requirement is waived in cases where death results from an injury incurred in the performance of duties. The death benefit is equal to the annual earnable compensation of the member at the time of death and is in addition to either the refund of retirement contributions with accumulated interest or, where applicable, an annuity for the surviving spouse. Each participant has the right to designate a beneficiary for the pre-retirement death benefit. Eligibility for this death benefit ceases upon retirement or ninety days after the last date of actual service, whichever is sooner. Further information about this program is available through the Personnel Division.

Long-term disability coverage is provided by the state after a ninety-day waiting period. The monthly benefit is sixty percent of the basic monthly salary, reduced by the sum of monthly payments received from Social Security disability, Workman's Compensation, State Retirement disability, and/or University sick leave benefits, and is subject to a maximum of $600 per month, to be paid by The Liberty Life Insurance Company.

Disability benefits are also available through the State Retirement System after five years of creditable service. These benefits include a special supplement by the state in addition to contributions of record at the onset of disability. Disability payments are based on the average of the three highest consecutive fiscal years of salary, the attained age of the faculty member, and the number of years of creditable service. Applications for disability benefits must be on file for thirty days prior to becoming effective.

The South Carolina State Retirement System. Membership in this system is required by law for all Clemson University faculty, except for student employees and persons in temporary positions of less than six months' duration or part-time positions paying less than $100 per month.
Faculty requests for retirement are initiated at the level of the department or equivalent academic unit. Such requests should be made with notice sufficient to allow for the expeditious review of departmental staffing needs and for processing such requests through University channels.

As members of the South Carolina Retirement System, faculty may retire with full benefits at age sixty-five or as early as age sixty after thirty years of creditable service. In accordance with state law, faculty must retire at age seventy, with certain exceptions: 1) with the approval of the University the faculty member may be continued in service until the end of the year following the date on which the age of seventy has been attained; 2) with the approval of the University the faculty member may be continued in service for a period of one year following each such request for extension until he/she has reached the age of seventy-two; 3) with University approval the faculty member may be continued in service for such period of time as may be necessary for him/her to qualify for coverage under the Old Age and Survivor's Provision of Title II of the Federal Social Security Act, as amended. All such exceptions are to be processed through regular University channels to the President. No exception, however, is made to the mandate that a faculty member must retire no later than the end of the fiscal year in which the seventy-second birthday has been reached.

Early retirement at age sixty is permissible, regardless of length of service, with a five percent reduction in benefits for each year prior to age sixty-five at the time of retirement. The system also provides death and disability benefits as indicated above.

"Creditable service" can also include up to six years of active military duty and/or limited credit for out-of-state employment with state or local government. The out-of-state service must have been service which would have been covered by the state retirement system if it had been performed in South Carolina. Federal service is excluded.

Credits for military, out-of-state, or previous state service are obtained by making application to the South Carolina Retirement System through the Clemson University Personnel Division. Lump sum payments required to obtain credit for such service vary with the type of service. Upon retirement, the total years in South Carolina state service must be at least equal to the number of out-of-state years credited, and two years for each year of military service credited. Service prior to July 1, 1945 may be established at no cost to the member.

Each member of the retirement system contributes four percent of the first $4800 in earnings and six percent of earnings in excess of $4800 for the calendar year. If a participant resigns, or is dis-
missed or terminated, accumulated contributions plus interest on deposited funds will be refunded. If termination occurs on or after age sixty, the member will be eligible to apply for a monthly lifetime allowance based on the retirement benefit formula (with early retirement penalty). If termination occurs before age sixty, a member who has completed five years of creditable service may apply for a deferred allowance payable for life beginning at age sixty if he/she has left covered employment, in lieu of a lump-sum withdrawal of contributions plus interest.

Maximum retirement benefits are based on the number of years of service and the average salary for the three highest consecutive fiscal years (July through June). The formula for full retirement benefits at age sixty-five or after thirty years service is:

\[
[(1.25\% \times \$4800) + 1.65\% \times (\text{avg. salary} - \$4800)] \\
\times \text{no. of yrs. service}
\]

Thus, for example, a faculty member who retired after thirty years with an average salary of $25,000 for the three highest-paid consecutive years would have benefits computed as follows:

\[
[(1.25\% \times \$4800) + 1.65\% \times (\$25,000 - \$4800)] \\
\times 30 = \$11,799 \text{ per year.}
\]

Other benefit options may be selected with reduced benefits for the member but including survivor benefits to dependents. The member also has the option of removing his/her accumulated contributions with interest.

A member may apply for retirement six months in advance or up to ninety days retroactively, provided he/she has separated from University service at the effective dates of retirement. After retirement, a member may earn up to $5500 per year in other state employment without penalty. There is no limitation on earnings from other sources.

Faculty on sabbatical leave or leave-without-pay may continue their membership in the State Retirement System by arranging in advance to pay the contribution on the basis of the most recent salary (current full-time salary, in the case of sabbatical leave). By so doing they will not only increase potential retirement benefits but will also keep disability and pre-retirement death benefits in force. Further information about the State Retirement System is available from the Personnel Division.

Social Security. All faculty considered to be state employees are required to participate in the Social Security system. Matching contributions to this system are made by the University. Social Security provides retirement, disability, and survivor benefits, a lump sum death benefit, and medical insurance (Medicare) for those over sixty-five. The rates and the amount of income subject to the tax are adjusted annually. Current information on the Federal Insurance Contributions Act contribution rate and the benefit schedule, as
well as eligibility requirements for various benefits is available from the Anderson, S.C., Social Security office (1-226-7691).

Workman's Compensation. Every faculty member at Clemson University considered to be an employee of the State of South Carolina is eligible for benefits under the South Carolina Workman's Compensation Act if an accidental injury is sustained or an occupational disease is contracted while performing official duties. Types of benefits available include medical and hospital expenses, disability income, and/or a lump sum payment to survivors when the injury or disease is fatal.

Any accident or work-related illness sustained by a faculty member while performing assigned duties should be reported to the appropriate supervisor immediately, regardless of the severity of the injury or illness. If the injury or illness requires immediate medical attention, the individual should go to the Redfern Health Center or consult a personal physician. Within twenty-four hours, the supervisor should be contacted and an Employee's First Report of Injury Form should be prepared and forwarded immediately to the Personnel Division. Failure to file such a report can mean loss of treatment payments.

Work injury medical treatment claims are submitted to the State Workman's Compensation Fund through the Personnel Division. Work absence caused by injury or illness must be authorized by the treating physician. The Personnel Division should be notified immediately if work absence exceeds seven calendar days.

Liability Insurance. The State of South Carolina carries liability insurance on faculty, administration, and staff. This coverage is for actions or events in connection with performing assigned University responsibilities and does not carry over into other professional activities, (e.g., private consulting). This policy covers such contingencies as: false arrest, detention, or imprisonment; libel, slander, defamation of character, violation of privacy; wrongful entry or eviction or other invasion of occupancy rights; discrimination (including admissions and employment); violation of civil rights or other Constitutional rights; humiliation; alleged faculty negligence or inadequate instruction and/or curriculum; liability arising from the use of University mobile non-highway equipment; blanket errors and omissions; and second-party liability (excluding bodily injury). Information on current coverage levels and a complete copy of the insuring agreement are available from the University Risk Manager (Auxiliary Services).

Personal Property. Faculty should be aware that their personal property is not covered by University insurance, even though that property is used and housed in University buildings. Faculty desiring coverage for such property should contact their personal insurance companies.
C. Optional Group Insurance Programs

The University makes several types of group insurance policies available to faculty and staff on an optional basis. These are: a group of policies offered by Travelers Insurance, including salary continuation, blanket medical expense (accident), accidental loss of life, hospital indemnity, and group permanent life insurance; cancer coverage with either American Family Life Assurance Company or Liberty Life Insurance Company; and Prudential Group Term Life Insurance. Optional coverages are also available through the State Employees' Association (Sec. IV.D). There is no subsidy for these optional coverages but they normally carry favorable group rates and offer the convenience of payroll deductions.

Disability Insurance (Salary Continuation). A group disability insurance policy with Travelers Insurance covering the faculty member only (not dependents) is available as an optional coverage. The amount of protection purchasable is based on salary, with a variable waiting period, and a premium based on age and the specific occupation. Premiums are payroll deducted with written authorization.

Accident Insurance. Supplementary medical insurance for accidents covering medical expenses for the faculty member (and family if desired) from $1,000 - $5,000 may be purchased from Travelers Insurance through payroll deduction. Insurance for accidental loss of life up to $100,000 is also available on the same basis.

Cancer And Special Disease Insurance. Health insurance covering cancer only, or cancer plus a group of other specific diseases, is available on a payroll deduction basis. These policies supplement Blue Cross/Blue Shield for these particularly costly and usually extended illnesses. Two types of policies are available at group rates.

The American Family Life Assurance Company Cancer Care Plan offers two categories of coverage -- individual and family -- with rates independent of age. Premiums can be paid directly to the company or by payroll deduction. The Liberty Life Cancer Expense and Special Disease Protection covers cancer and several other costly and extended illnesses for the employee only, employee and family, or employee and children. Premiums rise with age and are paid by payroll deduction.

Life Insurance. In addition to the $3,000 life insurance provided by the State of South Carolina and the death benefit of one year's salary through the State Retirement System, optional group life insurance coverage is available to permanent faculty who are employed half-time or more. Coverage may also be extended to dependents.

The Travelers package of insurance options consists of group permanent life insurance as well as coverage for accidental loss of life in amounts from $10,000 to $100,000. The Prudential package
offers group term life insurance up to a maximum of $125,000, with provisions for accidental death or dismemberment. This policy is available to all permanent full-time faculty and to permanent faculty who are employed half-time or more, as well as dependents if desired. Eligible dependents include spouse, unmarried children (fourteen days through eighteen years), and unmarried children nineteen years or older who are in school and wholly dependent on the insured for support. Payment is made by payroll deduction.

If the faculty member enrolls within thirty-one days of employment, no medical examination is required. The insurance becomes effective on the first of the month following the date of the individual's first payroll deduction, provided that a satisfactory medical report (if required) has been received by that date. If the insured is not at work on the effective date, the insurance will not take effect until the individual returns to work.

Faculty can choose from three optional amounts of insurance. The amount will be paid to the designated beneficiary regardless of the cause of death. Insurance will continue at no cost to the insured in the event of total disability before age sixty. This policy also offers accidental death or dismemberment benefits. The policy terminates with termination of employment or discontinuation of payment of premiums.

General Insurance Information. It is recommended that new faculty examine the insurance options available through the Payroll/Insurance Office and integrate their total coverage with any private insurance they may carry. Most of the insurance policies offered will carry the opportunity to adjust the insurance mix, but often at restricted times of the year only. It is the responsibility of the faculty member to keep his/her insurance coverage current, to file claims where appropriate, to notify the Payroll/Insurance Office of changes in dependents, and to see that designated beneficiaries are aware of any death benefits.

D. South Carolina State Employees' Association

Regular faculty of Clemson University are eligible for membership in the South Carolina State Employees' Association. Annual dues, which are based on annual salary, are payable with the application and on July 1st of each succeeding year. The Association is governed and its directors are elected annually from the membership, including three directors from Clemson University. The Association promotes the welfare of all state employees in its contacts with the South Carolina General Assembly.

The Association offers several voluntary group life insurance plans on a paying basis. These include: basic life insurance (either
$1000 on the member or $1000 on each dependent); supplemental life insurance on the member for $5000; hospital indemnity insurance of $12.00 per day up to seventy days per year, and State Service Life Insurance consisting of group insurance in amounts based on age and salary. Membership applications and further information are available through the Payroll/Insurance Office.

E. South Carolina State Employees' Credit Union

The South Carolina State Employees' Credit Union is a non-profit organization operated solely for the convenience and benefit of its members. All regular full-time faculty of Clemson University, their spouses and dependent children, and associations of state employees are eligible for Credit Union membership. The membership privilege includes the option of payroll deductions for savings accounts and direct deposit to share draft accounts. Individuals and associations meeting these requirements may join the Credit Union with a payment of a $5.00 membership fee and an initial savings account deposit of $25.00 or more.

Credit Union savings accounts earn quarterly dividends which usually are more favorable than bank interest rates on similar accounts. The Credit Union also offers Share Certificates in amounts from $500-$10,000 for varying terms; low-cost loans for a variety of purposes; a Revolving Credit Plan; Share Drafts (similar to checking accounts); and certain commercial discounts.

Membership application forms, forms authorizing payroll deductions, and further information are available at the local Credit Union office in College Place Mall (adjacent to the Astro III Theater on College Avenue), 654-6545, or from the University's Payroll/Insurance Office.

F. Tax-Deferred Annuities

Tax-deferred annuities offer faculty an opportunity to postpone paying taxes on a portion of their salary, as well as interest on accumulated deposits, when such funds are set aside for retirement in IRS-approved accounts. Access to such funds before retirement is subject to immediate income tax upon withdrawal unless the funds are being transferred to another program.

The University cooperates with faculty by arranging for payroll deductions for tax-sheltered annuities that are purchased from certain private companies. Procedures for making such deductions are explained in IV.G.
G. Payroll Policies and Procedures

University faculty normally are appointed on either a nine-month (academic year) basis or on a twelve-month basis. Nine-month faculty receive their academic year salaries in twenty checks on alternate Thursdays, normally between August 15th and May 15th. If a regular payday should fall on a legal holiday or if the tenth check would be issuable after December 31st special arrangements for early payments are usually made.

Nine-month faculty employed for part or all of the summer on teaching, research, or other University activities are paid on a daily-rate basis for research and other assignments, and on a percentage basis for summer teaching. Summer pay schedules are determined annually, but generally involve an alternate Thursdays schedule and, where feasible, equal installments.

The University has a direct-deposit arrangement with a number of area banks. The Payroll Office will arrange for individuals' checks to be deposited directly into their accounts on scheduled Thursday paydays.

In addition to required deductions for State and Federal income taxes, F.I.C.A. (Social Security) taxes, and contributions to the State Retirement System, there are a number of voluntary deductions which the Payroll/Insurance Office will administer at the request of faculty or staff. These include insurance premiums, tax-deferred annuity purchases, contributions to designated charitable causes, purchase of U.S. Savings Bonds, and deposits to South Carolina State Employees' Credit Union accounts.

By filing a request with the Payroll/Insurance Office, insurance premiums for the policies noted above can be paid by payroll deductions. Insurance premiums are deducted monthly for twelve-month employees, and for nine-month employees, from the second check of the month (August through April), with the remaining premiums deducted from the last salary installment of the academic year.

Tax-deferred annuity purchases are deducted on a bi-weekly basis from September through April (sixteen payments) for nine-month faculty and during the calendar year for twelve-month faculty. After an annuity contract has been signed, its effective date is the first day of the month immediately following the month in which the first payroll deduction is made.

Charities eligible for payroll deductions at Clemson University include The United Way, The Good Health Appeal, the Clemson University Faculty/Staff Loyalty Fund, the Robert Cook Edwards Endowment for Excellence in Science and Technology, and IPTAY. Appeals for some programs are made annually. Faculty may make contributions via pay-
roll deductions for sixteen academic-year salary installments.

Full-time faculty may elect to purchase Series EE U.S. Savings Bonds through payroll deduction in denominations of $50, $75, $100, and $200. At present the purchase price is one-half the face value, the maturity period is nine years, and the interest rate is eight percent, compounded semi-annually. Under certain conditions, taxes on the interest on U.S. Savings Bonds may be deferred until they are redeemed. Upon application with the Payroll/Insurance Office, a standing order is registered, and a bond in the designated denomination will be purchased on the first payday of each month until the order is discontinued.

Voluntary deductions for deposit to a savings account at the South Carolina State Employees' Credit Union may be elected by a Credit Union member employed by the University. Deposits must be in multiples of $5 and are made on the first and second paydays of each month.

H. Holidays and Annual Leave (Vacation)

Faculty on an academic year (nine-month) appointment do not accumulate annual leave; however, they do receive the regular student holidays listed in the University catalog unless special circumstances require their presence. These holidays include Thanksgiving (two days), Christmas holidays, the fall and spring breaks, and General Election Day (in even numbered years). Also included are those days between Spring commencement and May 16th and those days between August 15th and the beginning of Orientation. Occasionally classes are scheduled on days which are official holidays for the staff but not for teaching faculty and students. Note that outside employment is not permitted during the August 15 - May 16 contract period except as provided in Section III. H, Private Outside Employment.

