

Faculty Manual

SC
OVERSIZE
LD1040.5
.CGmf
1982

CLEMSON UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN
AFFIRMATIVE ACTION PLAN

Clemson University, in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, religion, sex, or handicap in any of its policies, procedures, or practices; nor does the University, in compliance with the Age Discrimination in Employment Act of 1967, as amended, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment on the basis of their age or because they are disabled veterans or veterans of the Vietnam era. Clemson University conducts its programs and activities involving admission, access, treatment, employment, teaching, research, and public service in a nondiscriminatory manner as prescribed by Federal laws and regulations.

In conformance with University policy and pursuant to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, Clemson University is an Affirmative Action/Equal Opportunity Employer.

Inquiries concerning the above may be addressed to the following: President, Clemson University, Clemson, South Carolina 29631; Director for Human Resources, E-103 Martin Hall, Clemson University, Clemson, South Carolina 29631; Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

July 1982

Office of the Provost and Vice-President for Academic Affairs
Clemson University
Clemson, SC 29631



4-16-82

Table of Contents

<u>PART I: INTRODUCTION</u>	<u>Page</u>
A. The <u>Faculty Manual</u> : Nature and Functions.....	I:1
B. Outline History of Clemson University.....	I:2
C. University Mission Statement.....	I:6
D. Overview of University Governance.....	I:7

<u>PART II: THE FACULTY</u>	
A. Introduction.....	II:1
B. Academic Freedom and Responsibility.....	II:1
C. General Qualifications for Faculty Appointments.....	II:4
D. Regular Faculty Ranks.....	II:5
E. Special Faculty Ranks.....	II:6
F. Endowed Chairs and Titled Professorships.....	II:8
G. Procedures for Faculty Appointments.....	II:11
H. Affirmative Action Policies and Procedures for the Recruitment and Appointment of Faculty and Administrators.....	II:11
I. Terms of Appointment.....	II:13
J. Procedures for Renewal of Appointment, for Tenure, and for Promotion.....	II:14
K. Notification of Renewal and Non-Renewal of Appointments..	II:15
L. Tenure Policies.....	II:15
M. Promotion Policies.....	II:17
N. Annual Performance Evaluation.....	II:17
-- Standard Instructions and Forms for Evaluation.....	II:18
O. Salary Determination Procedures.....	II:22
P. Resignation, Termination, and Dismissal.....	II:22
Q. Faculty Grievance Procedures.....	II:23
R. Faculty Grievance Procedure I.....	II:25
S. Faculty Grievance Procedure II.....	II:29

<u>PART III: PROFESSIONAL POLICIES</u>	
A. Policies Relevant to Teaching.....	III:1
-- Faculty Workload.....	III:1
-- Assignment of Courses.....	III:1
-- Course Scheduling and Class Meetings.....	III:2
-- Faculty Absence from Class.....	III:2
-- Work Schedules for Professional Personnel.....	III:2
-- Attendance Policy.....	III:3



4-16-82

	<u>Page</u>
-- Examinations and Grading.....	III:4
-- Student Rights and Responsibilities.....	III:4
-- Academic Dishonesty.....	III:6
-- Student Advising.....	III:7
-- Evaluation of Teaching by Students.....	III:7
-- Handicapped Students.....	III:7
B. Summer Employment	III:8
C. Off-Campus Programs and Short Courses.....	III:9
D. Sabbatical Leave.....	III:10
E. Graduate Study by Faculty.....	III:12
F. Professional Travel.....	III:12
G. Conflict of Interest.....	III:12
H. Private Outside Employment.....	III:13
-- Consulting.....	III:13
-- Outside Activities.....	III:14
-- Use of University Facilities and Equipment.....	III:14
-- Reporting Requirements.....	III:14
I. Special Compensation.....	III:14
J. Copyright Policy.....	III:15
K. Patent Policy.....	III:16
L. Human Subjects Policy.....	III:18
M. Policy on Political Activity.....	III:19
N. Nepotism Policy.....	III:20
O. Rights and Privileges of Emeritus Faculty.....	III:21

PART IV: PERSONNEL POLICIES

A. Introduction.....	IV:1
-- Insurance Guide	IV:1
B. Fringe Benefit Programs.....	IV:2
-- State Employees Insurance Programs.....	IV:2
-- Life and Disability Insurance.....	IV:4
-- South Carolina Retirement System.....	IV:4
-- Social Security.....	IV:6
-- Workman's Compensation.....	IV:7
-- Liability Insurance.....	IV:7
-- Personal Property.....	IV:7
C. Optional Group Insurance Programs.....	IV:8
-- Disability Insurance.....	IV:8
-- Accident Insurance.....	IV:8
-- Cancer and Special Disease Insurance.....	IV:8
-- Life Insurance.....	IV:8
-- General Insurance Information.....	IV:9
D. South Carolina State Employees' Association.....	IV:9
E. South Carolina State Employees' Credit Union.....	IV:10
F. Tax-Deferred Annuities.....	IV:10
G. Payroll Policies and Procedures.....	IV:11



4-16-82

	<u>Page</u>
H. Holidays and Annual Leave (vacation).....	IV:12
I. Sick Leave and Other Special Leaves-of-Absence.....	IV:13
J. Faculty/Staff Housing.....	IV:17
K. Identification Cards.....	IV:17
L. University Traffic Code.....	IV:17
M. University Bicycle Code.....	IV:20

PART V: THE BOARD OF TRUSTEES AND THE UNIVERSITY'S
ADMINISTRATIVE STRUCTURE

A. The Clemson Will.....	V:1
B. The Board of Trustees.....	V:3
C. The President of the University.....	V:4
D. The Provost and Vice-President for Academic Affairs.....	V:4
E. The Vice-Provosts.....	V:5
F. The Dean of the Graduate School.....	V:6
G. The Dean of Admissions and Registration.....	V:6
H. The Deans of the Colleges.....	V:6
I. The Department Heads.....	V:7
J. The Non-Academic Administration: University Vice- Presidents and Executive Officers.....	V:8

PART VI: FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

A. Introduction.....	VI:1
B. Faculty Constitution.....	VI:2
C. President's Council and Associated Commissions and Committees.....	VI:12
D. Other Councils and Committees.....	VI:22
E. Faculty Participation in College Governance.....	VI:26
-- Insert College Bylaws	
F. Faculty Participation in Departmental Governance.....	VI:28
-- Insert Departmental Bylaws	
G. Selection of the President of the University and Other Academic Administrators.....	VI:29
H. Review of Academic Administrators.....	VI:31
I. Honorary Degree Policy.....	VI:31

PART VII: SUPPORT SERVICES AND FACILITIES FOR FACULTY

A. The University Library.....	VII:1
B. The University Bookstore.....	VII:2
C. The Computer Center.....	VII:2
D. Office of University Research.....	VII:4
E. Office of University Relations.....	VII:5
F. Alumni Relations and Resources Development.....	VII:6
G. Duplicating Services.....	VII:7



4-16-82

	Page
H. The University Mail Room.....	VII:8
I. The Motor Pool.....	VII:8
J. Purchasing and Supply Services.....	VII:9
K. Physical Plant.....	VII:9
L. Additional Support Services, Facilities, and Equipment...	VII:10

PART VIII: PROFESSIONAL, CULTURAL, AND RECREATIONAL
OPPORTUNITIES FOR FACULTY

A. American Association of University Professors.....	VIII:1
B. Academic and Professional Honorary Societies.....	VIII:1
C. Lectures and Lecture Series.....	VIII:2
D. Presentations in the Performing and Graphic Arts.....	VIII:2
E. University Union Activities and Programs.....	VIII:3
F. The University Club.....	VIII:4
G. The University Women's Club.....	VIII:4
H. The Alumni Center.....	VIII:4
I. Historic Houses.....	VIII:4
J. Athletic Programs, Activities, and Facilities.....	VIII:5
K. The Clemson Area.....	VIII:6

APPENDICES

A. The Clemson University Board of Trustees.....	A:1
B. Organizational Charts of Clemson University and Its Colleges.....	A:5
C. Master List of Page Issue Dates.....	A:21

INDEX

A. The University Library.....	VII:1
B. The University Bookstore.....	VII:2
C. The Computer Center.....	VII:2
D. Office of University Research.....	VII:2
E. Office of University Relations.....	VII:2
F. Alumni Relations and Resource Development.....	VII:2
G. Publishing Services.....	VII:3



4-16-82

PART I: INTRODUCTION

"...a high seminary of learning"

--from the Clemson Will

A. The Nature and Functions of This Manual

The Clemson University Faculty Manual is a compilation of those University policies that are of major concern to faculty. In addition, it provides information pertaining to the faculty member's participation in the business of the University and in the University community. The need to have a manual of manageable size dictates that this document, though comprehensive, be less than complete. Consequently, in certain places the reader is directed to other documents or sources in order to obtain more detailed information.

Part II of this manual in the main treats the principal contractual relationships obtaining between faculty and the University, e.g., policies and procedures for appointment, reappointment, tenure, promotion, evaluation, and for reconciling grievances. These policies and procedures have been approved by the Faculty Senate (acting for the Faculty) and enacted by the Board of Trustees.

Likewise, several sections of Part VI, which deals with the role of the Faculty in university governance, cover policies approved by the Faculty Senate and the Board of Trustees. Other policies set forth in Part VI, as well as policies regarding the professional responsibilities of faculty in Part III, have been developed through the mutual agreement of the Faculty Senate and the University Administration.

Parts I, IV, VII, and VIII of this manual are largely informational. Some sections of Part IV, which deals with personnel matters, refer to policies established by actions of the General Assembly of South Carolina. The primary responsibility for maintaining the currency of these sections resides with the University Personnel Office.

Part VII contains information on support services, facilities, and equipment available on the Clemson campus. Each of the several agencies of the University under whose control such items come is responsible for revising such sections as necessary. Similarly, revisions of sections of Part VIII, on the cultural and recreational opportunities afforded by the University, are effected by the agency or organization concerned.

Overall responsibility for the maintenance of the Clemson University Faculty Manual is vested in the Office of the Provost and Vice-President for Academic Affairs. Upon the approval of a change



4-16-82

in any section of the Manual by the relevant authorities, the revised pages (with the date of revision indicated), will be issued by that office, along with a Change Notice which cites the authority for the change, and a revised Master List of the current date for each page of the Manual. The Master List is contained in Appendix C.

The first manual for Clemson University faculty was compiled in 1960 and has undergone three revisions since that time. Unlike its predecessors, the present manual has been published in loose-leaf form to facilitate the revision of specific items so as to ensure that its contents remain current and accurate. This manual was compiled during the period, January 1981 to April 1982 by the members of the Faculty Manual Revision Committee--Dr. Michel Jutras, Professor of Agronomy and Soils; Dr. Stephen Melsheimer, Professor of Chemical Engineering; Dr. Roger Rollin, William James Lemon Professor of Literature (Chair-person); and Dr. Holley Ulbrich, Professor of Economics. Invaluable assistance to the Committee was rendered by the members of the 1980-1981 and 1981-1982 Faculty Senate, Provost David Maxwell, and President Bill Atchley. Other members of the Clemson University Faculty, Administration, and Staff were also unsparing in their cooperation and assistance. Too numerous to begin to list here, these individuals have the Committee's most sincere gratitude; their work as well as the help of those mentioned above has made the Faculty Manual of Clemson University ultimately a collaborative effort.

B. Outline History of Clemson University

1807. July 1. Thomas Green Clemson born in Philadelphia into a prosperous Quaker mercantile family of English ancestry. Educated in Paris, he became a scientist, mining engineer, diplomat, and first Superintendent of Agriculture in the United States Patent Office, predecessor position to that of Secretary of Agriculture.
1838. November 13. Thomas Clemson marries Anna Maria Calhoun, daughter of John Caldwell Calhoun, United States Senator, Representative, Vice President, Secretary of War, and Secretary of State. The wedding took place at Fort Hill, Calhoun's farm home in the Blue Ridge foothills of northwestern South Carolina. At various intervals Clemson managed the Fort Hill property and gold mines near Dahlonega for his father-in-law. In 1875 Thomas Clemson acquired title to Fort Hill through inheritance from his wife.
1847. August 11. Benjamin Ryan Tillman, South Carolina farm leader, governor, and United States Senator, born in Edgefield County. Advocate of scientific education and research to foster agriculture and "the mechanic arts."
1886. Autumn. Tillman visits Clemson at Fort Hill to discuss their mutual interest in scientific and practical education, especially for agriculture. Also present are Richard W. Simpson, Clem-

- son's neighbor and the attorney who drafted his will, and D. K. Norris, friend and industrialist who became a life trustee of Clemson College.
1888. April 6. Thomas Green Clemson dies in the Fort Hill house. His will bequeaths most of his property, including 814 acres of the Fort Hill land, to the State of South Carolina as the site of an agricultural college "which should combine, if practicable, physical and intellectual education, and should be a high seminary of learning." The will specifies that the college be governed by a board of thirteen trustees, seven named by Clemson in his will and six elected by the state legislature.
1888. May 2. Life trustees named by Clemson hold first meeting at Fort Hill, electing Richard W. Simpson Chairman and J. E. Wannamaker Secretary.
1888. December 24. South Carolina legislature adopts act accepting the Clemson bequest on terms specified by him. This decision followed bitter statewide campaigns between Tillman forces and those who held that agricultural teaching and research should be conducted at the University of South Carolina. The House of Representatives by a wide margin approved acceptance of the Clemson bequest, but in the Senate several tie votes on various aspects of the measure were broken only by Lieutenant Governor W. L. Mauldin, who voted for the Clemson proposal.
1889. November 27. Governor John P. Richardson signs into law the act accepting the Clemson gift and establishing the college. The eleven-month interval between passage and signing of the act came about because passage was at the close of a legislative session and Governor Richardson chose to withhold action until the United States Supreme Court upheld the validity of the Clemson will. The legislature also transferred to Clemson College the agricultural experiment stations and the federal land grant resources of the University of South Carolina.
1890. January 20. Clemson's complete Board of Trustees, with legislatively elected members joining the life trustees, hold first meeting in Wright's Hotel, Columbia. Richard W. Simpson continues as Chairman and J. Wannamaker as Secretary.
1890. July 16. Henry Aubrey Strode elected first president of Clemson College and a hilltop site near Fort Hill house is selected for the main college building, later to be named Tillman Hall. Construction of buildings begun with convict labor provided by the state and bricks made on the property from local clay.
1891. March. Board of Trustees directs that the structure of the student body be that of a military cadet corps and that uniforms be patterned after those of West Point.
1891. July 28, 29. Main building cornerstone is laid with Governor Tillman as principal speaker. First faculty members are elected.
1891. June 21. Edgar B. Craighead elected President, succeeding President Strode, who had resigned but remained a faculty member.