Twelve-month faculty, which includes administrators, librarians, and various other personnel, are entitled to both paid holidays and annual leaves. The terms of annual leave for persons holding such appointments are somewhat different from those of classified personnel (e.g., staff), which are governed by the Annual Leave Act of the State of South Carolina. Annual leave for twelve-month faculty is accumulated at the rate of eighteen working days per year for the first nineteen years of service at Clemson, and thirty days per year thereafter (11.25 hours and 18.75 hours per month, respectively). A maximum of forty-five unused leave days (or 337.5 hours) may be carried forward into each calendar year. Requests for annual leave should be submitted sufficiently far in advance to assure approval and to minimize inconvenience to other personnel.
Emergency annual leave may be authorized by the Provost. Advance annual leave of up to nine days may be taken without loss of pay. Resignation with a negative leave balance will result in a reduced final salary installment as an adjustment for excess leave. If an individual's sick leave has become exhausted, annual leave may be used for this purpose.

A faculty member on twelve-month appointment who is separated with accrued annual leave is entitled to a lump sum settlement of the value of unused leave in his/her final payment, so long as the total of leave in the calendar year of separation does not exceed forty-five days. In the case of separation by retirement or by death in service, the lump sum settlement is the value of the accrued annual leave (up to a maximum of forty-five days) regardless of any annual leave taken in the calendar year of separation.


Twelve-month appointees on less than full-time appointments are entitled to pro-rated leave benefits.

A faculty member who shifts from a twelve-month to a nine-month appointment has the following options for handling accrued annual leave: 1) all accrued annual leave earned (up to a maximum of forty-five days) will be credited to the individual's account and frozen until retirement or termination, upon which the credited amount will be paid at the salary rate in effect upon retirement or termination; 2) all accrued annual leave (up to a maximum of forty-five days, regardless of any leave used in the current calendar year) will be computed at the rate of salary in effect immediately prior to the transfer to the new appointment and will be paid to the individual on the last payday prior to the transfer.

I. Sick Leave and Other Special Leaves-of-Absence

Sick Leave. The 1974 Sick Leave Act for state employees, as interpreted by the S. C. Personnel Division, in effect defines faculty members on twelve-month appointments as permanent "full-time" personnel and nine-month faculty as permanent "part-time" personnel. Both are entitled to 9.38 hours of sick leave per month, that is, fifteen days per year for twelve-month faculty and eleven-and-one-quarter days per year for nine-month faculty. Both may accumulate additional days throughout the year but may only carry over a maximum accumulation of ninety days from one calendar year to the next. Nine-month faculty employed by the University or a state agency for one-half or more of the work days in one month between May 16 and August 15 accumulate a proportionate quantity of sick leave. Fourteen hours of sick leave
are accumulated for each session of summer school taught.

In addition to sick leave credit accumulated as noted above, a faculty member may be granted up to five days of additional sick leave under extenuating circumstances. Upon application to the President (through the Personnel Division), further sick leave may be advanced (up to a fifteen-day maximum) with the approval of the State Budget and Control Board. Such additional leave is worked off by the faculty member upon return to work at the rate of 9.38 hours per month until the deficit has been erased. Should a faculty member's employment be terminated by either party prior to working off advanced sick leave credits, the final salary installment is adjusted accordingly.

Faculty may be granted sick leave for the following reasons:
1) Personal illness or injury incapacitating the individual for the performance of regular duties.
2) Exposure to a contagious disease such that presence on duty would endanger the health of others.
3) Appointment for medical or dental examination or treatment when such appointment could not reasonably be scheduled during non-work hours.
4) Sickness or temporary disability due to pregnancy. To the extent permissible, the date on which sick leave for maternity purposes is to begin shall be determined by the faculty member and her physician. In no event shall such a date be prescribed unilaterally by an administrator, except on the basis of professional medical opinion that the faculty member is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to her health and/or to the health of her unborn child.
5) Sick leave may be charged by a faculty member for the purpose of participating in public and/or private alcoholism treatment and rehabilitation programs approved by the South Carolina Department of Mental Health.

For any extended illness, disability, or maternity leave exceeding the amount of accrued annual leave and sick leave, the faculty member may apply for leave-without-pay status for a period not to exceed 180 days. The request shall not be denied for bona fide illness or disability for faculty who have served Clemson University for a period of six months or more, but the specificities of the disability must be set forth in the physician's statement. Under extenuating circumstances, the University may extend the period of leave without pay up to a total of 365 days. The faculty member shall have the option of using or retaining accrued annual leave but may not use leave-without-pay in lieu of sick leave. All sick leave shall be used before going on leave-without-pay status unless an exception is granted at the faculty member's request.
Sick leave shall accrue to a faculty member on leave-with-pay providing he/she returns to duty on schedule. However, sick leave shall not accrue to a faculty member on terminal leave or on leave-without-pay.

Upon termination of appointment at the University, all accumulated sick leave is forfeited unless the faculty member transfers employment to another state agency.

A faculty member sustaining an injury or contracting a disease arising out of or in the course of the performance of assigned duties at Clemson University shall have the option of being granted sick leave to the extent of his/her accumulated total, irrespective of whether or not the disabling condition is compensatable under the Workman's Compensation Act. The faculty member may request leave-without-pay and receive total disability compensation instead of using sick leave. A faculty member who is suffering from a work-related injury or illness and who anticipates a disability absence of more than one week must notify the Personnel Division to initiate any action on a temporary total disability claim.

Funeral Leave. A faculty member shall, upon request, be granted up to two consecutive days of leave with pay upon the death of any member of his/her immediate family. "Immediate family" is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of either the faculty member or his/her spouse.

Sabbatical Leave provisions are covered in III.D.

Leave for Voting shall be provided for any faculty member who is eligible to vote in a primary or general election. Time shall be provided with pay for this purpose if it is not feasible to vote before or after normal duty hours. General Election Day in November of even-numbered calendar years is a regularly scheduled holiday for faculty, staff, and students.

Leave For Attendance In Court. When a faculty member is a voluntary witness in litigation as an individual, and not in any official capacity, the time taken from work shall be charged as annual leave or leave-without-pay, as appropriate. When, in obedience to a subpoena or other legal direction by proper authority, a faculty member appears to testify, to serve as a witness, to serve on a jury for the Federal Government, for the State, or for one of its political subdivisions, that faculty member shall be granted leave-with-pay for the necessary period of time (recorded as "court leave").

Military Leave. In accordance with state law, a faculty member is entitled to a maximum of fifteen calendar days leave-with-pay in
any fiscal year for active duty or training with the armed forces of the United States or the National Guard. These fifteen days need not be consecutive and may involve more than one tour of active duty. Each request for military leave must also be accompanied by official orders to such active duty. Such duty or training should be arranged so as to minimize interference with regular duties. In particular, members of the teaching faculty are expected to arrange for duty or training so as not to interfere with teaching responsibilities.

A faculty member is normally entitled to leave-without-pay during a period of mandatory extended military duty. This time may be purchased for S.C. Retirement System credit upon return to University employment. He/she may return to active employment with the University in a position comparable to the one held at the time such leave was granted, provided: 1) the separation from service was not under dishonorable conditions; 2) the individual's physical and mental capacities remain adequate for the position; 3) the application for re-employment is made within sixty days of release from military service.

Extended Leaves of Absence Without Pay may be granted by the President of the University under circumstances in which the best interests of the University would be served by granting such leave. Authorization may be considered in such cases as: 1) absence due to mandatory service in the U.S. armed forces; 2) absence for advanced academic training, research, or other experience which leads to increased competence and which promotes the interests of the University as well as of the faculty member; 3) absences necessitated by prolonged illness, injury, or childbirth, when such absences extend beyond available sick leave or accumulated annual leave. In such cases, expected length of absence must be documented by a physician's statement. (see: IV:10)

The granting of leave-without-pay for personal or educational reasons is a matter of University discretion. The approval channel for such requests is the same as for any other regular personnel action. Annual leave and sick leave are neither accumulated nor forfeited during periods of leave-without-pay. A faculty member who is tenured shall retain tenure status during any period of leave. Time on leave-without-pay may be counted as part of the probationary period toward tenure.

If the State Retirement Board approves, the faculty member can continue to make contributions to the South Carolina Retirement System through the University while on leave-without-pay because of illness, injury, childbirth, or educational purposes (including sabbatical leave at half-pay). Appropriate quarterly contributions will continue the protection afforded by the disability and preretirement death benefits of the State Retirement System (see IV:10), benefits that will be suspended unless such contributions are made. Arrangements must be
made in advance of the leave-without-pay through the Personnel Division.

Faculty members on leave-without-pay who decide not to return to University employment are requested to give six month's notice of termination.

J. Faculty/Staff Housing

Clemson University provides limited housing in twelve three-bedroom homes for short-term occupancy (a maximum period of twelve months, with contract periods ending December 31st and June 30th). These residences are intended for newly appointed faculty (including visiting faculty) and staff while they locate suitable permanent accommodations.

Each home is equipped with electric baseboard heat, an electric range, a refrigerator, water heater, Venetian blinds, and washing machine connections. Each rents at $220.00 per month (subject to change), including water and sewer services, garbage removal, and grounds care. A $50.00 refundable application fee/security deposit is required with the application. Applications are made available to prospective tenants by the Housing Office at the request of the appropriate dean, director, or department head. More detailed information is available from the Housing Office, Mell Hall, (803) 656-2295.

K. Identification Cards

Each member of the Faculty is issued an identification card. Forms for the issuing or re-issuing of such cards are available from the departmental secretaries. The identification card enables the holder to use certain University facilities such as the Library and to participate in certain campus activities. This card must be returned to the department head or equivalent supervisor upon termination of appointment at the University.

L. Clemson University Traffic Code

The information in this section has been derived from the Clemson University Traffic Code. More detailed information is available from the Department of Security, 656-2222.

Vehicle Registration. All faculty must register their motor vehicles at the Clemson University Police Station within forty-eight hours of bringing them on campus. Faculty/staff decals, which authorize parking in designated employee parking areas will be provided.
Both faculty/staff and student parking decals may be affixed to the same vehicle if the student is a spouse, parent, or child of a faculty or staff member. The decals are to be applied for in the names of the specific individuals involved and each is authorized to park only in the areas designated for faculty/staff or for students, respectively. Any visitor who is on campus for more than twenty-four hours should apply for a Guest Parking Permit, which permits parking in any legitimate parking space.

In the event a faculty member sells or trades a registered vehicle, the University decal should be removed from the vehicle and returned to the Security Office at the time a new decal is applied for.

Parking. Faculty may not park in spaces marked "Visitors." Since it is not possible to guarantee parking space on campus, failure to find a lawful parking space is not a valid excuse for illegal parking.

No motor vehicle can be parked on Williamson Road or in any area west of Williamson Road after 7:00 P.M. on the evening before a varsity football game. No motor vehicle may be parked near the Coliseum and west of the stadium within six hours of a varsity basketball game. Vehicles in violation of these regulations are subject to towing.

A vehicle left unattended for thirty days on campus shall be considered abandoned and the University will dispose of it as it sees fit. If a vehicle breaks down on campus, the Security Department should be notified so as to avoid citation for violations.

For special situations in which a faculty member needs to park in non-designated areas, permission from the Security Department can be requested.

Operation of Vehicles on Campus. Anyone operating a vehicle on campus must obey all S. C. traffic laws and the University Motor Vehicle Code.

If an accident which causes property damage or results in personal injury occurs, it should be reported to the Security Department. State laws with regard to the reporting of motor vehicle accidents must also be observed.

Pedestrians in designated crosswalks have the right-of-way at all times, except at signal-controlled intersections.

Procedures for Violations. The Recorder of Clemson University, in accordance with Section 59-119-320 of the S. C. Code of Laws, has jurisdiction to try any person charged with a violation of the Clemson University Traffic Code. Any faculty member charged with a violation
can waive the right to trial by paying the assessed penalty during the regular working hours at the Bursar's Office or via inter-office mail. Towable penalties may also be paid at that location and the vehicle may be reclaimed at the Department of Security.

Penalties for violations are:
Failure to display a University decal or permit -- car will be towed after three warnings
Improper use of Handicapped parking space $50
Towable offense $30
Other violations: $2 for first ticket; $5 for the second; and $10 for the third; $15 for the fourth; and $25 for subsequent tickets on an annual basis, August 15-August 15.

Unless otherwise specified, only one parking ticket may be issued in any one location.

Any non-student charged with a violation may appeal by appearing before the Recorder's Court at the University Police Station on Tuesday, 2:00 p.m.-4:00 p.m. After such an appeal, no further citation may be given and no penalties assessed until the appeal is completed. Any penalty remaining after completion of the appellate process must be paid within five working days. The accused is entitled to know the names of witnesses responsible for reporting the alleged violations, or if there are no witnesses, to be told how the alleged violation came to the attention of the Department of Security. The accused has the right to present evidence and a reasonable number of witnesses before the Recorder and shall be allowed to hear and question an adverse counsel or lay advisor.

Loss of Privileges. In any case in which violation of the Traffic Code has been established by voluntary admission or trial and the person found guilty fails to pay the administrative penalty within five days of the decision, that person may be required to surrender any decals or permits issued and shall, in such an event, have all vehicle operation, registration, and parking privileges suspended until said penalty is paid. When notification of suspension is ignored, the Recorder has the right to suspend all vehicle privileges.

A person who knowingly provides false information concerning any matters covered by the University Traffic Code may also be required to surrender any decals or permits issued and to have all vehicle privileges suspended for up to one year.

A person whose operating, registration, and parking privileges have been suspended and who has been requested to surrender a decal or permit may petition the President's Office for reinstatement within five working days of notification. The petition must be in writing and must state clearly and concisely the grounds for the request. A decision shall be rendered within five working days, and may involve a
modified or revoked of the suspension or privileges.

M. Clemson University Bicycle Code

Parking. Racks have been provided in areas designated for bicycle parking. A bicycle may be chained or locked only to a bicycle rack. Bicycles may not be parked or chained in unauthorized areas, such as those in front and to the side of any entrance to or exit from any building; within any sidewalk or access or egress ramp; on sidewalks, steps, or stairs; in corridors; or in any motor vehicle parking space. A bicycle may be impounded for being parked in an unauthorized space or manner. The owner may claim the bicycle at the Department of Security by providing proof of ownership and payment of a $3.00 pickup charge. The Department of Security is authorized to cut security chains and to remove any bicycle found in violation of this Code.

Registration. Bicycle registration is not required but is strongly recommended for the protection of the owner. Registration is useful in proving ownership in cases of theft or impoundment. Periodic registration is provided at various locations on campus.

Operating Regulations. Every bicycle user on a public street must obey all traffic laws applicable to motor vehicles under the S. C. Code of Laws and the Clemson University Traffic Code. Mounted bicycles may only be operated on a roadway or marked bicycle path, including sidewalks so marked. Violation will warrant impounding of the vehicle. The owner may claim the bicycle by paying a $10.00 pickup charge.

Bicyclists must obey all traffic signals, stop signs, yield signs, and other traffic controls and must monitor the speeds of their vehicles so as to avoid injuring other cyclists and pedestrians. Bicyclists must keep as far to the right as possible on bicycle paths and roadways except: when it is possible to overtake or pass another vehicle proceeding in the same direction in a safe manner; when passing an obstruction; when on a bicycle path designated and posted as a one-way path; or when preparing to make a left turn. Bicyclists must use arm signals when making turns or changing lanes. Notwithstanding the authorized use of sidewalks marked as bicycle paths, pedestrians have the right-of-way at all times.

Enforcement Procedures. Any violation of the Bicycle Code will result in a $5.00 penalty in addition to the pickup fees for impoundment specified above. Procedures for payment and trial are the same as for Motor Vehicle violations.
Section 3. Procedure

The Curriculum Committees shall review all curricular proposals in their respective areas of jurisdiction that emanate from the several Collegiate Faculties, and shall ensure the adherence of such proposals to all applicable University policies and regulations. The Curriculum Committees may initiate curricular proposals whose effects would be University-wide, but may not act upon such proposals until all Collegiate Faculties have had an opportunity to review and respond to them.

Curricular proposals recommended by either University Curriculum Committee shall be submitted to the Provost and Vice-President for Academic Affairs. The Provost shall forward these curricular proposals with his or her recommendations to the President of the University for final approval. The Provost shall inform the Curriculum Committees and all affected Collegiate Faculties of the President's actions.

ARTICLE V: AMENDMENT

Constitutional amendments may be proposed by either of two methods.

A proposed amendment may be submitted by at least ten members of the Faculty to the Faculty Senate at a regular meeting of that body. The Faculty Senate must vote on the proposed amendment at no later than the fourth meeting after submission. A simple majority vote is required for the proposed amendment to be submitted to the Faculty.

Alternatively, a proposed amendment to this Constitution may be submitted in writing to the Provost and Vice-President for Academic Affairs one month before the next scheduled Faculty meeting. Signatures of at least ten percent of the members of the Faculty must accompany the proposed amendment in order to validate the proposal.

The Provost shall publicize a proposed amendment at least three weeks prior to the meeting at which action is to be taken. Amendments may be considered at either of the regular Faculty meetings held at the conclusions of the long semesters. A two-thirds majority vote of the members present is required for passage. Any amendment passed by the Faculty shall become effective upon approval by the Clemson University Board of Trustees.
C. President's Council and Associated Commissions and Committees

The President's Council and its associated commissions and committees have responsibility in many areas affecting faculty and faculty concerns. Thus, these committees include faculty representation so as to provide for faculty participation in planning, policy and procedure formulation, and decision-making. It should be noted that several university councils and committees are independent of the President's Council (see VI.D).

The President's Council. This body is charged with examining, formulating, and making policy recommendations in various areas of University activity and responsibility. The President's Council is advisory to the President of the University and to the Provost. It conducts much of its business through subsidiary Commissions (Undergraduate Studies; Graduate Studies and Research; Faculty Affairs; Student Affairs; Public Programs; and Public Service), which in turn have established committees to deal with specific areas.

Members of the President's Council are: the President of the University (Chairperson); the Provost and Vice President for Academic Affairs; the Chairpersons of the six Commissions (a Vice-Provost designated by the Provost, the Dean of the Graduate School, the President of the Faculty Senate, the Vice President for Student Affairs, the Executive Director of University Relations, and the Dean of the College of Agricultural Sciences); the Vice President for Business and Finance; the deans of four colleges and the heads of two academic departments (appointed by the President for three year terms); five Faculty Senators (the Senate Vice President and the Chairpersons of the Policy, Research, Scholastic Policies, and Welfare Committees); one holder of a titled professorship or chair (elected by the Faculty Senate for a three year term); the Presidents of the Student Body and the Student Senate; and one Graduate Student Association representative. Six additional members are non-voting: the Vice President for Institutional Advancement; the Director for Alumni Affairs; the Director of Libraries; the University Legal Counsel; the Executive Assistant to the President; and the Executive Officer and Secretary to the Board of Trustees.

The details of the organization and membership of the President's Council are set forth in the Constitution of the President's Council. Its commissions and committees are listed below. Faculty representatives to these commissions and committees are, unless otherwise provided, elected by their college faculties for three-year terms (staggered to give continuity) and are limited to two consecutive terms. Faculty Senate representatives, except ex officio members, are elected to one-year terms. Except as otherwise provided, student representatives are elected by the Student Senate and, where appropriate, the Graduate Student Association, to one-year terms (renewable
once). Department heads and deans are appointed by the President on recommendation of the Provost to three-year terms.

The Commission on Undergraduate Studies reviews and recommends to the President's Council general policies and procedures on undergraduate studies and academic affairs. Members are: a Vice-Provost (Chairperson) designated by the Provost; the deans of the colleges; the Dean of Admissions and Registration; a faculty representative from each college; the Chairperson of the Faculty Senate Scholastic Policies Committee and one additional Faculty Senator; four student representatives, including the Chairperson of the Committee on Academic Affairs of the Student Senate; and a representative of the Library. The following committees report to the Commission on Undergraduate Studies.

Scholarships and Awards Committee. This committee formulates and recommends policies and procedures relating to scholarships, awards, and grants-in-aid, selects recipients for University scholarships, and approves nominees for collegiate scholarships and awards. It also plans and coordinates the annual Honors and Awards Day, and approves athletic grants-in-aid. Membership consists of the Director of Honors Programs (Chairperson); the Dean of Admissions and Registration; a faculty representative from each college (normally, the Chairperson of the College Scholarships Committee); one Faculty Senator; the Director of Financial Aid; the Chairperson of the Athletic Council; the Dean of Student Life; a student Vice President of Phi Kappa Phi; and the President of Phi Eta Sigma or Alpha Lambda Delta (in alternate years).

Honors Program Committee. This committee formulates and recommends policy and procedures for the University Honors Program, and assists the Director of the Honors Program in its administration. The members are the Director of Honors Programs (Chairperson); a faculty representative from each college (preferably, the chairperson of the college Honors Program Committee); the Dean of Admissions and Registration; two honors students representatives; and a Faculty Senator.

Admissions and Continuing Enrollment Committee. This committee formulates and recommends policy on admissions and standards for continuing enrollment and re-admission and also hears appeals on continuing enrollment. Members are a Vice-Provost (Chairperson) designated by the Provost; the Chairperson of the Student senate Committee on Academic Affairs; a representative of the Faculty Senate Scholastic Policies Committee; a representative of the Student Minority Council; the Dean of Admissions and Registration; and one faculty representative from each college. Non-voting members are the Director of Admissions; the Director of Housing, and the Registrar.

Advising and Course Placement Committee. This committee formulates and recommends policy related to academic advising. Members are the Dean of Admissions and Registration; the Registrar;
a faculty representative from each college; and three students from different colleges on a rotating basis. The Provost appoints the Chairperson.

**Student Academic Grievances Committee.** This committee hears all appeals concerning student academic dishonesty and student academic grievances regarding faculty or administrators. Membership consists of the Dean of Student Life; three faculty members from different colleges (on a rotating basis) appointed by the respective college deans; and three students representing three colleges other than those with faculty representatives. The Chairperson shall be the senior faculty member in committee service.

**Summer School Committee.** Membership consists of the Summer School Director (Chairperson); one faculty representative from each college; a Faculty Senator; one undergraduate and one graduate student; representatives of the Admissions, Registrar's, and Business and Finance offices; and the Director of Cooperative Education.

**Teaching Resources and Effectiveness Committee.** This committee is concerned with the improvement and evaluation of teaching, and with teaching resources, including the Bookstore and audiovisual facilities. It supervises the student-teacher evaluation program. Its membership consists of a Vice-Provost, a faculty representative from each college, and one graduate and three undergraduate students (all from different colleges, rotated). The Director of Electronic and Photographic Services, a member of the Counseling Center, and the Manager of the Bookstore serve as non-voting resource members. The Provost appoints the Chairperson.

**Depositories Committee.** This committee formulates and recommends policy on all matters related to libraries, depositories, and museums. Membership consists of the Director of Libraries; one faculty representative from each of three colleges (on a rotating basis); a Faculty Senator from a college without a faculty representative; the Director of Development; an undergraduate student from a college not represented by a faculty member; and a graduate student from a college not otherwise represented. The Provost appoints the Chairperson.

**Cooperative Education Committee.** This committee formulates and recommends policy related to the cooperative education program. Membership consists of the Director of Cooperative Education (Chairperson); a faculty representative from each college; a Faculty Senator; two cooperative education students on complimentary schedules sharing one vote (nominated by the Cooperative Education Director and appointed by the Provost); one student representative; and a Registrar's representative.

**Medical Technology Committee.** This committee formulates and recommends policy related to the medical technology curriculum. Membership includes three faculty members appointed by the Dean of the College of Sciences; one medical doctor responsible for
hospital instruction; one hospital instruction coordinator from a second hospital; the Medical Technology Program Coordinator; one junior-year medical technology student appointed by the Program Coordinator; and the President of the Medical Technology Club. The Provost appoints the Chairperson.

Pre-Professional Health Committee. This committee formulates and recommends policy related to pre-professional health curricula. Membership includes five faculty members appointed by their respective deans (one from the College of Engineering, one from Liberal Arts, and three from Sciences); the advisor for Preprofessional Health Studies; and the student presidents of Alpha Epsilon Delta and Delta Sigma Nu. The Provost appoints the Chairperson.

Pre-Veterinary Medicine Committee. This committee formulates and recommends policy related to pre-veterinary medicine curricula. Membership includes five faculty members from the College of Agricultural Sciences and the College of Sciences (in proportion to the number of pre-veterinary students in those colleges), appointed by their respective deans; one practicing veterinarian appointed by the Dean of Agricultural Sciences; the student president of the Pre-veterinary Club; and one other student from that club. The Provost appoints the Chairperson.

The Commission on Graduate Studies and Research studies and recommends to the President's Council policies and procedures concerning research, graduate studies, and graduate student academic affairs. Chaired by the Dean of the Graduate School, its members include two academic administrators appointed by the President from two different colleges; one faculty representative from each college; the Chairperson of the Faculty Senate Research Committee, and one other Faculty Senator; a representative of the Library selected by the Provost; the Director of the Office of University Research; and three graduate student representatives.

Graduate Studies Advisory Committee. The committee consists of one member from each of three colleges (on a rotational basis) having graduate programs. The Dean of the Graduate School appoints the members from the membership of the Commission and designates the Chairperson.

Research Advisory Committee. Membership consists of the Director of University Research (Chairperson); the Assistant Vice President for Budget and Planning; faculty representatives from the Colleges of Agricultural Sciences, Engineering, Commerce and Industry, and Sciences (three-year terms); two faculty representatives from other colleges and the Library (one-year rotational terms). All appointments are made by the Provost.

The Commission on Faculty Affairs studies, formulates, and recommends University-wide policies and procedures related to certain faculty concerns, including professional development, salaries, and benefits. Membership consists of the President of the Faculty Senate
(Chairperson); the Vice President of the Senate; the Chairpersons of the Senate Welfare and Policy Committees; two Faculty Senators; two academic deans and two department heads appointed by the President of the University; the President pro tem of the Student Senate (non-voting); and one graduate student (non-voting).

Faculty Salaries and Fringe Benefits Committee. Membership consists of the Chairperson of the Faculty Senate Welfare Committee, plus four faculty members appointed by the Provost for three year terms on recommendation of the Commission. One of the latter shall be elected annually as Chairperson by the Committee. Selected staff members from the Office of Business and Finance shall be appointed as non-voting resource members by the Vice-President for Business and Finance.

Faculty Development Committee. This committee formulates and recommends policy related to faculty professional development. Membership consists of a Vice-Provost and one faculty representative from each college and the Library. One of the latter shall be elected annually as Chairperson.

Handicapped Students Committee. The function of this committee is to assist and educate faculty in dealing with handicapped students. Membership consists of one faculty member from each college and the Library, nominated by the deans or directors and appointed by the Provost; the Advisor to Handicapped Students; and one professional staff member of the Counseling Center appointed by the Provost.

Marshal's Committee. This committee formulates and recommends policy related to academic ceremonies and coordinates faculty participation in such ceremonies. Members are the University Marshal (Chairperson), the collegiate marshals, and the President of the Student Body. The University Marshal is nominated by the Commission on Faculty Affairs and appointed by the President of the University for a three year term.

The Commission on Student Affairs. This body studies and recommends policies and procedures in the general area of student affairs with a view toward encouraging an environment conducive to student intellectual, physical, and social development. Members are the Vice-President for Student Affairs (Chairperson); the Dean of Student Life; a member of the Student Affairs staff appointed by the Vice President for Student Affairs; the Assistant Vice-President for Student Affairs and Director of Housing; one academic dean appointed by the President; the Director of the Student Health Center; a Counseling Center representative appointed by the Vice-President for Student Affairs; three faculty representatives from different colleges elected by the Faculty Senate; a faculty or staff member qualified to serve as legal advisor, appointed by the Vice-President for Student Affairs; the Presidents of the Student Body and Student Senate; the Student Body Treasurer and Student Attorney General; one elected student representative each from the University Union Board, the Media Board, the Resident Assistants, and the Minority Council; one graduate student representative; and one
elected student representative in alternate years from the Interfraternity Council or the Panhellenic Council. The Commission is functionally organized into an Executive Board on Student Services, an Executive Board on Student Life, and an Executive Board on Student Rights and Responsibilities. Each Commission member (other than the Chairperson) is assigned to one Executive Board. The Executive Boards receive reports and recommendations from various committees, and forward recommendations to the Commission.

Housing Committee. This committee studies, formulates and recommends all policy on housing through the Executive Board on Student Services to the Commission on Student Affairs. Members are the Assistant Vice-President for Student Affairs and Director of Housing; the Associate Director of Housing; one faculty member elected by the Faculty Senate for a two year term; two Area Coordinators; the Chairperson of the Student Senate Housing Committee, and two members of that committee nominated by the Chairperson; one graduate student representative; two elected representatives of the Resident Assistants; and one Graduate Supervisor nominated by the Associate Director of Housing.

Alcohol and Drug Abuse Committee. In addition to organizing programs and disseminating information regarding alcohol and drugs, this committee studies and recommends policy through the Executive Board on Student Services to the Commission on Student Affairs. The committee consists of three Student Affairs staff members and two faculty members appointed by the Vice-President for Student Affairs; two faculty members elected by the Faculty Senate to staggered two-year terms; two undergraduate students, one nominated by the Student Senate and one nominated by the Panhellenic Council/Interfraternity Council; and the Coordinator of Alcohol and Drug Education. The Chairperson is elected annually by the committee.

Greek Affairs Committee. This committee studies and recommends all policy on fraternities and sororities through the Executive Board on Student Life to the Commission on Student Affairs. The committee consists of the Panhellenic Advisor, the Director of Fraternity Affairs; the President of the Panhellenic Council; the President of the Interfraternity Council; the Associate Director of Housing; two faculty members elected by the Faculty Senate to two year terms; one independent student nominated by the Student Body President; and one minority student appointed by the Vice-President for Student Affairs. The Chairperson is designated by the Vice-President for Student Affairs.

Student Health and Welfare Committee. This committee formulates and recommends policy on food services, health service, counseling and career planning, and student insurance through the Executive Board on Student Services to the Commission on Student Affairs. Members are the Director of Redfern Health Center; the Director of Counseling and Career Planning; the Director of Facilitating Services; the Associate Dean of Student Life; the
Associate Director of Housing; the Chairperson of the Student Senate Food and Health Committee and one member of that committee nominated by the Chairperson; one undergraduate student nominated by the Student Body President; one undergraduate student appointed by the Vice-President for Student Affairs; and one graduate student representative. The Chairperson is designated by the Vice President for Student Affairs.

Financial Aid, Student Employment, and Placement Committee. This committee studies and recommends policy on financial aid, student employment, and placement through the Executive Board on Student Services to the Commission on Student Affairs. Members are the Director of Career Services; the Director of Financial Aid; a graduate student representative; two undergraduate students nominated by the Student Senate President; one Resident Assistant nominated by the Student Senate President; one Resident Assistant nominated by the Resident Assistants; one undergraduate student nominated by the Minority Council; and two faculty members elected by the Faculty Senate to staggered two-year terms.

Recreation Advisory Committee. This committee studies, formulates, and recommends all policy relating to physical recreation facilities and programs through the Executive Board for Student Life to the Commission on Student Affairs. Policy recommendations are also forwarded to the Commission on Faculty Affairs for review. The committee's membership consists of two undergraduate students nominated by the President of the Student Senate; a graduate student representative; three faculty members (one from the Department of Recreation and Parks Administration) elected by the Faculty Senate for staggered three year terms; one staff member each from the offices of Business and Finance, Student Affairs, and Development, each nominated by the appropriate Vice-President or Director; the Director of the University Union; and the Director of Tennis. The Chairperson is designated by the Vice-President for Student Affairs.