4-16-82

1893. July 6. First session of college begins with 446 students and fifteen faculty members.
1894. May 22. Fire destroys Main Building but plans are immediately made to continue classes in temporary quarters and to rebuild the principal structure.
1896. December 16. First commencement held, with fourteen members in the graduating class. Clemson's college calendar during early years provided for classes throughout the farmers' growing season and for vacation in mid-winter. After a few years this was found to be impractical and Clemson adopted the customary sessions running from September to June. Accordingly, what would have been the Class of 1897 was graduated in the spring of 1898 and there was no class of 1897.
1896. Clemson's first football team organized and coached by Walter Merritt Riggs, Professor of Mechanical Engineering, later President of the College. Four years later John W. Heisman came to Clemson from Auburn and coached the Tigers' first undefeated team.
1897. Beginning of Henry Simms Hartzog's administration as President, marked by construction of a building (now Godfrey Hall) to house Textile Department and to develop a program for training executive personnel for the South's growing textile industry.
1902. Patrick Hues Mell, distinguished Auburn scientist, named President.
1908. April 1. "Pendleton Guards" walk-out, when many students left campus without authority to spend the day in nearby Pendleton--most storied and picturesque of a series of student uprisings which plagued Clemson over the college's early and middle years.
1909. Walter Merritt Riggs, Director of Engineering Department, named Acting President to take office with effective date of Dr. Mell's resignation in 1910, followed a few months later by Dr. Riggs' election as President. He directed the college through transition from peacetime to World War I training activities, and back to peace. On leave from Clemson, Dr. Riggs took an active part in planning educational programs for the American army of occupation in Europe.
1914. Cooperative Extension Service established under the Smith-Lever Act. Its co-author, A. F. Lever, was a South Carolina congressman and Clemson trustee.
1915. Money given by John D. Rockefeller and augmented by local contributions finances construction of Y.M.C.A. building, now Holtzendorff Hall, as a social and physical training center for the campus. This was the first building at Clemson to be financed from private funds. (Much later the Olin Foundation gave funds for ceramic and chemical engineering buildings and many alumni contributed to financing the Alumni Center.)
1917. April 6. United States declares war on Germany, and Clemson's senior class volunteers to President Wilson en masse. Before June most seniors are in uniform. A Student Army Training Corps unit dominates campus life during the war.



4-16-82

1924. January 22nd. President Riggs dies suddenly in Washington, and is buried with military honors by cadet corps at Clemson.
- 1924-1925. Samuel Broadus Earle, Director of the Engineering Department, serves as Acting President, declining permanent presidency. First master's degree awarded.
1925. Enoch Walter Sikes begins his service as President, broadening the college's curricula, relaxing some student regulations, and working to increase public understanding and support of the college.
1927. Clemson College becomes accredited member of the Southern Association of Schools and Colleges.
1934. Clemson assumes administration of more than 27,000 acres of a federal community conservation project near campus. In 1954 this land deeded to the College under certain restrictions as to its use.
1940. Robert Franklin Poole, Class of 1916, becomes the first Clemson alumnus to serve as President. An agricultural scientist of distinction, he broadened Clemson's public service activities and directed the College's many programs for training officers during World War II.
- 1941-1945. Clemson College students, graduates, and faculty in large numbers again go to war.
1945. Board of Trustees approves formal establishment of the Graduate School.
- 1954-1955. The Board of Trustees commissions a management study of the College. As a result of that study the College abolishes military discipline and training except for R.O.T.C. members and admits women as students.
1956. The School of Architecture established, architecture having been previously taught as a division of the Engineering Department since the earliest years of the College. Board of Trustees approves the Constitution and By-laws of the Academic Faculty, thus establishing the Faculty Senate. Also approved were the Constitution and By-laws of the Research Faculty, establishing the Research Faculty Council.
1958. President Poole dies suddenly, and Robert Cook Edwards, another Clemson alumnus (Class of 1933), Vice President for Development, becomes Acting President, and soon thereafter, President. During his term of office the Clemson student body increased from 3,500 to more than 11,000 and the faculty from a few hundred to more than 1,000.
1962. First Alumni Professorships established and awarded.
1963. Peaceful racial integration of the student body accomplished with the enrollment of Harvey Gantt, Clemson's first black student. The School of Textiles joined with the newly-created Department of Industrial Management to form the College of Industrial Management and Textile Science (reorganized in 1981 and renamed the College of Commerce and Industry). First dormitory for women completed. Hartwell Reservoir completed, placing Clemson on the shore of a large lake, an accomplishment preceded



4-16-82

- by bitter controversy over how to preserve large areas of the campus from inundation.
- 1964. Clemson College becomes Clemson University.
 - 1965. Establishment of the College of Nursing, and the School of Education (becoming the College of Education in 1969).
 - 1969. The School of Arts and Sciences is divided into the College of Liberal Arts and the College of Physical, Mathematical, and Biological Sciences (subsequently, the College of Sciences).
 - 1970. The College of Forest and Recreation Resources established by combining the Department of Forestry (from the College of Agricultural Sciences) and the Department of Recreation and Park Resources (from the College of Education). A Constitutional revision merged the Academic and Research Faculties, and the Research Faculty Council was merged with the Faculty Senate, making the latter the sole representative assembly of the University Faculty.
 - 1979. With the retirement of Robert Cook Edwards, Bill Lee Atchley assumes office as Clemson's ninth president.
 - 1981-82. Clemson completes an undefeated football season, achieves win over Nebraska in the Orange Bowl, and receives recognition as the national championship football team.
 - 1982. A third major revision of the Faculty Constitution formally recognizes the Collegiate Faculties as well as the Undergraduate and Graduate Curriculum Committees of the Faculty.

C. University Mission Statement

The original high purposes of Clemson Agricultural College were set forth in the will of Thomas G. Clemson and in the acceptance of that will's terms by the General Assembly of the State of South Carolina. Those purposes, together with the provisions of the Land-Grant Act passed by the United States Congress in 1862, shaped and guided Clemson University throughout its history, and continue to do so. In 1964 the founder's will was emended as the result of a court decision and of legislative action incident to the change of the institution's name to "Clemson University." While the present purposes of the University transcend the founder's concept of an institution devoted to the "agricultural and mechanical industries," Clemson remains a university which gives special emphasis to the agricultural and engineering and other technical and scientific disciplines. Several of these areas are unique in the state. As a state land-grant institution Clemson continues to serve the people of South Carolina, the nation as a whole, and the academic community at large in the three traditional areas of teaching, research, and public service.

Clemson University is an institution established and supported by the people to preserve, enhance, interpret, and disseminate the body of human knowledge. This conservative function is balanced by and in



tension with the functions of the University in the generation of knowledge, the stimulation of creative thought and expression, the fostering of speculative and critical thought, and the initiation of progressive change. The fulfillment of these functions is in large part the responsibility of the Faculty.

Teaching is the fundamental purpose of any educational institution. The University aims to prepare its graduates to cope successfully with the world as it is and to work for a better world that might be. To accomplish such aims requires a Faculty that not only can disseminate knowledge but also foster analytical and critical thinking, a heightened awareness of human values and culture, and an increased sensitivity to both life and art. Clemson's primary goal, therefore, is to prepare broadly educated and technically skilled graduates to take their places in society as informed and involved citizens, and as capable and productive human beings. The University's overall quest for excellence in teaching is perceived as the responsibility of all academic departments and of each member of the Faculty.