University Union Board. The Board governs the Clemson University Union, and has the responsibility for all program activities of the Union. It formulates and recommends policy to the Commission on Student Affairs through the Executive Board for Student Life. The board consists of sixteen students; a faculty member elected annually by the Faculty Senate; the University Union Director (non-voting) and the Union Program Director (non-voting). The student members are the President, Vice-President, and Secretary of the Union; the Chairperson of the Union Program Committee; and two students appointed by the Student Senate. The President of the Union is Chairperson.

Student Non-Academic Grievance Committee. This committee attempts to resolve student grievances of a non-academic nature fairly and equitably in accordance with applicable laws and regulations. The committee is composed of two representatives of the Student Affairs Division, nominated by the Vice-President for Student Affairs to staggered two year terms; two faculty members,
nominated by the Provost for staggered two-year terms; two students, nominated by the Student Body President for staggered two-year terms; one graduate student nominated by the Graduate Student Association; and one Business and Finance representative nominated by the Vice-President for Business and Finance. The graduate student and Business and Finance representatives have staggered two-year terms. The Committee is appointed by the President and elects its Chairperson annually in April.

Security and Lighting Committee. This committee studies, formulates, and recommends policies related to security and lighting to the Commission on Student Affairs through the Executive Board on Student Rights and Responsibilities. The committee is composed of the Director of Public Safety (Chairperson); the Director of the Physical Plant; the Dean of Student Life; a faculty member elected by the Faculty Senate for a three-year term; a graduate student representative; two undergraduate students nominated by the President of the Student Body for staggered two-year terms; and one student appointed by the Vice-President for Student Affairs.

Student Government. Student Government (see Student Handbook) legislation is forwarded to the Commission on Student Affairs through the Executive Board on Student Life.

Minority Council. The Minority Council (see Student Handbook) recommends policy related to minority students to the Commission on Student Affairs through the Executive Board on Student Life.

Student Media Board. The Media Board (see Student Handbook) recommends policy related to student media organizations to the Commission on Student Affairs through the Executive Board on Student Life.

[9.] The Commission on Public Programs studies and recommends policies and procedures concerning programs and events directly serving or concerning the public other than regular courses of study. Members are the Executive Director of University Relations (Chairperson); the Executive Officer of Alumni Affairs and Resources Development; the Executive Assistant to the President; the Executive Secretary of IPTAY; the Director of Information and Public Service; the Director of Development; the Director of the University Union; the Chairperson of the Athletic Council; a representative of the Student Life Office appointed by the Vice President for Student Affairs; the Coordinator of Lee Hall Gallery; a representative of the Reading Board (University Press); one Faculty Senator; a faculty representative of the Fine Arts Committee; the Director of Continuing Education for Liberal Arts; the Director of the Professional Development Program; the Director of Continuing Engineering Education; the Director of Nursing Continuing Education; the Coordinator of Special Instructional Programs of the College of Agricultural Science; the Coordinator of Continuing Education of the College of Forest and Recreation Resources; the President of the University Union; the President of the Student Alumni Council; the Chairperson of the Student Athletic Affairs Committee; and a
representative of the Media Board (appointed by the Student Body President).

Campus Master Planning Committee. This committee makes recommendations on the physical development of the campus. This committee consists of the Campus Master Planner (ex officio, non-voting); the President of the Student Body; the President of the Student Senate; the President of the Graduate Student Association; one member appointed by the Vice President for Business and Finance for a term of three years; and one faculty representative from each college. The committee elects its chairperson annually.

Fine Arts Committee. This committee plans, coordinates, and publicizes the annual program of University concerts, films, lectures, plays, and art exhibits. It consists of a Chairperson appointed by the Provost; the Deans of the College of Liberal Arts and the College of Architecture, ex officio; one Faculty Senator; one faculty representative from each academic college; and one undergraduate and one graduate student. The undergraduate student is elected by the Student Senate, the graduate student by the Graduate Student Association.

Affirmative Action Committee. The committee advises the Director of Human Resources on matters relating to Equal Employment Opportunity and the Affirmative Action Program. It consists of the Director of Human Resources and other committee members appointed by the President for terms of three years. Five are nominated by the Provost and Vice-President for Academic Affairs; three by the Vice President for Business and Finance; one by the Vice-President for Development; two by the Vice-President for Student Affairs; and one member of the Faculty Senate nominated by the Senate. Membership on the committee includes representation from various job levels, from various departments, and includes minorities and females.

The Commission on Public Service studies and recommends policies and procedures concerning the public service and regulatory activities of the University. Its members are the Dean of the College of Agricultural Sciences (Chairperson); the Dean of the College of Forest and Recreation Resources; the Director of the S.C. Cooperative Extension Service; the Director of the S.C. Agricultural Experiment Station; the Director of the Plant Pest Regulatory Division; the Director of the Livestock-Poultry Health Department; faculty representatives of the College of Agricultural Sciences and the College of Forest and Recreation Resources; and the President of the Extension Senate.

Extension Committee. Members are: the Associate Dean and Director of the S.C. Cooperative Extension Service (Chairperson); faculty representatives of the College of Agricultural Sciences and the College of Forest and Recreation Resources; the Presidents of the Extension Senate, the Extension Specialists Association, the Extension County Agents' Association, the Extension
Home Economics Association, and the Extension 4-H Association; the Chairperson of the College of Agricultural Sciences Extension Committee; a department head from either Agricultural Sciences or Forest and Recreation Resources; and a representative of the Extension District Staff.

Research Committee. Membership consists of the Associate Dean and Director of the S.C. Agricultural Experiment Station (Chairperson); two faculty representatives from the Department of Forestry (one on-campus and one off-campus) and one from the Department of Recreation and Park Administration; the Chairperson of the College of Agricultural Sciences Research Committee; a Branch Station Resident Director; and a department head from the College of Agricultural Sciences.

Regulatory Committee. Members are the Director of the Division of the Regulatory and Public Service Programs (Chairperson); the Director of the Livestock-Poultry Health Department; the Chairperson of the Agricultural Science Regulatory Committee; and a faculty representative from the Department of Forestry, the Department of Plant Pathology and Physiology, or the Department of Entomology, Fisheries, and Wildlife.
D. Other University Councils and Committees

Certain other councils and committees whose responsibilities involve faculty and faculty concerns exist apart from the President's Council and its commission structure. These (enumerated below) report directly to various officers of the Administration. All include faculty representation.

Athletic Council. This body recommends policy concerning intercollegiate athletics to the Vice-President for Student Affairs. It consists of the Dean of Admissions and Registration; the President and immediate Past President of the Alumni Association; the President and immediate Past President of IPTAY; the President of the Faculty Senate; the two Past Presidents of the Faculty Senate currently in the employ of Clemson University; six faculty members appointed by the President for terms of three years each; the President of the Student Body; the President of the Student Senate; the President of the Graduate Student Association; and the President of the Block C club. The President appoints the Chairperson and Secretary annually.

Biomedical Research Support Grant Committee. This committee consists of the Program Director (chairperson); and one faculty member from each academic college engaged in biomedical, health-related research. The Program Director is the Associate Director of University Research. All appointments are indefinite and made by the Provost. This committee establishes program emphasis and priorities, evaluates requests for support, and advises the Program Director on the allocation of funds. Actions of this committee are made known to the Provost through the Director of University Research. Awards are made from the National Institutes of Health Biomedical Research Support Grant. Grant applications may be obtained in the Office of University Research. Applications are solicited annually during the months of January and February through announcements in the Clemson Newsletter.

Campus Names Committee. Officially named the Special Advisory Committee on Names to the Board of Trustees, this committee recommends appropriate names for University lands and facilities. The faculty members of this committee are nominated by the Chairperson of the committee from members of the Faculty who have long terms of service with the University. They are appointed by the President of the University for indefinite terms. Non-faculty members are Presidential appointees. The Chairperson is appointed by the President.

Computer Advisory Committee. This committee advises the President about the needs of the Computer Center, Computer Center policies, and such other matters as may be referred to it by faculty, administration, or students. It consists of the Director of the Computer Center and one faculty representative from each college (three-year terms); one member of the Faculty Senate elected for a one-year term;
priate. Actions of this committee are made known to the Provost through the Director of University Research.

The Schedule Committee. This committee consists of the University Schedule Coordinator (Chairperson), the Vice-Provosts, and the Schedule Coordinator of each college (appointed by the dean for an indefinite term). The committee formulates and recommends to the Provost policies and distributional guidelines related to course scheduling and classroom assignments; reviews and adjusts course schedules and classroom requests submitted by each college; and serves to communicate changes in class schedule requirements caused by curriculum changes.

The Safety and Fire Prevention Committee. This committee advises the President through the University Safety Coordinator and other appropriate officials on safety policies and on programs regarding fire prevention, the use and disposal of poisonous and radioactive materials, and other precautions of a similar nature. It consists of the University Safety Coordinator; the Director of Athletics (or designee); the Director of Student Health Services; the Manager of the Clemson Forest; five faculty members from colleges in which potentially hazardous laboratory exercises may be conducted (nominated by the deans of the colleges for three-year terms); two Physical Plant members nominated by the Director of the Physical Plant for three-year terms; a member of the Office of Business and Finance nominated by that Vice-President for a three-year term; a graduate student nominated by the Graduate Student Association for a one-year term; an undergraduate student nominated by the Student Senate for a one-year term; and a Faculty Senator nominated by the Faculty Senate for a one-year term. All are appointed by the President of the University, who also designates the Chairperson.

The Traffic and Parking Committee. This committee advises the Executive Officer to the President's Office on all matters pertaining to traffic and parking. It consists of a Chairperson, appointed by the President; a representative of the Office of Student Affairs; the Director of Public Safety; the Supervisor of Grounds and Special Services; the Campus Master Planner; a member of the Athletic Department; the Chairperson of the Traffic and Grounds Committee of the Student Senate; the Executive Officer to the President's Office; a member of the Civil Engineering Department with appropriate expertise; one faculty member nominated and appointed by the Provost for a three-year term; one member of the Faculty Senate nominated by the Senate for a one-year term; one graduate student nominated by the Graduate Student Association for a one-year term; and one undergraduate student nominated by the Vice President for Student Affairs for a one-year term. Faculty and student members are appointed by the Provost.

The Undergraduate Curriculum Committee. This committee of the University Faculty is described in the Faculty Constitution (VI.B).

VI:25
University Research Grant Committee. This committee consists of the Associate Director of University Research (Chairperson) and one faculty member from each academic college, appointed by the Provost for staggered terms of three years. This committee receives applications from faculty members in all departments of the University for grants in support of research. The committee makes grants to new faculty members initiating research, to faculty members initiating research in a new area, and in areas where other sources of support are inadequate or nonexistent. Actions of this committee are made known to the Provost through the Director of University Research. Grant applications may be obtained in the Office of University Research. Applications are solicited annually during the months of September and October through announcements in the Clemson Newsletter. The committee also administers the Provost Research Awards Program.

University Vending Machine Committee. This committee consists of the Budget Director (Chairperson); the Provost and Vice President for Academic Affairs; the Vice-President for Student Affairs; the President of the Faculty Senate; the President of the Graduate Student Association; the President of the Study Body; and the Director of Auxiliary Services. The committee reviews requests from university departments or organizations for the funding of special activities from the Vending Machine Fund.

E. Faculty Participation in College Governance

In conformity with policy adopted by the Board of Trustees in January, 1981, the faculty of each college or equivalent unit is organized in accordance with bylaws developed by its faculty under guidelines for the governance of academic units. Accordingly, college bylaws vary. However, certain policies and procedures for faculty participation in college governance must be followed by all Collegiate Faculties.

Formal meetings of the faculty of a college shall be held at least once during each of the long semesters. At such meetings standing and other committees of the college report to the faculty and make recommendations. However, any member of a Collegiate Faculty may raise a question concerning the academic affairs of the college before the faculty. Where immediate action on such questions is deemed inadvisable, the presiding officer, with the concurrence of the faculty, may refer them to appropriate college committees.

Recommendations of the college faculty are to be forwarded to the appropriate University council, committee, or administrative officer. Minutes of Collegiate Faculty meetings are to be forwarded to the Provost and Vice-President for Academic Affairs and to the President of the University for their information.
Each college shall have as a standing committee a Curriculum Committee. At the discretion of the faculty and in accordance with college bylaws, a college may establish separate Undergraduate and Graduate Curriculum Committees.

Each college's Undergraduate Curriculum Committee elects its own chairperson, who also serves as the college's representative to the University Undergraduate Curriculum Committee. Likewise, the elected Chairperson of the college's Graduate Curriculum Committee represents the college on the University Graduate Curriculum Committee. A college that chooses to maintain a single curriculum committee delegates to that committee the authority to name the college representative to the University Graduate Curriculum Committee.

Each department or equivalent unit of the college shall elect a representative(s) to the college curriculum committee in accordance with procedures established in the college bylaws. In colleges in which the number of departments is small, college bylaws may specify alternate procedures for establishing the membership of college curriculum committees.

Terms of service on college curriculum committees are to be determined by the faculty of each college and specified in its bylaws.

Curricular items emanating from the departments or equivalent units of each college are acted upon by the Collegiate Faculty and/or by the appropriate college curriculum committee. Upon approval such curricular items are to be forwarded to the appropriate University Curriculum Committee for action.

A Collegiate Faculty may also establish other standing committees, whose composition and membership are determined by the faculty in accordance with the college bylaws. Said committees shall report to the Collegiate Faculty at regular intervals. Ad hoc committees may be established at the discretion of the dean of the college.

Membership on college committees need not be confined to Collegiate Faculty only: college bylaws shall provide for student representation wherever feasible.

(Note: It is recommended that faculty insert their college by-laws after this page for convenient reference.)
F. Faculty Participation in Departmental Governance

In accordance with University policy adopted by the Board of Trustees in January, 1981, the faculty who comprise an academic department or equivalent unit constitute the primary authority on academic matters such as the department's curriculum and its major and minor programs. In such matters the influence of the department head and of the dean (if the latter happens to be a member of the department) extends only so far as their status as departmental faculty. The faculty of a department or equivalent unit also constitutes the primary judge of the qualifications of its members; thus peer evaluation is an essential element in the appointment, reappointment, promotion, and tenure of department members (see II.G-L).

Since the will of the department with regard to academic matters is most properly established in formal assemblages, the department head shall conduct a regular meeting of the departmental faculty at least once in each of the long semesters. Minutes of these meetings shall be forwarded to the dean of the college or the equivalent administrator for his/her information.

Each department or equivalent unit shall have a standing Advisory Committee of faculty members, chaired by the department head, the composition and membership of which shall be approved by the regular faculty of the department. This committee shall advise the Head on matters which he/she brings to it.

If approved by the department head and the department faculty, other committees and individual faculty members may report directly to the Advisory Committee. The Advisory Committee shall meet regularly with the Head during the long semesters and the head shall give an account of the Committee's deliberations to the department at regular intervals.

If approved by the department head and the departmental faculty, other standing committees may be established. These committees shall forward recommendations to the head and report to the departmental faculty at regular intervals. Ad hoc committees may be established at the department head's discretion. All departmental committees, however, must be established in accordance with college bylaws and with the Faculty Manual. Membership on departmental committees need not be confined to faculty: student representation shall be provided for wherever feasible.

Each department shall also elect representatives to the college committees in accordance with procedures established in the college bylaws.

(Note: It is recommended that faculty insert their departmental bylaws after this page for convenient reference.)
G. Selection of the President of the University and other Academic Administrators

In the selection of the President of the University, the Board of Trustees recognizes the interests of the University Faculty by providing for the appointment of the President of the Faculty Senate and one senior faculty member (elected for this purpose by the full professors) to the Screening Committee. The Screening Committee develops a list of approximately ten available candidates and submits their names to the Selection Committee. The Selection Committee is comprised of five members; three Trustees, the President of the Faculty Senate, and the President of the Student Body. The Selection Committee receives the report and recommendations of the Screening Committee and makes further recommendations to the full Board of Trustees. The Board of Trustees elects the President of the University to serve at its pleasure. The Board also reserves to itself final review authority over the appointment of officers of the University who report directly to the President and over the appointment of the deans of the University.