A university is called upon, not only to preserve and disseminate knowledge, but also to add to the body of that knowledge. Consequently, research is one of a university's essential functions. Research at Clemson enhances teaching at both the undergraduate and the graduate levels. It also serves the common good by anticipating and devising new solutions for the social and technical problems of tomorrow's world as well as by enriching the intellectual and cultural environment.

Public service is a major purpose of a land-grant institution. Through extension and regulatory programs, short courses, media programs, bulletins, forums, speeches, and assistance to state agencies and other outlets, the services of the University Faculty are made available to the citizens of the state and the region. Each of Clemson's nine colleges, then, reaches out to the larger communities from which the University draws its support.

D. Overview of University Governance

In accordance with the will of Thomas Green Clemson and the Act of Acceptance by the General Assembly of South Carolina, ultimate responsibility for the governance of Clemson University is vested in the Board of Trustees. The Board is charged with setting University policies so as to achieve the goals established by Thomas Clemson in his will and to serve the needs of the State of South Carolina. Thus, final authority and responsibility for all policy decisions rest with the Board.



4-16-82

In order to operate the University effectively, the Board delegates responsibility in various areas to the President, to certain administrative officials, and to the Faculty. The President is the executive officer charged with administering the University in accordance with the policies adopted by the Board and with primary responsibility for leadership and planning for the institution. The President is charged with responsibility for academic, personnel, development, and fiscal and budgetary matters; with providing for and maintaining the physical facilities of the University; with representing the institution to its several publics; and with the administrative implementation of the various policies of the University.

The Faculty, as the repository of learning in the various academic fields of study, is charged with: curriculum; setting requirements for degrees; determining when requirements have been met; and approving candidates for the degrees thus earned. The Faculty likewise has primary responsibility for such academic matters as the evaluation of the qualifications of current or prospective faculty members, for the initiation of recommendations for faculty and academic administrative appointments, as well as for faculty reappointment, tenure, and promotion recommendations.

To carry out its role in the governance of the University, the Faculty is formally organized through a Constitution. The Faculty Senate, the University Undergraduate and Graduate Curriculum Committees, and the several college and departmental faculties and their committees facilitate the execution of the business of the Faculty.

Because cooperation and communication between Faculty and Administration are essential to the proper functioning of the University, a University council, commission, and committee structure exists to facilitate such cooperation and communication with regard to planning, policy formulation, and decision-making as they bear upon faculty concerns. Detailed descriptions of the structures through which the Faculty participates in University governance are set forth in Part VI of this manual.

D. Overview of University Governance

In accordance with the will of Thomas Green Clemson and the Act of Acceptance by the General Assembly of South Carolina, which vests responsibility for the governance of Clemson University in the Board of Trustees. The Board is charged with setting University policies so as to achieve the goals established by Thomas Clemson in his will and to serve the needs of the State of South Carolina. Thus, final authority and responsibility for all policy decisions rest with the Board.



PART II: THE FACULTY

"The heart of a university is its Faculty."

-- From the minutes of the Clemson University
Board of Trustees (7/21/79)

A. Introduction

Institutions of higher learning are communities of scholars in which faculty gather to seek, teach, and disseminate knowledge for its own sake rather than for any immediate political, social, or economic goal. Such institutions are conducted for the common good and not to further the interests of either the individual faculty member or the institution as a whole. The attainment of that common good depends upon the free search for truth and its free expression.

Academic freedom is essential to these purposes. Colleges and universities can fulfill their missions only when their faculties enjoy the academic freedom to pursue knowledge without fear of pressure from sources inside or outside their institutions. For this reason academic freedom is a right and not a privilege to be granted or withheld. As will be indicated below, however, such freedom carries with it commensurate duties and responsibilities.

It is the policy of Clemson University to preserve and defend academic freedom by vigorously resisting all efforts from whatever source to encroach upon or restrict it. In practice and in policy the University and its accrediting agency, the Southern Association of Colleges and Schools, adhere to the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors, which has long been recognized as providing reasonable and authoritative guidelines for American institutions of higher learning. The section on academic freedom below is essentially a reiteration of the principles set forth in this statement, adopted by Clemson University with some modification and extension consistent with its intent and with later declarations by the Association.

B. Academic Freedom and Responsibility

It is their mastery of their subjects and their scholarship which entitle faculty to hold teaching positions and to enjoy freedom in the presentation of those subjects in the classroom. Thus it is inappropriate and improper for faculty persistently to intrude materials unrelated to their subjects into their teaching. It is likewise a violation of professional responsibility to fail to present the subject matter of a course as announced to students and as approved by the Faculty in its collective responsibility for the curriculum.



4-16-82

Faculty members are entitled to full freedom in research and publication, subject to any restrictions set by law or by applicable codes of professional ethics, and subject to the satisfactory performance of their other academic duties and to stated University policy on outside employment. Research for pecuniary return should be based upon an understanding between the individual faculty member and the institution. Except under conditions of national emergency, a faculty member should not undertake to do research on University time or using University facilities or funds under any agreement which would (except for a clearly stated, reasonable, and limited time) prohibit open communication of the results.

A faculty member is a citizen, a member of a learned profession, and an officer of an institution of higher learning. As members of a community Clemson faculty have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their students, to their discipline, to their profession, and to the University. When they speak or write as private persons, faculty shall be free from institutional censorship or disciplinary action, but they shall avoid creating an impression that they are speaking or acting for the University. When they speak or write within the areas of their expertise, faculty have the right to identify themselves by academic rank and institutional affiliation. In so doing, they should not assert or imply that they are acting as spokespersons for the University. As professional educators and academic officers, they are aware that the public may judge their profession and their institution by their utterances. Hence, faculty members endeavor to be accurate, to exercise due restraint, to show respect for the utterances of others, and, when appropriate, to indicate that they are not officially representing Clemson University.

Because freedom of access to recorded knowledge is essential to teaching, learning, and research in a democracy, the right and obligation of the University to provide a full range of materials on any subject, however unpopular, controversial, or apparently incorrect, shall not be infringed. The principles of academic freedom shall apply to the acquisition and preservation of such materials and also to those who provide and those who use them.

Because academic freedom also includes the right to hear, Clemson endorses the 1957 Declaration of the American Association of University Professors that the University "...asserts the right of students to listen to anyone whom they wish to hear [in the] belief that it is educationally desirable that students be confronted with diverse opinions of all kinds, [and Clemson further] holds that any person who is presented by a recognized student or faculty organization should be allowed to speak on...campus."



Duly constituted organizations at Clemson University then may invite and hear speakers without fear of reprisals. However, in the exercise of this right it is recognized that:

Membership in the academic community imposes upon students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence but must be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution. (1970 Declaration of the AAUP Council)

Academic freedom, then, is inevitably accompanied by academic responsibility. Various aspects of this responsibility are specified below. Nothing in this description is intended to abridge in any way the principles and procedures advanced in the 1940 AAUP Statement of Principles on Academic Freedom and Tenure. The description itself is derived in substantial measure from the AAUP Statement on Professional Ethics (1966).

Faculty members have responsibilities to their students. They shall encourage in students the free pursuit of learning and independence of mind, while holding before them the highest scholarly and professional standards. Faculty shall show respect for the student as an individual and shall adhere to their proper role as intellectual guides and counselors. They shall make every reasonable effort to foster honest academic conduct and to assure that their evaluation of each student reflects, as nearly as possible, the true worth of the student's academic performance, regardless of considerations of race, creed, sex, or personal beliefs. Faculty shall eschew any exploitation of students for private advantage and shall acknowledge any significant assistance received from them.