When the appointment to any other academic administrative position is to be made, a faculty search-and-screening committee, with student representation when appropriate, shall be formed to recommend persons to fill that position. This committee shall submit a short list of candidates for the position from which the appointment shall be made. If an appointment cannot be made from this list, the search-and-screening committee may take additional nominations. If no other candidates are acceptable to the committee, the matter shall be brought to the attention of the Provost, who shall consult with the appointing administrator and the search-and-screening committee with regard to appropriate actions.

For the selection of an academic department head or other academic administrators within a department, a committee shall be formed from the faculty within that college, plus at least one student. The majority of the members of this committee shall be chosen by the faculty of the affected department; the minority may be appointed by the dean of the college. The dean of the college shall make the appointment from the list submitted by the committee, subject to the approval of the Provost and the President of the University.

For the selection of an assistant dean, associate dean, or director within a college, a committee which includes at least one student from that college shall be formed. A majority of the members of the committee shall be chosen by the faculty of that college or equivalent administrative unit; the minority may be appointed by the dean of the college or an equivalent administrator. The dean of the college shall make the appointment from the list submitted by the committee, subject to the approval of the Provost and the President of the University.
For the selection of an academic administrator of an off-campus program, the committee shall represent both the off-campus program and the appropriate on-campus academic areas. The majority of the representatives to this committee shall be chosen by the affected faculty; the minority may be appointed by the dean of the college. The dean of the college shall make the appointment from the list submitted by the committee, subject to the approval of the Provost and the President of the University.

For the selection of the dean of a college or the Director of Libraries, a committee shall be formed which includes at least one student, at least one department head (or equivalent) from within the college, and either an off-campus representative of an appropriate profession or a dean from another college within the University. The majority of the representatives to the committee shall be chosen by the faculty from within the affected administrative unit; the minority may be appointed by the Provost. The Provost shall make the appointment from the list submitted by the committee, subject to the approval of the President of the University.

For the selection of a Vice-Provost, the Director of University Research, or an academic dean, other than a college dean, the Provost, after consultation with the Advisory Committee of the Faculty Senate, shall appoint a committee which includes at least one student. The Provost shall make the appointment to the position from the list submitted by the committee, subject to the approval of the President of the University.

For the selection of the Provost, the President, after consultation with the Advisory Committee of the Faculty Senate, shall appoint a committee which includes at least one graduate student and one undergraduate student. The President shall appoint the Provost from the list submitted by the committee.

The selection and appointment of all academic administrators shall be accomplished in conformity with applicable University Affirmative Action policies and procedures. In particular, in the selection of each search-and-screening committee, consideration shall be given to representation of protected minorities and females.

Where feasible, student representatives shall be nominated by student clubs or other assemblies associated with the unit in question; where unfeasible or impractical, student representatives shall be nominated by the President of the Student Senate and/or the President of the Graduate Association. At its discretion, each committee shall be empowered to add, as non-voting members, individuals who are neither faculty nor students.

This University policy on the selection of academic administrators was adopted by the Board of Trustees in July, 1981. It modifies
the previous policy by providing for student participation and for enhanced faculty participation in the selection of all academic administrators.

H. Review of Academic Administrators

University policy adopted by the Board of Trustees in January 1981, establishes procedures for the review of academic administrators. Administrative officers of the University serve at the pleasure of their respective supervisors. Thus, appointment to an administrative position, whether it be to a department headship, a directorship, a deanship, etc., does not assure continuance in office for any specific period of time. Status as tenured or untenured faculty, however, is not affected by the termination of administrative appointments of such individuals.

In the normal performance of their duties, administrators are subject to evaluations of their performances by their supervisors. To insure the accuracy of these evaluations, the performances of department heads, academic deans, and the Provost shall be subject to formal reviews at regular intervals. Such evaluations shall involve the faculty most affected by a particular administrator as well as that administrator's supervisor.

Before the end of a department head's fifth year in office, the appropriate dean shall conduct a formal review of that head's performance. This review shall include interviews and/or other forms of consultation by the dean with each tenured and tenure-track faculty member of the department. At the discretion of the dean, the affected department's faculty Advisory Committee may be enlisted to assist in the conducting of the formal reviews. When the review process has been completed, the dean shall make a report to the Provost.

Likewise, the Provost shall review the performance of deans, consulting with department heads and directors as well as with representative faculty where feasible. Likewise, the President of the University shall review the performance of the Provost, consulting with the academic deans and with representative department heads and faculty, where feasible.

I. Honorary Degrees Policy

Clemson University confers honorary degrees in recognition of eminent achievement in scholarship or creativity, or of high distinction in public service, including meritorious contributions to the University. The awarding of honorary degrees is to be regarded as a
method by which the University expresses its ideals and recognizes exceptional attainments. The following policy, adopted by the Board of Trustees, governs the selection of honorary degree recipients.

Nominations of candidates for honorary degrees may be made by any interested person to the President of the University by submitting in written form the accomplishments of the nominee.

A selection committee shall be established, consisting of the President of the University, who shall serve as Chairperson; the President of the Faculty Senate, who shall serve as Secretary; and the two immediate past presidents of the Faculty Senate currently in the employ of Clemson University. The Committee shall be subject to the call of the President of the University and shall submit its recommendations for the awarding of honorary degrees to the Board of Trustees for approval. Consideration for the awarding of honorary degrees shall be limited to occasions of special significance to Clemson, when the awarding would clearly express the ideals of the University or recognize exceptional attainment.
E. University Relations

The Office of University Relations consists of the Department of Information and Public Services and the Department of Electronic and Photographic Services. The Executive Director of University Relations and of the Department of Information and Public Services are headquartered in the Trustee House, but other Department personnel are located in Fike Recreation Center, the Pee Dee Experiment Station, and the Edisto Experiment Station. The Department of Electronic and Photographic Services is headquartered in the Communications Center in the P. & A.S. Building.

The Department of Information and Public Services provides news and public information services, publications and graphics services, and general public relations counsel to the University's academic and administrative divisions, including the Clemson Cooperative Extension Service and the S. C. Agricultural Experiment Station. The News Services group provides external communications support through the commercial print and broadcast news media. The Internal Communications group provides information to faculty, staff, alumni, and other interested persons through a variety of periodicals, including the weekly University Newsletter, monthly Faculty Senate Special, intermittent News Specials, the bi-monthly tabloid Clemson University News, events calendars, and The President's Letter, a newsletter published eighteen times per year for the President's Statewide Advisory Group. Special campus programs under the auspices of Information and Public Services include campus tours and the operation of two historic landmark houses and the University Visitor's Center.

The Department of Electronic and Photographic Services is responsible for providing non-news services in television and radio production, photography, and visual aids for the University's academic and administrative programs, including the Clemson Cooperative Extension Service and the S.C. Agricultural Experiment Station. The Electronic Services group provides TV studio production, production of video and audio tapes for teaching and other purposes, slide/tape and multi-image productions, and tele-lecture equipment loans. The Photographic Services group provides color slides, black-and-white and color photographs, artwork for audio-visual presentations, and cinematography. The Educational Resources group provides audio-visual equipment loans; film, multi-image, video, and audio tape resources for loan to units of the University; and distribution of publications, bulletins, pamphlets, and other educational material for the Cooperative Extension Service and the S.C. Agricultural Experiment Station.
F. Alumni Relations and Resources Development

The Alumni Relations and Resources Development Office is located in the Alumni Center. The programs of this office include the publication of Clemson World, maintaining alumni records, coordinating alumni weekends and other special events, and accumulating unrestricted gifts to meet the priority needs of the University not provided for by state funds. The Alumni Center itself is a gift to the University from alumni.

The University's quarterly magazine, Clemson World, is distributed to alumni, parents, faculty, staff, and friends. This magazine features University events, alumni news, and other items of interest to the various publics served by the University.

The Alumni Center maintains a computer data base with extensive records on all graduates of the University. The Center's staff arranges and coordinates University Club activities, plans and carries out the annual Reunion Weekend and Homecoming Weekend programs, and works closely with the Student Alumni Council in sponsoring Founders' Week activities and "Orange Carpet Day." On "Orange Carpet Day" top high school achievers (potential Poole and Alumni Scholars) and their parents are invited to visit the campus and to talk with faculty representing those academic disciplines in which the students have expressed an interest.

The Development Office provides assistance to the academic community in raising funds for academic programs from business, industry, foundations, and professional and trade organizations. The specific areas of responsibility of this office are: corporate and foundation relations and fund-raising; establishment of endowments for awards, scholarships, professorships, and chairs; assistance in annual and endowment fund-raising for academic activities, projects, and programs; major gift solicitations from corporations, foundations, and individuals; assistance in proposal preparation for projects and non-research grants; and scholarship development.

The Office for Resources Development administers the Alumni Loyalty Fund, the Parents Fund, and the Faculty/Staff Loyalty Fund, and develops financial support from individual friends of the University. All gifts to these programs are used to enhance the educational operations of the University. The prestigious Robert Franklin Poole Scholarships and the Alumni Presidential Scholars Program, representing over one hundred undergraduate scholarships, are completely funded by these programs of private support. Other academic support is provided by annual grants to faculty research and development, Alumni Professorships, visiting professorships, graduate school fellowships, and Distinguished Achievement Awards for teaching, research, and public service. Grants also go to the University Union to help support its Performing Artists Series and the intercollegiate academic College Bowl Team.
The Office for Resources Development also directs efforts to the long-term accumulation of assets through deferred gifts. Individuals are advised of tax savings opportunities through planned giving programs and about estate and financial planning that can provide financial support to Clemson University.

The Clemson University Foundation, comprised of twenty-four directors, is an incorporated, tax-exempt foundation organized exclusively to help support the educational programs of Clemson University. The Director of Development serves as Executive Director of the Clemson University Foundation. The President of Clemson University is an ex officio director.

Six committees of the Foundation oversee its activities and operations: Capital Funds; Deferred Gifts; Foundations; Business and Corporate; Investment; Executive. Four other committees represent the colleges of Agriculture, Engineering, Forest and Recreation Resources, and Liberal Arts. The purpose of these committees is to utilize the resources of the Clemson University Foundation to locate and solicit endowment funds for their colleges.

As of December 1981 the total assets of the Clemson University Foundation, including permanent endowment, exceeded seven million dollars. Information concerning the operation of the Clemson University Foundation may be obtained by contacting the Office for Development.

G. Duplicating Services

The Duplicating Services Center is located in the Dillard Building. The Duplicating Services Center provides reprographic services to departments that maintain University accounts. Requests must be submitted on a Duplicating Services Center job request form. Work to be duplicated must be of camera-ready quality. Duplication exceeding 50,000 pages must be approved by the Manager. Collating, folding, stapling, binding, inserting, and holepunching services are available. Prices, service specifications, or other information may be obtained by calling the Center (656-2041).
H. The University Mailroom

The University Mailroom provides pickup and delivery service of all interoffice mail and facilitates the processing and mailing of outgoing U.S. Mail. Pickup and delivery are made at various campus locations twice daily, five days per week (except holidays). U.S. Mail is processed for delivery to the U.S. Post Office at 12:00 noon and 4:00 P.M. Postage used is billed monthly to each department.

I. The Motor Pool

The Motor Pool is located on Klugh Avenue across from the Fike Recreation Center on the West Campus. The facility provides services from 7:30 A.M.-5:00 P.M., Monday through Friday (except holidays). The Motor Pool operates and maintains a fleet of cars, trucks, and buses which can be used to carry out the programs of the academic and administrative units of the University. Vehicles available include compact and subcompact cars, pickup trucks, cargo vans, twelve- and fifteen-passenger vans, and a bus with driver. The Motor Pool has a complete maintenance and repair shop for the University fleet. Charges for the use of these vehicles are billed to the requesting department. No motor vehicle will be made available without a properly approved written request.

The University does not reimburse faculty for the use of personal vehicles for official travel. There are, however, three exceptions:

1) a motor pool vehicle was requested and none was available;
2) travel to and from the Anderson, Atlanta, Charlotte, Columbia, Greenville, Greenwood, or Spartanburg airports or depots;
3) when specifically requested and approved, official travel to points 300 or more miles from Clemson may be performed in personal vehicles with reimbursement based on minimum-rate air travel or first-class rail travel rather than on a mileage basis.
The Clemson University Board of Trustees

Appendix A

THE CLEMSON UNIVERSITY BOARD OF TRUSTEES

PRESIDENT

T. Kennedy Cripps

TO THE OFFICE OF THE M.D.

W. G. Boomershine, Jr.

AUGUST 1978

145 CLEMSON STREET

ACADEMIC

W. H. Godfrey

1017 WALTON STREET

Clemson, S.C. 29631
Members of the Board of Trustees

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<tr>
<td>Chairman of the Board</td>
<td>President</td>
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<tr>
<td>Thomas B. McTeer, Jr.</td>
<td>Edens &amp; McTeer, Inc.</td>
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<tr>
<td>P.O. Box 12208</td>
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<tr>
<td>Columbia, SC 29211</td>
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<tr>
<td>Vice Chairman of the Board</td>
<td>Attorney at Law</td>
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<td>Paul W. McAlister</td>
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<td>P.O. Box 247</td>
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<tr>
<td>Laurens, SC 29360</td>
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<tr>
<td>Louis P. Batson, Jr.</td>
<td>Chairman</td>
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<tr>
<td>P.O. Box 3978</td>
<td>Louis P. Batson Company</td>
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<td>Greenville, SC 29608</td>
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<tr>
<td>John J. Britton, M.D.</td>
<td>Physician</td>
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<td>232 West Calhoun Street</td>
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<td>Sumter, SC 29151</td>
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<tr>
<td>Robert R. Coker</td>
<td>President, Retired</td>
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<tr>
<td>P.O. Box 1338</td>
<td>Coker's Pedigree Seed Company</td>
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<td>Hartsville, SC 29550</td>
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<tr>
<td>T. Kenneth Cribb</td>
<td>President</td>
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<tr>
<td>P.O. Box 2908</td>
<td>Troy H. Cribb &amp; Sons, Inc.</td>
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<tr>
<td>Spartanburg, SC 29304</td>
<td>Urologist</td>
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<td>Fletcher C. Derrick, Jr., M.D.</td>
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<td>216 Calhoun Street</td>
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<td>Charleston, SC 29401</td>
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<tr>
<td>W. G. DesChamps, Jr.</td>
<td>President</td>
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<tr>
<td>P.O. Box 347</td>
<td>Bishopville Petroleum Company, Inc.</td>
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<td>Bishopville, SC 29010</td>
<td>Architect</td>
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<td>William N. Geiger, Jr.</td>
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<td>1516 Calhoun Street</td>
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TRUSTEE

Buck Mickel
Daniel Building
Greenville, SC 29602

James C. Self
P. O. Drawer 1017
Greenwood, SC 29646

D. Leslie Tindal
Route 2
Pinewood, SC 29125

James M. Waddell, Jr.
P. O. Box 1026
Beaufort, SC 29902

TRUSTEES EMERITI

Frank J. Jervey
C/o Clemson House Hotel, #600
Clemson, SC 29631

A. M. Quattlebaum
P. O. Box 1870
Florence, SC 29503

Paul Quattlebaum, Jr.
15 Broad Street
Charleston, SC 29401

BUSINESS

Chairman of the Board
Daniel International Corporation

President
Greenwood Mills

Citizens Insurance Company

Ten-Dale Farms

Carolina Trade Zone
EXECUTIVE COMMITTEE: Thomas B. McTeer, Jr. (Chairman); Louis P. Batson; T. Kenneth Cribb; W. G. DesChamps; P. W. McAlister; James M. Waddell, Jr.

BUDGET & FINANCE COMMITTEE: James M. Waddell, Jr. (Chairman); Louis P. Batson; W. G. DesChamps; William N. Geiger (Vice-Chairman).

DEVELOPMENT COMMITTEE: Louis P. Batson (Chairman); Buck Mickel (Vice-Chairman), John J. Britton.

EDUCATIONAL POLICY COMMITTEE: T. Kenneth Cribb (Chairman); Robert R. Coker (Vice-Chairman); Fletcher C. Derrick, Jr.

PLANNING COMMITTEE: P. W. McAlister (Chairman); William N. Geiger; James C. Self (Vice-Chairman).