Faculty also have responsibilities to their colleagues, deriving from their common membership in a community of scholars. They shall respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they shall show due regard for the opinions of others and shall acknowledge their intellectual debts. They shall strive to be objective and fair in any professional judgments of their colleagues.



4-16-82

Faculty have responsibility to their disciplines and to the advancement of knowledge generally. In this regard their primary obligation is to seek and to state the truth as they perceive it. To this end, they shall devote their energies to developing and improving their scholarly competence. They shall exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, and they shall at all times practice intellectual honesty.

Faculty have responsibilities to the University itself. Thus, faculty shall accept a reasonable share of the responsibility for the governance of the University. While exercising their right to evaluate University policies and procedures and to seek to revise them, they shall abide by such policies and procedures as are current, provided these do not contravene academic freedom. While individual faculty determine the amount and nature of the work they perform outside the University, they shall do so within the guidelines set forth in University policy (see III.H) and with full regard for their paramount responsibilities within the University. In the eventuality of a foreseen interruption or termination of a faculty member's service with the University, the effects of such a change upon the program of the University shall be taken into account and due notice shall be given.

In their formal capacity as employees of the State of South Carolina, faculty members are bound by the Rules of Conduct...for Public Officials and Public Employees prepared by the S.C. State Ethics Commission. In the main these rules have to do with the use of an official position to obtain personal gain or to exercise improper influence. For example, no faculty member may "use or disclose confidential information gained in the course of or by reason of his/her official position or activities in any way that would result in financial gain for himself/herself or for any other person." Faculty seeking clarification of their status according to the Rules of Conduct or its full text should contact the University Personnel Division.

C. General Qualifications for Faculty Appointments

Individuals appointed to the Faculty of Clemson University are expected to exhibit and maintain mastery of their fields, whether they are appointed primarily for teaching, research, public service, librarianship, or administration. In judging the effectiveness of an individual's work, the quality of performance of assigned duties in teaching, research, public service, librarianship, and/or administration shall be considered, along with knowledge of subject matter, professional stature, contributions to professional societies, and contributions to the University through student counseling, committee work, assigned administrative duties, and public service activities. It is the responsibility of academic administrators to keep faculty clearly informed as to the duties required or expected of them.



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.



4-16-82

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.



4-16-82

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



4-16-82

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.

Samuel R. Rhodes Professorship of Engineering--established to advance teaching and research in Engineering. Holder: David Joseph Dumin, Department of Electrical and Computer 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.

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 Cooleedge, 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



4-16-82

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 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.



4-16-82

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.



4-16-82

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 fulltime 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. Proposition 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-1. 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-2.

III. 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 I. Then, near the end of the academic year, the faculty member completes Form I and submits it to the department head. Next, the department head uses Form I as a guide, together with his/her personal evaluation, to complete Form I. Finally, on the basis of these two forms, personal observations, and a second interview, the department head completes Form I and forwards it to the dean of the college and the Provost for further review. Procedures are provided in the guidelines for disbursements by the faculty member at any stage of the evaluation process. (Samples of the current forms being utilized follow.)



FACULTY EVALUATION PROCEDURES

1-16-81

FORM 1 — EVALUATION WORKSHEET

Purpose: This form is used to record a detailed evaluation of the faculty member by the department head so as ultimately to derive, in systematic fashion, a narrative evaluation of the faculty member's overall performance.

Explanations:

1. Each faculty member's assigned duties and professional objectives for the forthcoming year are listed under the categories of Teaching, Research, Extension, Librarianship, and/or Other Activities so that the individual's total effort equals 100%.
2. In consultation with the faculty member, the department head identifies those specific qualities and factors appropriate and necessary to define adequately the individual's assigned duties and objectives. (See Guidelines for Faculty Evaluation for examples of qualities and factors which might be identified.)
3. In consultation with the faculty member, the department head determines whether some qualities and factors should weigh more heavily in the evaluation than others. Once weighings are established, they may not be changed without prior consultation with the faculty member. The relative importance for each major category used should sum to 100%.
4. The department head's performance evaluation is indicated with a check mark under the appropriate rating description. For each category the overall performance rating is indicated by a number from 1 to 6 corresponding to the appropriate rating description.

FORM 2 — PROFESSIONAL DATA SHEET

Purpose: This form is used by the individual faculty member to submit an annual report of professional accomplishments to the department head. This form and any attachments thereto are to be transmitted along with FORM 3 (see below) to the appropriate University authorities.

Explanations:

1. To be listed and/or described is the individual faculty member's distribution of effort or work performed, for example: Teaching (courses taught, etc.), Research (projects under way, etc.), Extension (field days, etc.), Librarianship (reference work, etc.), and Other Activities.
2. Also to be listed and/or described are major goals accomplished during the year. These are the same as, but not limited to, those goals established in consultation with the department head (as described in #2 above).
3. Also to be listed and/or described are such professional activities as workshops or seminars attended, participation in professional organization, publication of papers not directly associated with assigned duties, etc.

4. Other noteworthy activities of a professional nature are also to be listed and/or described.

FORM 3 — EVALUATION SUMMARY

Purpose: This form is used to record the department head's summary evaluation of the faculty member for transmission to the college and to the University administration. This form is an official document which includes both narrative and numerical evaluations. It is to serve the goals of faculty development and improvement and provides as well information that is relevant to questions of promotion and tenure and that can be used as a basis for determining merit salary increases.

Explanations:

1. A summary of the faculty member's assigned responsibilities and participation in other activities is set forth.
2. A narrative evaluation describing the individual's effectiveness, emphasizing particular strengths demonstrated, indicating the area(s) in which improvement is desirable, and suggesting ways in which the faculty member can reach a higher stage of professional development, is also set forth.
3. Under "Total Performance Rating" the department head will check either Excellent, Very Good, Good, Fair, Marginal, or Unsatisfactory. The department head will then sign the Evaluation Summary. The department head will also provide the faculty member with a personal photocopy of the Evaluation Summary and an opportunity to discuss it with him or her.
4. A faculty member who does not concur with the evaluation made by the department head shall have ten (10) calendar days to file a disclaimer to the Evaluation Summary with the department head. The disclaimer shall become a part of the Evaluation Summary.
5. The completed Evaluation Sheet, along with any disclaimer and the Professional Data Sheet, are forwarded for review to the appropriate dean. After being reviewed by the dean and the addition of the dean's comments and signature, the Evaluation Summary is to be returned to the department. At this time the individual faculty member is to be provided with an opportunity to examine the reviewed Evaluation Summary and to indicate that it has been read. If the faculty member does not concur with the reviewed evaluation, he/she shall have ten (10) calendar days in which to file a further disclaimer. This disclaimer also becomes a part of the complete evaluation which is to be forwarded to the Provost and Vice President for Academic Affairs for examination, after which it becomes a part of the individual faculty member's confidential file maintained by the dean of the college, with right of full disclosure to the faculty member.

GUIDELINES FOR FACULTY EVALUATION

Each faculty member is to be evaluated yearly relative to his/her efforts as they apply to the areas of teaching, research, extension, librarianship, and other activities. In narrative form, this evaluation should concentrate upon areas in which the faculty member is notably superior or in which his/her deficiencies limit professional advancement. If deficiencies are noted, they should be carefully documented.