STUDENT AFFAIRS COMMITTEE: W. G. DesChamps (Chairman); Fletcher C. Derrick, Jr. (Vice-Chairman); D. Leslie Tindal.
CLEMSON UNIVERSITY

COLLEGE OF ENGINEERING ORGANIZATIONAL CHART

DEAN OF ENGINEERING

- CONTRACTS AND GRANTS COORDINATOR
- DEAN OF ENGINEERING RESEARCH
- DEAN OF AGRICULTURAL SCIENCES

- HEAD OF CERAMIC ENGINEERING
- HEAD OF CHEMICAL ENGINEERING
- HEAD OF CIVIL ENGINEERING

- HEAD OF INTERDISCIPLINARY STUDIES

- ASSOCIATE DEAN FOR INSTRUCTION
- ASSOCIATE DEAN FOR RESEARCH AND PLANNING

- DEAN'S ADVISORY BOARD
- ASSISTANT DEAN FOR UNDERGRADUATE AFFAIRS
- DIRECTOR CONTINUING ENGINEERING EDUCATION
- DIRECTOR ENGINEERING SERVICES

- HEAD OF ELECTRICAL AND COMPUTER ENGINEERING
- HEAD OF ENVIRONMENTAL SYSTEMS ENGINEERING
- HEAD OF ENGINEERING TECHNOLOGY

- HEAD OF AGRICULTURAL ENGINEERING
- HEAD OF MECHANICAL ENGINEERING

MULTIDISCIPLINARY PROGRAMS
- BIO-ENGINEERING
- MATERIALS
- ENGINEERING MECHANICS
- SYSTEMS ENGINEERING
- ENGINEERING ANALYSIS
CLEMSON UNIVERSITY
College of Liberal Arts Organizational Chart

DEAN OF LIBERAL ARTS

DEPARTMENT OF ENGLISH
- Language
- Literature
- Speech & Drama

DEPARTMENT OF LANGUAGES
- French
- German
- Italian
- Latin
- Russian
- Spanish

DEPARTMENT OF MUSIC

FINE ARTS MINOR
- Humanities

DEPARTMENT OF HISTORY
- Geography
- History
- Philosophy
- Religion

DEPARTMENT OF POLITICAL SCIENCE

DEPARTMENT OF PSYCHOLOGY

DEPARTMENT OF SOCIOLOGY
APPENDIX C

MASTER LIST OF PAGE ISSUE DATES

This list of the current date of each page of the Manual is re-issued with each revision of the Manual. The current date of this page may be obtained from the Office of the Provost and Vice President for Academic Affairs (656-3243).

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FACULTY MANUAL CHANGE NOTICE NUMBER 2

The attached pages dated 8-03-84 contain revisions in the Faculty Manual and supersede the previously issued pages. Note that in some cases one side of the new sheet will still have an earlier issue date. Please promptly insert the new pages into your Manual and discard the replaced pages. This Manual Change Notice should be retained with your Manual.

All changes incorporated were approved by the Clemson University Board of Trustees on August 3, 1984. The following are the pages revised by this Change Notice:

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The Master List of Page Issue Dates (Appendix C, pp A:21-22) gives the correct date of each page of the Manual as of this Change Notice.

Most of the changes in the Manual embodied in the attached sheets are minor. However, please note that important changes in Faculty Grievance Procedure II are included on Pages II:24 and II:29-32.

Stephen S. Melsheimer
Chairman, Faculty Manual Committee
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Conditions of Award. The University community as a whole has a vested and vital interest in the academic contributions of holders of endowed chairs and titled professorships. Consequently, while appointments to such chairs and professorships shall be for an indefinite period, and while the performance of the holders of such appointments shall be subject to the normal reviews of performance to which all faculty members are subject, a special review of the professional performance of these particular faculty members may be conducted, but only if conditions stated at the time of award so stipulate. Such a review may be initiated by the dean of the college if requested by both the departmental faculty Advisory Committee and the department head. The conditions of awarding an endowed chair may provide for reviews at periodic intervals if mutually agreed upon in writing at the time of award.

For any such review the Provost shall ensure that a committee (composed in the same manner as the search-and-screening committee that made the initial selection of the holder) calculates the performance of the holder of the chair or titled professorship. Recommendations for removal by this Committee shall follow the same route as those of the initial search-and-screening committee. Should these recommendations result in a decision by the President to remove the incumbent from the chair or titled professorship, such a decision shall not affect the incumbent's tenure status and professorial rank.

Existing Endowed Chairs and Titled Professorships. At present the following titled professorships and endowed chairs have been established at Clemson University:

- Abney Chair of Free Enterprise—established by the Abney Foundation for encouraging the study of the free market system. Holder: Robert D. Tollison, Department of Economics.
- Burlington Professorship in Manufacturing Policy—established by Burlington Industries to advance research and teaching in manufacturing policy.
- Charles Carter Newman Chair of Natural Resources Engineering—established to bring a distinguished scholar to the University to teach and conduct research in the Department of Agricultural Engineering.
- Fred Harvey Hall Calhoun Professorship of Chemistry—established in memory of the late head of the Department of Chemistry to advance University research in Organic Chemistry. Holder: Albert Reginald Pinder, Department of Chemistry and Geology.
- Herbert R. Stender Agricultural Sciences Professorship—established to advance teaching and research in the area of Food Science. Holder: Charles Vernon Morr, Department of Food Science.
- Hunter Chair of Bioengineering—income from this deferred gift will remunerate an eminent scientist who will teach and conduct research in the field of Bioengineering.
- J. E. Sirrine Professorships of Textile Science—established by the J. E. Sirrine Foundation, Inc. to advance University research in Textile Science. Holders: Robert Henry Barker and Frederick Tyler Simon, Department of Textiles.
- McQueen Quattlebaum Professorships of Engineering—established to support the teaching and research efforts of scholars distinguished in
the field of Engineering. Holders: Frank Waters Paul, Department of Mechanical Engineering, and John Y. S. Luh, Department of Electrical and Computer Engineering.

Robert Adger Bowen Professorships—established to recognize distinguished University faculty from various fields. Holders: Frederick Ralph Sias, Jr., Department of Electrical and Computer Engineering; David H. Van Lear, Department of Forestry; and C. P. Leslie Grady, Jr., Department of Environmental Systems Engineering.


William James Lemon Professorship of Literature—established by Mr. and Mrs. Calhoun Lemon to honor Mr. Lemon's father, to bring a distinguished professor to the College of Liberal Arts to teach, write, and conduct research in his/her field of literary study. Holder: Roger Best Rollin, Department of English.

J. Wilson Newman Professorship in Managerial Economics—endowed by Dunn and Bradstreet, Inc. in honor of Mr. Newman, a former president of the corporation, a Clemson alumnus and a supporter of the Clemson University Foundation. Holder: Cotton Mather Lindsay

Alumni Professorships are awarded by the Provost and Vice President for Academic Affairs and the collegiate deans for distinguished achievement in teaching. These professorships are supported by gifts from Clemson alumni. The current holders are:

Douglas Wilson Bradbury, Department of Mechanical Engineering
Joel Vincent Brawley, Jr., Department of Mathematical Sciences
Richard James Calhoun, Department of English
Harold Norman Coolegde, Jr., Department of Architectural History
James Page Crouch, Department of Industrial Education
Lawrence Willard Gahan, Department of Parks, Recreation and Tourism Management
Elizabeth Boyce Galloway, Department of Elementary and Secondary Education
James Cleveland Hite, Department of Agricultural Economics and Rural Sociology
Peter Roald Lee, Department of Architecture Studies
Jack Clark McCormac, Department of Civil Engineering
Linvil Gene Rich, Department of Environmental Systems Engineering
Malcolm John Skove, Department of Physics
Thomas Ernest Wooten, Department of Forestry
Thomas Bruce Yandle, Jr., Department of Economics

The Alumni Master Teaching Award. Presented annually to a member of the Faculty, this award recognizes outstanding classroom teaching. Nominations for the award may be made by any member of the Clemson University Student Body, Faculty, or Administration. Selection of the recipient is made by the Student Alumni Council.

The Alumni Award for Outstanding Research. Jointly administered by the Clemson University chapters of Sigma Xi and Phi Kappa Phi (see VIII.B), this award annually recognizes outstanding contributions to research by Clemson faculty.
or other opportunities. Professional ethics require that the faculty member consider the needs of students and his/her obligation to the academic community in scheduling such a departure and in giving the maximum notification feasible to the University.

"Termination" is to be understood to mean "the removal or discharge of a faculty member with tenure, or of an untenured faculty member before the end of his/her specified term of the appointment, because of institutional exigencies or because of the physical or mental inability of the faculty member to perform normal duties." Specific causes and procedures for termination, and the steps available to the faculty member for appeal, are set forth in II.R as aspects of Faculty Grievance Procedure I.

"Dismissal" is to be understood as "the removal or discharge of a faculty member from a tenured position, or from an untenured position before the end of the specified term of the appointment, for cause." Actions that could reasonably be construed as having extremely adverse effects upon Clemson University, such as serious violations of law, could result in the initiation of procedures of dismissal "for cause." In a similar category would be: blatantly unprofessional conduct, such as the continued neglect of important responsibilities; markedly sub-standard performance of duties; or highly serious breaches of University regulations. Sufficient cause for such a dismissal must be related directly and substantively to the faculty member's professional fitness as a teacher and/or researcher or as a librarian. Specific causes and procedures for dismissal, and the steps available to the faculty member for appeal, are set forth in II.R as aspects of Faculty Grievance Procedure I.

Q. Faculty Grievance Procedures

Two grievance procedures are available to faculty members to facilitate the redress of alleged injustices. Faculty Grievance Procedure I is concerned primarily with the dismissal or termination of tenured faculty or of non-tenured faculty prior to the expiration of a contract period. It also deals with any complaints based on unlawful discrimination due to race, sex, or any other legally protected status. Faculty Grievance Procedure I has been officially approved by the State Personnel Division as the grievance procedure for Clemson University faculty members for such cases. (As a result of legislative action, the general State Employee Grievance Procedure does not apply to faculty members.)

Faculty Grievance Procedure II was adopted by the University Board of Trustees on July 17, 1981. It applies to matters not covered by Faculty Grievance Procedure I. Such matters as inequitable work assignments, unfair performance reviews, or improper implementation of policies and procedures are encompassed by Faculty Grievance Procedure II.
The non-renewal of untenured faculty appointments may be grievable under either Faculty Grievance Procedure I or Faculty Grievance Procedure II, depending upon the grounds for the complaint. If the complainant alleges unlawful discrimination, or that considerations violative of academic freedom were involved in the decision not to reappoint, Faculty Grievance Procedure I is the appropriate avenue for seeking redress. Faculty Grievance Procedure II is applicable if the complainant alleges that departmental, college, or University policies and procedures were not properly implemented.

If a grievance is filed in a timely manner under Grievance Procedure II and it is determined by the Provost that the same faculty member has a grievance pending under Grievance Procedure I at that time based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance pending under Grievance Procedure I has been rendered on behalf of the University. Also, if a grievance is filed in a timely manner under Grievance Procedure II and subsequently the same faculty member files a grievance under Grievance Procedure I which is based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance filed under Grievance Procedure I has been rendered on behalf of the University. The Provost shall notify the grievance board as well as all parties to the grievance in the event that the Grievance Procedure II process is suspended.

If a grievance filed under Grievance Procedure II is suspended as stated above, the time limitations stated in the procedure shall be suspended until such time as the Provost resumes the processing of the grievance.

For faculty members seeking help in understanding the procedures to follow in filing a grievance, the Faculty Senate offers its good offices by providing the services of a grievance counselor. A counselor advises persons with potential grievances on which of the grievance procedures to follow prior to the filing of a grievance. The counselor, however, does not render any decision on the substance or merits of a case.

Ordinarily, three counselors, each from a different college, will be in office at the same time. These counselors are senior faculty members of full professor rank with a thorough knowledge of the Faculty Manual and the University's grievance procedures. They are appointed annually by the Advisory Committee of the Faculty Senate.

The counselors are authorized to talk with any persons involved in the potential grievance and are accorded the protection afforded faculty members involved in grievance procedures.

The names of the counselors are available from the President of the Faculty Senate and Provost of the University.

The full texts of both grievance procedures follow.
Continuation of Duties and Salary While Grievance Pending. If the action which forms the basis for the grievance filed by the faculty member could eventually involve any type of discontinuance of appointment with the University as stated above, the faculty member shall not be removed from his/her University duties until a final decision is rendered under this grievance procedure. The exception to this principle would be that, prior to the final decision being rendered, the faculty member may be relieved of all duties or assigned to other duties if immediate harm to himself/herself or to others is threatened by continuance in the affected individual's normal assignment. Before taking such action the Administration shall consult with the Advisory Committee of the Faculty Senate. The salary of the faculty member shall always continue until a final decision is rendered by the University.

Protection of Faculty Members and Others Involved in Grievance Procedures. Each faculty member and any other person involved in grievance procedures shall be free from any or all restraint, interference, coercion, or reprisal on the part of associates or administrators in filing a grievance, in accompanying a faculty member filing a grievance, in appearing as a witness, or in seeking information in accordance with the procedures described herein. These principles apply with equal force after a grievance has been adjudicated. Should these principles be violated, the faculty member should bring the facts to the attention of the Provost and Vice President for Academic Affairs for appropriate remedial action. Should the faculty member not receive satisfaction from the remedial action taken by the Provost, he/she may appeal to the President of the University, and subsequently (if necessary) to the Board of Trustees.

S. Faculty Grievance Procedure II

Coverage. Faculty Grievance Procedure II applies to teaching, research, and extension faculty, librarians, academic administrators, and all other persons holding faculty appointments at Clemson University who have grievances that may not be brought under Faculty Grievance Procedure I. If related grievances are filed under both Grievance Procedures I and II, processing of the Grievance Procedure II case may be suspended pending resolution of the Grievance Procedure I case, as described in II.Q.

Stages of the Grievance Procedure. 1) A faculty member with a grievance shall first meet with his/her immediate supervisor for an informal discussion of the problem. This discussion must take place within ninety calendar days of the problem's occurrence. Both shall meet in good faith and shall make every attempt to resolve the problem in an equitable and professional manner.

2) If the problem cannot be resolved at the level of the academic department or its equivalent unit, the faculty member shall meet with the dean of the college (or administrator at the equivalent level) for an informal discussion of the problem. The faculty member must
request this interview within fifteen calendar days of the discussion of the problem with his/her immediate supervisor. The dean shall arrange for a meeting with the faculty member within fifteen calendar days upon receiving the interview request. Again, the resolution of the problem in an equitable and professional manner shall be the primary goal of those involved.

3) If the problem cannot be resolved at the collegiate level, the faculty member has two options: a) He/she may petition the Provost and Vice President for Academic Affairs to review the matter and render a decision regarding it; b) if the faculty member so requests (or if the Provost, with the faculty member's consent, chooses to do so) the Provost shall refer the matter directly to the Grievance Board of the Faculty Senate for its recommendation prior to making the decision. This petition must be in writing and must be received by the Provost within fifteen calendar days of the faculty member's interview with his/her dean regarding the problem. In order for the Provost and/or the Grievance Board to determine if the matter is grievable under Grievance Procedure II, the grievance petition must state: a) the specific individual or individuals against whom the grievance is filed, b) the dates upon which the alleged grievable matter occurred, c) the specific provision(s) of this Grievance Procedure under which the grievant believes the matter to be grievable, d) a list of the supporting documents appended to the petition, e) the specific relief sought by the grievant. The Grievance Board and/or the Provost shall determine to which of the persons named in the petition copies of the petitions or relevant portions thereof shall be sent.

4) If the grievance is not to be considered by the Grievance Board, the Provost shall review the matter and request any persons involved to provide additional information as needed. As soon as possible, but no later than thirty calendar days after the receipt of the petition, the Provost shall render a final decision. That decision shall be transmitted in writing to the petitioner and to other parties immediately concerned in the matter.

If the faculty member requests that the matter be referred to the Grievance Board or if the Provost (with the faculty member's consent) elects to do so, the Provost shall immediately send the petition to the Chairperson of the Grievance Board. The latter shall call a meeting to review the matter as soon as possible, but within no more than thirty calendar days after receipt of the request.

5) The Grievance Board, consisting of three Faculty Senators and two alternates, elected annually by the Senate, and chaired by one of the former appointed by the Advisory Committee of the Faculty Senate, shall initiate an expeditious, orderly, and equitable review of the matter. The Board shall allow the parties to the matter to present separately to it any facts or other information bearing on the matter.
These parties shall not meet with the Board at the same time.) Should the Board require additional information, it shall request such information from the Provost. The Grievance Board shall reach its finding and submit its recommendation to the Provost, along with any appropriate information, documents, and records as soon as possible, but no later than ten calendar days after the Board's final meeting on the matter. The faculty member shall be given a copy of the Board recommendation at the time it is forwarded to the Provost.

6) Upon receipt of the Grievance Board's recommendation, the Provost shall review the matter, requesting any persons involved to provide additional information as needed. The Provost shall render a final decision as soon as possible, but no later than fifteen calendar days after the receipt of the Grievance Board's recommendation. The decision of the Provost shall be transmitted in writing to the faculty member, the Grievance Board, and other parties directly concerned.

7) Either party may appeal the decision of the Provost to the President of the University, provided that he/she does so within seven calendar days after receipt of the Provost's decision. The appeal must be in writing. If an appeal is made, the President shall review the record of the grievance (as submitted to the Provost), the recommendation of the Grievance Board, if any, and the decision of the Provost. The President shall render a final decision on behalf of the University within thirty calendar days after receipt of the written appeal. Copies of the decision of the President shall be sent to the Provost, the faculty member, the Grievance Board and to other parties directly concerned.

If no appeal is made to the President in accordance with the time limitation specified herein, the decision of the Provost shall be the final University decision.

Delineation of Grievable and Nongrievable Matters. Grievable matters include such actions as:

a. the improper or unfair (to the complainant) implementation of departmental, college, or University policies or procedures by persons authorized to implement such policies or procedures;

b. the improper or unfair (to the complainant) application of recognized criteria or guidelines used in formal review processes by persons authorized to conduct such reviews;

c. the improper or unfair (to the complainant) assignment of professional duties by an administrator;

d. improper or unfair appraisals (by an administrator) of the complainant's performance;
e. the improper or unfair denial (by an administrator) of the complainant's access to departmental, college, or university resources;

f. the improper or unfair determination (by an administrator) of the complainant's salary increment.

The Provost, after consultation with the Grievance Board, may determine that actions other than those enumerated above are grievable. The faculty member filing the petition has the burden of proof in establishing the validity of his/her grievance.

Normally not grievable shall be complaints arising out of the authorized exercise of their judgments and discretionary powers by faculty and administrators. Thus, not normally grievable would be recommendations concerning nonrenewal of contract and denial of promotion or tenure, so long as the appropriate policies and procedures had been adhered to. Likewise, minor complaints shall not normally be grievable. The determination of what constitutes a "minor complaint" is at the discretion of the Grievance Board, if the matter is referred to it, or at the discretion of the Provost.

Protection of the Faculty Members and Others Involved in Grievance Procedures. Each faculty member and any other person involved in grievance procedures shall be free of any or all restraint, interference, coercion, or reprisal on the part of associates or administrators in filing a grievance, in accompanying a faculty member filing a grievance, in appearing before the Faculty Senate Grievance Board or the Provost, or in seeking information in accordance with the procedures described herein. These principles apply with equal force after a grievance has been resolved. Should these principles be violated, the faculty member should bring the facts to the attention of the Provost and Vice President for Academic Affairs, and subsequently (if necessary) to the President of the University.

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PART III: PROFESSIONAL POLICIES

"It is upon the competence, integrity, and devotion of its faculty to professional ideals that the University must depend for its success."
---from the 1956 Constitution of the Clemson University Faculty

A. Policies Relevant to Teaching

The first responsibility of teaching faculty is to their students. Because faculty teach not only by formal instruction but also by example, it is important that they be fully aware of their responsibilities to their students and that they endeavor to fulfill those responsibilities conscientiously.

Some policies concerning faculty-student relationships -- particularly those regarding class attendance, academic dishonesty, and student rights and responsibilities -- are set forth in greater detail in the University's Student Handbook, a copy of which each faculty member receives. Various policies contained in the Handbook are subject to review by the Faculty Senate or the Commission on Undergraduate Studies, or both. Faculty are advised to become conversant with the Handbook, especially as it pertains to the kinds of academic matters dealt with below.

Faculty Workload. The normal faculty workload entails teaching and research assignments, service to a department, a college, and the University, as well as other professional activities. The usual teaching assignment at Clemson University is 9-12 credit hours for each of the two regular semesters. The particular teaching assignment of an individual faculty member may, for a number of reasons, vary from department to department and even within departments. Departments with heavy faculty research obligations may in some instances reduce teaching loads and assign the hours so released to research. Released time may also be provided through funded research. Unusually heavy service assignments (e.g., committee work, administrative duties, advisory responsibilities, extramural service) may also lead to reduced teaching assignments, depending upon the staffing situation in a given department. In some instances graduate courses or unusually large classes may become considerations in workload decisions.

Faculty on non-teaching appointments and librarians have their work assignments made on the basis of particular tasks to be accomplished or periods to be covered. Faculty members whose responsibilities include teaching as well as non-teaching assignments have their workloads established on a percentage basis.

Assignment of Courses. Courses are assigned to faculty within a department by the department head on the basis of established departmental procedures. Factors taken into consideration include: depart-
mental needs, faculty expertise, faculty preferences for particular teaching assignments, faculty schedules, and the nature and extent of non-teaching workloads.

Course Scheduling and Class Meetings. Lecture courses meet fifty minutes per week per credit hour. Two or three contact hours of laboratory are assigned per credit hour. A semester is normally fifteen class weeks in length, exclusive of final exams.

Three-credit classes meet for fifty minutes Monday, Wednesday, and Friday or for seventy-five minutes Tuesday and Thursday. This pattern allows for a fifteen-minute break between classes. Prompt dismissal of classes permits students who must travel between widely separated classroom buildings to enter their next classes on time. A three-credit-hour summer course meets for ninety minutes, five days per week, for twenty-five meetings, followed by examinations. Appropriate adjustments are made for courses with more or fewer credit hours, or for laboratory courses.

A limited number of regular semester courses and summer courses are offered on variant schedules. Most of these are late afternoon or evening courses intended for graduate students and other special groups.

Clemson University's master schedule is coordinated by the University Schedule Committee. Course offerings are listed in advance of preregistration, which occurs in April for the fall semester and in November for the spring semester. Listings of summer offerings are usually made available late in the fall semester.

Faculty Teaching Responsibilities. Teaching faculty are obligated to meet their classes regularly at the appointed times. When there are valid reasons for being absent from class (e.g., illness and other emergencies, or travel on University business), the faculty member should notify the affected classes in advance if at all possible. Suitable arrangements, such as for substitute instructors, library assignments, or other appropriate utilisations of class time, should also be made.

Faculty members should also be accessible to students with respect to course work outside of scheduled class-meeting times. Because of the diverse nature of the academic departments, each department has established its own written office hour policy (approved by the college dean and the Provost).

Work Schedule for Professional Personnel. Members of the learned profession, whether faculty or administrators, by tradition and practice give generously of their time, energies, and abilities to further their institutions' goals and purposes and their own professional pursuits. There is no reasonable way of regulating the hours devoted to such activities and no meaningful way of measuring them. Truly professional scholars, teachers, researchers, and administrators devote significant portions of their waking hours to such pursuits. Clemson University recognizes that it is due to this unique combination of
responsibilities for teaching, research, public service, and administrative activities that considerable variation in professional work schedules constitutes the norm.

Except for formally scheduled classes and other regular activities, the duty schedules of the full-time teaching faculty are necessarily flexible. The discretion of the individual faculty member, therefore, governs the utilization of non-classroom time in accordance with the various demands of University and of public service, continuing scholarly development, research, writing, and other professional activities. Those in administrative positions and in full-time research have similarly unpredictable demands made upon their time. Beyond the fundamental requirement that faculty meet their scheduled classes and fulfill other regular commitments, faculty are evaluated on the quality of their performance as scholars, teachers, and researchers rather than on such quantitative bases as the number of their preparation hours or the regularity of their work schedules.

Because of the extended schedule of hours for which library service must be available, librarians have their work loads distributed over long working days and seven-day working weeks. Librarians' total work loads, however, should be comparable to those of professional personnel similarly situated in other University positions.

Attendance Policy. The full attendance policy for undergraduates is set forth in the Student Handbook. It indicates that students are expected to attend all sessions of lectures and laboratories punctually and regularly, that absences are matters to be resolved between faculty member and student, and that it is the student's responsibility to make up work missed due to absence from class. In this regard, it should be noted that the Student Health Service does not issue official "medical excuses." Students in the infirmary are provided an in/out slip, and a faculty member can telephone the health center to confirm an illness (no diagnosis or other confidential information is given, of course).

The faculty member, however, is obligated to inform students about attendance policy during the first full week of classes. In some departments attendance policy is established on a departmental basis.

A student who incurs excessive absences in a given course may be dropped from a course by the instructor in accordance with stated course policy. Students themselves may withdraw from a course by obtaining a "drop card" from the Registrar's Office and having it signed by the instructor. The signature indicates that the instructor has been notified of the student's intention to drop the course and is not to be construed as an authorization for so doing. Consequently, the signature should not be withheld. Students who withdraw after the first four weeks of classes shall have grades recorded for those courses. Prior to the last five weeks of classes, this grade would normally be "W." However, students are limited to no more than fourteen hours of "W" grades during their academic careers. Transfer students, however, may withdraw from no more than ten percent of their total academic work (up to fourteen hours of course work, whichever is
fewer) remaining in their chosen undergraduate curriculum at the time of their transfer to Clemson University.

Examinations and Grading. Faculty should announce course requirements, procedures for examinations, and grading standards during the first full week of classes. Written final examinations are required in all undergraduate lecture courses, except in certain laboratory or practical courses in which final examinations are not deemed necessary by the departmental faculty. Faculty, however, may at their discretion excuse from final examinations students who have achieved an "A" average in coursework prior to the final examinations.

Clemson University authorizes the assignment of the following undergraduate grades: A -- excellent work; B -- above average work; C -- satisfactory work; D -- unsatisfactory but passing work; F -- failure (to receive credit the student must repeat the course and earn a "D" or above); W -- withdrew from the course prior to the last five weeks of classes in the regular semester; I -- incomplete work (to be used only when a relatively small part of all course requirements have not been completed). Under some circumstances a course can be taken on a Pass/Fail basis.

A student receiving an "I" is allowed thirty days after the beginning of the next regular semester to make up the incomplete work. One extension of the deadline may be granted in unusual circumstances if approved by the instructor and department head. The extension must specify the nature and amount of work to be completed and a deadline date, and must be forwarded to the registrar within the original thirty-day period. A grade of "I" that is not made up by the deadline automatically becomes an "F." Graduate students are subject to somewhat different restrictions (consult the Graduate School catalog).

An undergraduate may not repeat a course for credit in which a grade above "C" has been earned. Both grades are recorded in the student's transcript. For more detailed information on examinations and grading, faculty should consult the section, "Scholastic Regulations," in the University catalog.

Student Rights and Responsibilities. As indicated in the 1967 Joint Statement on Rights and Freedoms of Students of AAUP, academic institutions exist for the transmission of knowledge, the pursuit of truth, the intellectual development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are indispensable elements of academic freedom. The freedom to learn depends upon appropriate
and other academic administrators from within departments in accordance with policies and procedures specified in VI.G, and serve on various councils, commissions, and committees as set forth in University policy.

The performance in office of each college dean is reviewed periodically by the Provost and Vice president for Academic Affairs. College deans hold faculty rank and engage in the teaching, research, and public service functions of faculty to the extent feasible.

In some colleges of the University the deans are assisted by associate and/or assistant deans and/or directors who are assigned responsibilities by their deans and who report directly to them.

I. The Department Heads

Department heads are generally responsible for the activities of their departments, for which they are accountable to the dean of the college. Their primary responsibility is for the teaching, research, and public service of their faculties.

Department heads represent their departments in relations with other departments and with the deans and other administrative officers of the University. In exercising leadership in the improvement of departmental programs and of the departmental faculty, a head is expected to take initiatives to report that unit's needs and advocate its goals and plans.

A department head's specific functions include: approving departmental policies and procedures involving peer evaluations; making recommendations with regard to faculty appointment, reappointment, tenure, promotion, termination, and dismissal; conducting negotiations with prospective faculty; monitoring departmental implementation of Affirmative Action policies and procedures; conducting the annual evaluation of each member of the department's faculty and staff; allocating funds from instructional and other departmental budgets and developing such budgets; hearing informal faculty grievances and cooperating in formal grievance procedures; supervising the department's program of instruction, including scheduling, faculty workload, and departmental research and public service; ensuring that students' rights are preserved; supervising the advising of departmental majors and graduate students; monitoring student evaluation of instruction, courses, and programs within the department; supervising summer school programs; approving applications for professional travel and sabbatical leave; arranging meetings of the departmental faculty; meeting with the departmental Advisory Committee; establishing ad hoc departmental committees; and carrying out other such duties as shall be assigned by the dean of the college or as are set down in University policy, collegiate bylaws, and departmental bylaws.
Department heads serve at the pleasure of their respective deans, who formally evaluate the performance in office of heads reporting to them every five years. All heads of academic departments hold faculty rank and engage in the teaching, research, and public service functions of faculty to the extent feasible.

In some larger departments the heads are assisted by associate or assistant heads who are assigned responsibilities by their department heads and who report directly to them.

J. The Non-Academic Administration: University Vice-Presidents and Executive Officers

Non-academic University operations are organized under eight areas of administration, each headed by a chief administrative officer, responsible to the President of the University. These administrative officers and the units of the University that report to them are listed below:

1) Vice President for Business and Finance: (a) Financial Management; (b) Budgets and Planning; (c) Campus Master Planning; (d) Facilitating Services; (e) Engineering and Planning (Physical Plant); (f) Public Safety; (g) Business Systems Development;

2) Vice President for Student Affairs and Dean of Students: (a) Athletic Programs; (b) Career Services; (c) Clemson University Union; (d) Counseling Center; (e) Housing Office; (f) Littlejohn Coliseum; (g) Music Activities; (h) Office of Admissions, Registration, and Financial Aid; (i) Student Health Service; (j) Student Life Office; (k) University Bookstore and Canteens;

3) Vice President for Institutional Advancement: (a) Alumni Relations and Resources Development; (b) Alumni/Development Administrative Services; (c) Alumni Publications; (d) Annual Fund; (e) Campaign Programs; (f) Development; (g) Deferred Giving; (h) Gift Clubs; (i) University Relations; (j) Electronic and Photographic Services; (k) Visitors Center, Historic Houses, Special Projects/Marketing; (l) News Services; (m) Agricultural Communications; (n) Publications and Graphics Services.

4) Executive Officer to the President's Office and Secretary of the Board of Trustees: (a) Office for Human Resources;

5) University Counsel;

6) Executive Assistant to the President: (a) Computer Center; (b) Division of Administrative Programming Services; (c) Division of Information Systems Development;

7) Internal Auditor;

8) Director of the South Carolina Energy Research and Development Center.
Section 3. Procedure

The Curriculum Committees shall review all curricular proposals in their respective areas of jurisdiction that emanate from the several Collegiate Faculties, and shall ensure the adherence of such proposals to all applicable University policies and regulations. The Curriculum Committees may initiate curricular proposals whose effects would be University-wide, but may not act upon such proposals until all Collegiate Faculties have had an opportunity to review and respond to them.

Curricular proposals recommended by either University Curriculum Committee shall be submitted to the Provost and Vice-President for Academic Affairs. The Provost shall forward these curricular proposals with his or her recommendations to the President of the University for final approval. The Provost shall inform the Curriculum Committees and all affected Collegiate Faculties of the President's actions.

ARTICLE V: AMENDMENT

Constitutional amendments may be proposed by either of two methods.

A proposed amendment may be submitted by at least ten members of the Faculty to the Faculty Senate at a regular meeting of that body. The Faculty Senate must vote on the proposed amendment at no later than the fourth meeting after submission. A simple majority vote is required for the proposed amendment to be submitted to the Faculty.