The following qualities/factors are suggestions only and are not meant to be definitive. They should be used only when clearly relevant.

TEACHING

- Identification of course needs and the development of curriculum, plans, course outlines, and educational objectives.
- Incorporation of new knowledge and teaching techniques into organized courses, laboratories, short courses, and other educational endeavors.
- Presentation of subject matter in an effective manner through lectures, discussions, examinations, etc.
- Motivation of students and the establishment of rapport with students resulting in the enhancement of the learning process.
- Attention to responsibilities such as meeting classes promptly, maintaining office hours, and filling out reports.
- Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitments to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

RESEARCH

- Identification of specific research projects contributing to priority research needs.
- Development of sound research proposals culminating in funding.
- Execution of research in a highly competent manner.
- Completion of the research and reporting of findings in appropriate publications and/or at professional meetings.
- Attention to responsibilities such as providing timely reports, supervision of techniques, and development of research facilities.
- Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

EXTENSION

- Identification of high priority extension programs and development of plans for implementation.
- Incorporation of new knowledge and new extension techniques into short courses, seminars, symposia, meetings, and extension programs of all types.
- Communication of subject matter in an effective manner through lectures, group discussions, meetings, mass media, and the publication of extension information materials.
- Establishment of rapport with county extension

personnel, community leaders, and the general public through effective public relations programs resulting in increased use of extension information.

- Attention to responsibilities such as attending meetings as scheduled, filling out reports, supervision of assistants, development of extension facilities, and acceptance of routine assignments.
- Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

LIBRARIANSHIP

- Identification of areas in need of improvement and development of programs and procedures for more effective library management, collection development, organization of resources, retrieval of information, and staff development.
- Keeping up with new library knowledge and techniques through reading, staff meetings, off-campus conferences, and visits to other libraries and incorporation of new knowledge and techniques into library practice.
- Quality of performance of professional library duties.
- Effectiveness in communicating with library users and staff, responsiveness to their needs and interests, promotion of wider use of library resources and services.
- Attention to responsibilities such as meeting schedules, training and supervision of assistants, teaching use of the library, and performance of assigned duties.
- Professional growth and scholarly achievements as evidenced by experience, educational attainments, commitment to reading and study, productive scholarship, and professional contributions beyond the scope of regular duties.

OTHER

- Service on committees: (a) Department; (b) College; (c) University.
- Participation in activities of professional societies: (a) Leadership; (b) Committee activities.
- Participation in seminars, short courses, and symposia.
- Activities as a resource person in one's area of competence.
- Publications not necessarily the result of research or teaching activities. This assumes that publications resulting from teaching or research responsibilities would be evaluated under those headings.
- Recruitment activities involving both students and University staff.
- Advising students in both academic and extra-curricular activities.
- Activities in promoting causes of benefit to the University, its students, the faculty and staff, and to the public.
- Providing counsel, analyses, position papers, speeches, data, and other materials and assistance to college and University administration.

EVALUATION OF ACADEMIC PERSONNEL



Name _____ Academic Year _____

$$\frac{\% \text{ TOTAL RESPONSIBILITY}}{\times} \frac{\% \text{ RELATIVE IMPORTANCE}}{\times} \text{PERFORMANCE RATING} = \text{SCORE}$$

E	VG	G	F	M	US
6	5	4	3	2	1

I. Teaching & Related Duties* (_____ % of total responsibility)

%

Overall Rating (Teaching) Total _____

II. Research* (_____ % of total responsibility)

Overall Rating (Research) Total _____

III. Extension* (_____ % of total responsibility)

Overall Rating (Extension) Total _____

IV. Librarianship* (_____ % of total responsibility)

Overall Rating (Librarianship) Total _____

V. Other* (_____ % of total responsibility)

Overall Rating (Other) Total _____

TOTAL PERFORMANCE RATING _____

E = Excellent

VG = Very Good

G = Good

F = Fair

M = Marginal

US = Unsatisfactory

*For suggested criteria see Guidelines for Faculty Evaluation

Evaluation completed by _____ Date _____

EVALUATION OF ACADEMIC PERSONNEL

Academic Year _____

Name _____ Rank _____

Department _____ College _____

Earned Degrees and Dates _____

Years of Professional Experience Prior to Employment by Clemson _____

Date of Employment by Clemson _____ Date Tenure Awarded _____

I. Distribution of Effort _____

_____II. Noteworthy Goals Accomplished _____

_____III. Professional Development & Other Professional Activities _____

_____IV. Contributions Beyond the Scope of Regular Duties — to the University, to the Profession, to the Community

Submitted by _____ Date _____

Additional sheets may be attached if necessary.

EVALUATION OF ACADEMIC PERSONNEL

Name _____ Rank _____

Department _____ College _____

Earned Degrees and Dates _____

Years of Professional Experience Prior to Employment by Clemson _____

Date of Employment by Clemson _____ Date Tenure Awarded _____

I. Assigned Responsibilities _____

II. Narrative of Evaluation: (attach additional sheets as necessary) _____

III. Total Performance Rating

Excellent		Very Good		Good		Fair		Marginal		Unsatisfactory	
6.0	5.5 ≥	5.5 <	4.5 ≥	4.5 <	3.5 ≥	3.5 <	2.5 ≥	2.5 <	1.5 ≥	1.5 <	1.0

Evaluated by _____ Date _____

I have read this evaluation _____ Date _____

(faculty signature)

I have filed a disclaimer to this evaluation _____

Reviewed by Dean _____ Date _____

(dean's signature)

and I concur in this evaluation _____ I do not concur in this evaluation _____

COMMENTS: _____

I have read the review of this evaluation _____ Date _____

(faculty signature)

I have filed a disclaimer to the Dean's review _____



4-16-82

O. Salary Determination Procedures

Procedures for arriving at an individual faculty member's salary increment vary somewhat among colleges and from year to year. The following description, then, shall only be construed as outlining typical considerations.

The annual University budget received from the state includes an allocation for salaries. A portion of this is available for salary increases. Normally, the three possible components of salary increments for an individual are cost-of-living, merit, and promotion. In addition, funds may be set aside for special adjustments for various purposes. The allocation of faculty salary funds to promotion, merit, and cost-of-living is normally determined by the University, though the state often imposes constraints on permissible salary increases, exceptions to which may require Budget and Control Board approval.

The amounts of salary increases associated with promotions to the various ranks are determined by the University Administration and are independent of other salary increments. The allocation to the colleges and departments by the Administration for merit and cost of living may not be uniform in percentage terms due to differences in productivity, because of inequities, or for other reasons.

The department head has the responsibility for making the initial determinations of individual salary increments. An individual's recommended merit increase is based upon the performance evaluation by the department head, although there is no precise correlation between the annual faculty evaluation and the amount of a salary increase.

The department head's salary recommendations are forwarded to the dean for review and approval, and are subject to the subsequent reviews by the Provost and the President.

Salary notifications are sent to faculty by the deans of the several colleges at the earliest opportunity, normally in June or July. Not infrequently, notices are delayed by the lateness of the General Assembly in passing the state budget.

P. Resignation, Termination, and Dismissal

A faculty member may resign an appointment effective as of the end of an academic year. Notice should be given in writing at the earliest possible opportunity, e.g., within thirty days of acceptance of a new position elsewhere or within thirty days of receiving notification of the Clemson appointment and salary for the next academic year, whichever is earlier. The faculty member may request a waiver of these requirements in the case of hardship, or in a situation where he/she would otherwise be denied substantial professional advancement.



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.



4-16-82

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.

The full texts of both grievance procedures follow.

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 Wisconsin 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 27, 1981. It applies to matters not covered by Faculty Grievance Procedure I. Such matters as inadequate work assignment, unfair performance review, or improper implementation of policies and procedures are encompassed by Faculty Grievance Procedure II.



4-16-82

R. Faculty Grievance Procedure I

Coverage. Any faculty member, including teaching and research faculty, 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



4-16-82

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



include: a) a statement of the time, place, and nature of the hearing, including the procedure to be followed at the hearing; b) a statement of the legal authority under which the hearing is to be held, including references to the pertinent University statutes and portions of the Faculty Manual; c) a short and plain statement of the matters asserted.

The faculty member may waive the hearing by so notifying the Chairperson of the Advisory Committee in his/her grievance petition, in which case the Advisory Committee shall take whatever action is necessary to ensure a fair and expeditious review of the grievance and base its recommendation thereon.

Members of the Advisory Committee shall remove themselves from the case if they deem themselves disqualified for bias or interest. The faculty member concerned shall have a maximum of two challenges without stated cause. If such removals and challenges reduce the membership of the Advisory Committee below five, the President of the Faculty Senate shall make appointments from the Senate to ensure a committee composition of at least five members.

The faculty member shall be permitted in all proceedings to have and be represented by an academic advisor and/or other counsel of his/her choice. All matters pertaining to the grievance shall be kept confidential and the hearing shall be closed to the public. A verbatim record of the hearing shall be taken and a typewritten copy thereof transcribed and made a part of the record.

Both parties shall be permitted to offer evidence and witnesses pertinent to the issues, and the Administration shall, so far as possible, assist in securing the cooperation and attendance of witnesses, and make available documents and other evidence under its control. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. The rules of evidence as applied in civil cases in the court of common pleas shall be followed. Objections to evidentiary offers may be made and shall be noted in the record. If an objection is made to any evidence being offered, the decision of the majority of the Committee present shall govern. When the hearing may be expedited and the interest of the parties shall not be substantially prejudiced, any part of the evidence may be received in written form. Documentary evidence may be received in the form of copies or excerpts, if the original is not readily available. The Advisory Committee shall, at its discretion, grant adjournment to either party to investigate evidence concerning which a valid claim of surprise is made.

Both parties may conduct cross-examination of witnesses. Members of the Advisory Committee may ask questions of any party or witness at any time during the hearing.



4-16-82

Findings of fact and recommendations of the Committee must be based solely on the hearing record and shall be submitted to the Provost and Vice President for Academic Affairs. The majority vote of the Committee shall be the recommendation submitted to the Provost within ten calendar days of the conclusion of the hearing. The faculty member shall be given a copy of the Committee's recommendation at the time it is forwarded to the Provost. A copy of the transcribed record shall also be provided as soon as it becomes available.

3) The Provost shall review the record of the hearing and shall render a decision in writing within ten calendar days of receipt of the record. The ten-day time limit shall not begin until the Provost is in receipt of a copy of the transcribed record. The decision shall include findings of fact and conclusions of law, separately stated. Copies of the decision shall be sent to both parties and to the Advisory Committee.

4) The faculty member may appeal the decision of the Provost to the President of the University, provided that he/she does so within ten calendar days after receipt of the Provost's decision. The appeal must be in writing. If appeal is made to the President, the latter shall review the record of the hearing and the decision of the Provost, and shall render a decision in writing within ten calendar days of receipt of the request for the review. The decision shall include findings of fact and conclusions of law, separately stated. Copies of the decision of the President shall be sent to all parties, the Provost, and the Faculty Senate Advisory Committee.

5) The faculty member may appeal the decision of the President to the Board of Trustees provided that he/she does so within ten calendar days after receipt of the President's decision. The appeal must be in writing and be submitted to the Secretary of the Board of Trustees; receipt by the Secretary shall be deemed to be receipt by the Board. If an appeal is made, the Board of Trustees, or a committee of Board members appointed by the Chairman of the Board, shall review the record of the hearing and the decisions of the President and the Provost, and shall render a final decision on behalf of the University. The decision shall be in writing and shall include findings of fact and conclusions of law, separately stated. Copies of the decision shall be sent to all parties, the President, the Provost, and the Faculty Senate Advisory Committee.

Final Decision. If a grievance is filed in a timely manner under this procedure, the action taken against the faculty member which forms the basis for the grievance shall not become final until the appeals process is exhausted and a final decision is rendered on behalf of the University. If the faculty member does not appeal any step of the procedure within the time limits prescribed herein, the last decision rendered shall become the final decision of the University.



4-16-82

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 or its equivalent unit, the faculty member shall meet with the dean of college (or administrator at the equivalent level) for an informal discussion of the problem. The faculty member must request this in-



4-16-82

terview 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.



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.

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.



4-16-82

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.



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-



4-16-82

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 to 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 Absence from Class. 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 utilizations of class time, should also be made. In such circumstances a faculty class absence form must be completed.

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



4-16-82

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.

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



4-16-82

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



4-16-82

opportunities and conditions in the classroom, on the campus, and in the community at large. Students are expected to exercise their freedom with responsibility.

The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The faculty member, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Students should be free to take reasoned exception to the data or views proffered in any course of study and to reserve judgments about matters of opinion; however, they are responsible for learning the content of any course of study for which they are enrolled.

Student performance is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students receive protection against prejudiced or capricious academic evaluation by means of orderly procedures set forth in the Student Handbook.

Information about student views, beliefs, and political associations which faculty members acquire in the course of their work as instructors, advisors, and counselors is confidential. It is a faculty member's professional obligation to guard against the improper disclosure of such information. Faculty judgments concerning the ability and character of any student are to be provided only as the academic growth and development of the student may be fostered and only on a need-to-know basis.

Specifically, the privacy of students and the regulation of access to and release of their University-maintained records come under the federal government's Family Educational Rights and Privacy Act of 1974. This act accords students the right of access to their "educational records" -- defined as records, files, documents, and other materials (including, but not limited to, handwriting, print, tapes, film, microfilm, and microfiche) which both contain information directly related to a student and are physically maintained by the University or by anyone acting for the University. However, not included in the definition of "educational records" -- and thus excepted from such student access -- are supervisory, instructional, and administrative personnel records and such items pertaining thereto as grade books, observational notes, and notes for recollection purposes so long as they remain in the sole possession of their authors and are not revealed to any person other than the authors' substitutes. Thus federal law (as well as the South Carolina Freedom of Information Act) does not require faculty and administrators to give students access to such records as are personally maintained by faculty and are kept in strict confidence by faculty.

For faculty, then, the main significance of the Family Educational Rights and Privacy Act is that the right of access to information



4-16-82

concerning student grades and other performance evaluations is limited to the students themselves and not to any third party except those with a clear need to know (such as substitute faculty and official custodians of records). Thus, for example, grades received by an individual student for any type of scholastic work performed may not be publicly communicated either in oral or written form which may utilize any personally identifiable information (e.g., the name, address, or Social Security number of the student) without the written consent of the student. Likewise, faculty should not allow potential third-party access to graded tests and papers -- for example, by placing them in a receptacle outside the door of a faculty office for student pickup or by making them available in a departmental office.