Alternatively, a proposed amendment to this Constitution may be submitted in writing to the Provost and Vice-President for Academic Affairs one month before the next scheduled Faculty meeting. Signatures of at least ten percent of the members of the Faculty must accompany the proposed amendment in order to validate the proposal.

The Provost shall publicize a proposed amendment at least three weeks prior to the meeting at which action is to be taken. Amendments may be considered at either of the regular Faculty meetings held at the conclusions of the long semesters. A two-thirds majority vote of the members present is required for passage. Any amendment passed by the Faculty shall become effective upon approval by the Clemson University Board of Trustees.
C. President's Council and Associated Commissions and Committees

The President's Council and its associated commissions and committees have responsibility in many areas affecting faculty and faculty concerns. Thus, these committees include faculty representation so as to provide for faculty participation in planning, policy and procedure formulation, and decision-making. It should be noted that several university councils and committees are independent of the President's Council (see VI.D).

The President's Council. This body is charged with examining, formulating, and making policy recommendations in various areas of University activity and responsibility. The President's Council is advisory to the President of the University and to the Provost. It conducts much of its business through subsidiary Commissions (Undergraduate Studies; Graduate Studies and Research; Faculty Affairs; Student Affairs; Public Programs; and Public Service), which in turn have established committees to deal with specific areas.

Members of the President's Council are: the President of the University (Chairperson); the Provost and Vice President for Academic Affairs; the Chairpersons of the six Commissions (a Vice-Provost designated by the Provost, the Dean of the Graduate School, the President of the Faculty Senate, the Vice President for Student Affairs, the Executive Director of University Relations, and the Dean of the College of Agricultural Sciences); the Vice President for Business and Finance; the deans of four colleges and the heads of two academic departments (appointed by the President for three-year terms); five Faculty Senators (the Senate Vice President and the Chairpersons of the Policy, Research, Scholastic Policies, and Welfare Committees); the President of Extension Senate and the chairpersons of its two standing committees; one holder of a titled professorship or chair (elected by the Faculty Senate for a three-year term); the Presidents of the Student Body and the Student Senate; and one Graduate Student Association representative. Six additional members are non-voting: the Vice President for Institutional Advancement; the Director for Alumni Affairs; the Director of Libraries; the University Legal Counsel; the Executive Assistant to the President; and the Executive Officer and Secretary to the Board of Trustees.

The details of the organization and membership of the President's Council are set forth in the Constitution of the President's Council. Its commissions and committees are listed below. Faculty representatives to these commissions and committees are, unless otherwise provided in this section (VI.C), elected by their college faculties for three-year terms (staggered to give continuity) and are limited to two consecutive terms. Faculty Senate representatives, except ex officio members, are elected to one-year terms. Except as otherwise provided in this section, student representatives are elected by the Student Senate and, where appropriate, the Graduate Student
D. Other University Councils and Committees

Certain other councils and committees whose responsibilities involve faculty and faculty concerns exist apart from the President's Council and its commission structure. These (enumerated below) report directly to various officers of the Administration. All include faculty representation.

University Planning Board. The Board ensures that the Campus Master Plan is used to guide the orderly and cohesive development of the campus. The Board reviews any proposed changes in the physical environment for consistency with the Master Plan, examines any proposed change in the Master Plan, and makes recommendations to the President. The Board consists of the Campus Master Planner (non-voting); the Vice President of the Faculty Senate; the President of the Student Body, the Chairman of the Board of Trustee's Planning Committee; the Directors of Alumni Relations, Athletics, and the Physical Plant; the Vice President for Business and Finance; the Vice Provost for Undergraduate Studies; the Assistant Vice President for Student Affairs; the Associate Director of the S. C. Agricultural Experiment Station; and the Alumni Professor from the College of Architecture.

Athletic Council. The Athletic Council functions to exercise "institutional responsibility and control of intercollegiate athletics" and to assure accountability of the Athletic Department to the University as required by the constitution of the National Collegiate Athletic Association, the Atlantic Coast Conference, and Clemson University.

The Athletic Council recommends policy on intercollegiate athletics to the President of the University through the Vice President for Student Affairs; serves in an advisory capacity to the President of the University on any matters referred to it; and keeps students, faculty, staff, alumni, and IPTAY informed about athletic policy. The Athletic Council is charged with ensuring that Clemson University is in compliance with the rules and regulations of the National Collegiate Athletic Association, and Atlantic Coast Conference, or any other such body in which the University holds membership. Thus, all communications with the National Collegiate Athletic Association and the Atlantic Coast Conference will be with the full knowledge of the chairman of the Athletic Council, who receives copies of all official correspondence.

The Athletic Council in no way relieves the President of the University of full responsibility for the conduct of the executive functions of the University administration.
The Athletic Council is composed of 21 voting members: 9 faculty members appointed by the President of the University from nominations by the Collegiate Faculties for staggered three year terms (faculty members may serve successive terms); the University's ACC/NCAA representative (appointed by and serving at the pleasure of the President of the University); the president and immediate past president of the Alumni Association and of IPTAY; the president and the immediate past president of the Faculty Senate currently in the employ of Clemson University; the Chairman of the Scholarship and Awards Committee; and the presidents of the student body, the Student Senate, the Graduate Student Association, and the Block C Club. Clemson University's Vice President for Student Affairs, Athletic Director, and Associate and Assistant Athletic Directors are non-voting members of the Council. The University ACC/NCAA representative chairs the Council, and the secretary is elected annually by the Council from among its faculty members.

Biomedical Research Support Grant Committee. This committee consists of the Program Director (chairperson) and one faculty member from each academic college engaged in biomedical, health-related research. The Program Director is the Associate Director of University Research. All appointments are indefinite and made by the Provost. This committee establishes program emphasis and priorities, evaluates requests for support, and advises the Program Director on the allocation of funds. Actions of this committee are made known to the Provost through the Director of University Research. Awards are made from the National Institutes of Health Biomedical Research Support Grant. Grant applications may be obtained in the Office of University Research. Applications are solicited annually during the months of January and February through announcements in the Clemson Newsletter.

Campus Names Committee. Officially named the Special Advisory Committee on Names to the Board of Trustees, this committee recommends appropriate names for University lands and facilities. The faculty members of this committee are nominated by the Chairperson of the committee from members of the faculty who have long terms of service with the University. They are appointed by the President of the University for indefinite terms. Non-faculty members are Presidential appointees. The Chairperson is appointed by the President.

Computer Advisory Committee. This committee advises the President about the needs of the Computer Center, Computer Center policies, and such other matters as may be referred to it by faculty, administration, or students. It consists of the Director of the Computer Center and one faculty representative from each college (three-year terms); one member of the Faculty Senate elected for a one-year term; and one undergraduate and one graduate student,
nominated respectively by the Office of Student Affairs and the
Graduate Student Association, appointed for terms of one year by the
Provost. In addition, one representative from each of the following
areas is appointed to serve on this committee: the President's
Office; the Business and Finance Office; the Development Office; the
Division of Information Systems Development; the Department of
Administrative Programming Services; and Student Affairs. The
Committee elects its Chairperson annually.

The Council of Academic Deans. This group advises the Provost
and Vice-President for Academic Affairs on policy questions, and
serves as a forum for communication between the Provost and the
several colleges. Chaired by the Provost, membership includes the
Vice-Provosts, the College Deans, the Director of University Research,
the Director of Libraries, and the President of the Faculty Senate.

The Faculty Senate. The Faculty Senate is the representative
assembly of the Faculty. It is described in detail in VI.B.

The Graduate Curriculum Committee. This committee of the
University Faculty is described in the Faculty Constitution (VI.B).

Institutional Biosafety Committee. This committee consists of
the Associate Director of University Research (Chairperson); four
faculty members from disciplines relevant to recombinant DNA
technology; two residents of the local community, not employees of the
University; and one non-doctoral laboratory technician. All members
are appointed by the Provost to serve indefinite terms. This
committee reviews and approves all recombinant DNA activities
conducted at, or sponsored by, the University and assesses the
facilities, procedures, practices, and the training and expertise of
personnel engaged in recombinant DNA activities. Actions of this
committee are made known to the Provost through the Director of
University Research.

The Landscape and Site Development Committee. This committee
formulates and recommends to the Administration long-range goals for
the landscape and site development of the University campus and
reviews plans proposed for implementation. It consists of the
Superintendent of Grounds (Chairperson); the Director of the Physical
Plant; the Superintendent of Planning and Engineering; the Campus
Master Planner; one faculty member nominated in rotation from the
colleges of Agricultural Sciences, Architecture, and Forest and
Recreation Resources; one student, nominated by the Vice-President for
Student Affairs; and a Faculty Senator nominated by the Senate. The
three latter members are appointed by the Provost for one-year terms.

Laboratory Animal Welfare Committee. This committee consists of
the Associate Director of University Research (Chairperson); one
faculty member from each academic college having animal facilities;
and an Assistant State Veterinarian. All appointments are indefinite and made by the Provost. This committee evaluates the care and treatment of all warm-blooded laboratory animals held or used for research, teaching, or other activities; inspects the University animal facilities; and advises the Provost, through the Director of University Research, in regard to the animal and animal facility policies of the University.

Organization of Academic Department Heads. This group serves as a forum for communication between the Academic Department Heads and others at the University, such as, the Faculty Senate, the Council of Deans, the President's Council, and the University Administration. This organization also provides advice on academic and administrative matters. An Executive Committee, composed of a member from each College, represents the group between meetings of the membership.

Patent Committee. This committee consists of the Director of University Research (Chairperson); the University Legal Counsel (Secretary); the Assistant Vice-President for Budgets and Planning; the Associate Dean and Director of the S. C. Agricultural Experiment Station; the associate deans of the Colleges of Engineering, and Commerce and Industry; one faculty member elected by the Faculty Senate for a one-year, twice-renewable term; one faculty member each from the colleges of Agricultural Sciences, Engineering, Commerce and Industry, and Sciences, with three-year staggered terms; two members representing the other five colleges of the University, for one-year terms rotating through all five colleges; one graduate student representing the Graduate Student Association, for a one-year term; one undergraduate student nominated by the Dean of Student Affairs for a one-year term. All appointments are made by the Provost. This committee recommends patent policy to the Provost, approves or disapproves patent proposals, submitted in accordance with University patent policies, and makes recommendations to individuals and administrative units submitting patent proposals and to the Provost.

The President's Cabinet. The President's Cabinet advises the President of the University on policy decisions affecting all areas of the University and serves as a communications forum between the President and the various administrative divisions of the University. Chaired by the President, the Cabinet is composed of the Vice-Presidents; the Executive Officer to the President's Office; the Executive Assistant to the President; the University Legal Counsel; the Directors of Development, Alumni Relations, and University Relations; the President of the Faculty Senate; and the President of the Student Body.

Protection of Human Subjects Committee. This committee consists of the Associate Director of University Research (Chairperson); one faculty member from each academic college having a significant number of activities involving human subjects; a medical doctor, nominated by the Vice-President for Student Affairs; and a resident of the local community, not an employee of the University. All members are appointed by the Provost to serve indefinite terms. This committee, functioning as the Institutional Review Board, approves all University activities that involve human subjects and insures that the rights and welfare of subjects are adequately protected, that the risks to subjects are outweighed by potential benefits, and that the informed consent of subjects is obtained by methods that are adequate and appro-
APPENDIX C

MASTER LIST OF PAGE ISSUE DATES

This list of the current date of each page of the Manual is re-issued with each revision of the Manual. The current date of this page may be obtained from the Office of the Provost and Vice President for Academic Affairs (656-3243).

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MEMORANDUM

June 13, 1984

TO: Library Faculty
FROM: Maureen Harris
SUBJECT: Changes in the Faculty Manual

The Faculty Manual Committee has completed its work on revisions to the Manual. The changes need to be approved at the July 27 Board of Trustees meeting and, before that, by the Educational Policy Committee of the Board. Therefore, the Faculty Senate must approve the changes before its scheduled July 10 meeting. For that purpose, the Faculty Senate President has called a meeting on June 19 of the Advisory/Executive Committees. I need to know whether anyone has any problems with these changes prior to the meeting; if not, I plan to vote for all the changes (most of which have already been reviewed by the Faculty Senate.)

Minor changes are proposed for the sections listed below. I have a copy of the exact wording for anyone who wishes to see it.

<table>
<thead>
<tr>
<th>Page</th>
<th>Revision</th>
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<tbody>
<tr>
<td>II:9</td>
<td>Calhoun professorship added</td>
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<tr>
<td>II:10</td>
<td>Alumni professorship list updated</td>
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<tr>
<td>II:29</td>
<td>cross reference to II:24 (see below)</td>
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<tr>
<td>II:32</td>
<td>no change, moved from II:31</td>
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<tr>
<td>III:3</td>
<td>information on &quot;medical excuses&quot; added</td>
</tr>
<tr>
<td>VI:12</td>
<td>title change for VP/Development</td>
</tr>
<tr>
<td>VI:22</td>
<td>clarification of Senate reps. terms</td>
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<tr>
<td>VI:23</td>
<td>no change, text shifted to dif. page</td>
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<tr>
<td>VI:24</td>
<td>Organization of Academic Department Heads added</td>
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Described as "substantive changes" are:

<table>
<thead>
<tr>
<th>Page</th>
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<tr>
<td>II:24</td>
<td>Policy on simultaneous filing of GP I and GP II cases</td>
</tr>
<tr>
<td>II:30</td>
<td>definition of GP II grievance petition</td>
</tr>
<tr>
<td>II:31</td>
<td>appeal of Provost's GP II decisions</td>
</tr>
<tr>
<td>III:2</td>
<td>class absence form deleted and office hour policy added</td>
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</tbody>
</table>

See page 2 for the text of these changes except for III:2 which is specifically addressed to "teaching faculty" and has no relevance that I can see to library faculty.
If a grievance is filed in a timely manner under Grievance Procedure II and it is determined by the Provost that the same faculty member has a grievance pending under Grievance Procedure I at that time based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance pending under Grievance Procedure I has been rendered on behalf of the University. Also, if a grievance is filed in a timely manner under Grievance Procedure II and subsequently the same faculty member files a grievance under Grievance Procedure I which is based upon the same or a related factual situation, the Provost may suspend the processing of the grievance filed under Grievance Procedure II until a final decision on the grievance filed under Grievance Procedure I has been rendered on behalf of the University. The Provost shall notify the grievance board as well as all parties to the grievance in the event that the Grievance Procedure II process is suspended.

If a grievance filed under Grievance Procedure II is suspended as stated above, the time limitations stated in the procedure shall be suspended until such time as the Provost resumes the processing of the grievance.

3) If the problem cannot be resolved at the collegiate level, the faculty member has two options: a) He/she may petition the Provost and Vice President for Academic Affairs to review the matter and render a decision regarding it; b) if the faculty member so requests (or if the Provost, with the faculty member's consent, chooses to do so) the Provost shall refer the matter directly to the Grievance Board of the Faculty Senate for its recommendation prior to making the decision. This petition must be in writing and must be received by the Provost within fifteen calendar days of the faculty member's interview with his/her dean regarding the problem. In order for the Provost and/or the Grievance Board to determine if the matter is grievable under Grievance Procedure II, the grievance petition must state: a) the specific individual or individuals against whom the grievance is filed, b) the dates upon which the alleged grievable matter occurred, c) the specific provision(s) of this Grievance Procedure under which the grievant believes the matter to be grievable, d) a list of the supporting documents appended to the petition, e) the specific relief sought by the grievant. The Grievance Board and/or the Provost shall determine to which of the persons named in the petition copies of the petitions or relevant portions thereof shall be sent.

7) Either party may appeal the decision of the Provost to the President of the University, provided that he/she does so within seven calendar days after receipt of the Provost's decision. The appeal must be in writing. If an appeal is made, the President shall review the record of the grievance (as submitted to the Provost), the recommendation of the Grievance Board, if any, and the decision of the Provost. The President shall render a final decision on behalf of the University within thirty calendar days after receipt of the written appeal. Copies of the decision of the President shall be sent to the Provost, the faculty member, the Grievance Board and to other parties directly concerned.