Faculty should also be aware that students have the right to review confidential recommendations used in application for employment, for admission to the University or to other educational institutions, or containing information concerning honors and awards -- provided that such recommendations are included in educational records maintained by the University and that the students have not waived this right.

Under the South Carolina Freedom of Information Act, scholastic records prepared and maintained by individual faculty may be kept in confidence and are not subject to mandatory disclosure to any person, including students. That is, the Act specifically excludes such "scholastic records" from those "public records" to which it gives citizens access.

It should be noted, however, that the Act could be interpreted to include such scholastic "tools" as syllabi, textbooks and other assigned readings, illustrations, photographs, films, phonograph materials, etc. used in a course of instruction, and any other documentary materials prepared, owned, used, in the possession of, or retained by a public body such as Clemson University. All such items then are potentially accessible for inspection by citizens upon due application.

The full University policy statement regarding compliance with the Family Educational Rights and Privacy Act of 1974 is available from the office of the Vice President for Student Affairs and Dean of Students (Sikes Hall). Information concerning and interpretations of federal and state laws governing such matters can be obtained from the University Executive Officer or the University Counsel (Office of the President, Sikes Hall).

Academic Dishonesty. Academic dishonesty is construed as the giving, using, or receiving of unauthorized aid in the performance of academic work. Included within this concept is plagiarism, defined as the copying of the language, the structure, or the ideas of another and attributing the result -- explicitly or by implication -- solely to one's own efforts.



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:



4-16-82

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 of 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/quadruplegic
- 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.



4-16-82

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



4-16-82

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



4-16-82

future contributions to the University's mission, and the faculty member's qualifications for undertaking and completing that project. When possible, faculty are advised to submit such applications at least six to twelve months prior to the date on which the proposed leave is to begin.

The head shall forward a recommendation on the requested sabbatical leave to the dean of the college or the equivalent administrator. (Some college bylaws provide that such matters come under review by a collegiate personnel committee.) If, upon review, the dean concurs with a positive recommendation, the application shall be forwarded for approval to the Provost and thence to the President of the University. If the dean does not concur with the positive recommendation emanating from the department, he/she shall consult with the head and render a decision.

Applications for sabbatical leave by faculty on nine-month appointments may entail a request for one semester of leave at full pay or for two successive semesters at half pay. Applications for sabbatical leave by faculty on twelve-month appointments and administrators with faculty rank may be made for periods up to six months at full pay or for periods of over six months to one calendar year at half pay. Certain fringe benefits may be continued during sabbatical leave (See IV.B).

Sabbatical leaves are granted in good faith. When such a leave is ended, a faculty member is expected to return to regular service with the University for at least one contract year or, at the University's request, refund the remuneration received from the University during that time. Upon return from sabbatical leave faculty file a written report on their professional activities during the leave period with the department head.

5. Conflict of Interest

When faculty engage in either sponsored or University-supported research or other activities as serving as paid or unpaid consultants, as part-time employees of any organization or agency, or as

E. Graduate Study by Faculty

With the approval of the appropriate administrators and the Dean of the Graduate School, University faculty, administrators, and staff may pursue graduate work for credit at Clemson. However, no faculty member with a rank higher than Instructor may be considered as a candidate for an advanced degree at Clemson University in his/her primary area of professional responsibility nor in the department in which he/she is a member.

F. Professional Travel

Clemson University recognizes the importance of attendance at professional meetings to faculty growth and development and encourages faculty participation in such activities. Thus the University provides financial support for professional travel to the extent that financial circumstances permit. Funds in the University's travel budget are disbursed to the deans of the several colleges, who in turn make allotments to the academic departments. Department heads are responsible for establishing travel criteria and priorities. Such criteria and priorities can vary from year to year depending upon the travel funds available, the number of faculty applying for professional travel allotments, the nature of faculty participation in particular meetings, distances to be travelled, modes of travel, etc. On these bases, department heads allocate travel funds among departmental faculty. Departments normally try to maintain small contingency travel funds for special circumstances.

Prior to a contemplated trip out of state the faculty member must submit a Request to Travel Outside South Carolina form and have it approved by the appropriate authorities. To be reimbursed for travel expenses the faculty member completes a Travel Voucher and attaches to it receipts for registration, transportation, and lodging. Meal reimbursement is subject to the state per diem schedule. Reimbursement for official travel in personal vehicles is only allowed under certain conditions (see VII.I). Cash advances for travel may be secured by completing a Travel Cash Advance form (available from the departmental office), obtaining the department head's signature on the form, and taking the signed form to the Office of Financial Management (Sikes Hall). Travel outside the United States and Canada involves special procedures for approval.

G. Conflict of Interest

When faculty engage in either sponsored or University-supported research or such other activities as serving as paid or unpaid consultants, as part-time employees of any organization or agency, or as



4-16-82

owners with significant interests in private businesses, their conduct may be subject to the Conflict of Interest Statutes (Title 18 USC 202-209, as presently constituted). Also of possible relevance in such cases are the guidelines set forth in "On Preventing Conflicts of Interest in Government-Sponsored Research at Universities" (AAUP Policy Documents and Reports, January 1977, pp. 81-82). These and other relevant documents are available in the Office of University Research.

Faculty are responsible for being alert to possibilities for actual and potential conflicts of interest when they are involved in sponsored University activities at the same time that they have significant interests in private businesses, engage in outside part-time work, or provide consultative services. Prior to the initiation of such activities, faculty are expected to notify their immediate supervisors in writing of any actual or potential conflicts of interest entailed. The supervisor shall forward such statements for review to the Provost or to an administrator designated by the Provost. A written opinion as to whether conflict of interest does or does not exist shall be transmitted to the faculty member concerned and to his/her supervisor.

H. Private Outside Employment

"Private outside employment" refers to both private consulting activities and other remunerative outside activities of faculty members. "Consulting activity" is defined as professional work performed outside University auspices that is substantively related to a faculty member's area of expertise and duties at the University. "Outside activities" refers to employment or business activities (other than personal and private financial transactions) designed to enhance the income or wealth of the faculty member but not directly related to his/her area of expertise as a faculty member. Professional employment by the University clearly presumes a commitment of time and effort considerably beyond simply fulfilling such scheduled duties as meeting classes. Excessive involvement in private outside employment of any kind must by definition have detrimental effects upon the performance of professional duties. Such lowered performance levels by necessity affect decisions regarding tenure, promotion, and salary.

Consulting. Consulting activities can contribute to the professional development and stature of the faculty member, and thus may be of benefit to the University as well as to the faculty member, so long as such activities are kept within reasonable bounds. The University, therefore, encourages consulting activities, provided that they present no conflicts of interest and result in no diminution of the quantity and quality of professional services rendered to the University as part of the faculty member's normal duties and responsibilities.



4-16-82

The primary safeguard is the requirement that the faculty member secure advance approval for consulting activities from the department head and the dean. Department heads and deans shall evaluate the merits of each request to consult to ensure that the activity is beneficial to the University in that no conflicts of interest exist, no conflict with University duties or responsibilities is present, and the total amount of consulting by the faculty member is not excessive. Guidelines developed by the dean of each college for use in this evaluation shall be provided to the faculty after review by the Provost to ensure consistency with this policy.

Outside Activities. Outside activities are not viewed as beneficial to the University and are not encouraged. If engaged in, they must pose no conflict of interest or result in any lessened contribution by the faculty member to the University. The outside activities of part-time as well as full-time faculty members must not impinge in any way upon the duties and responsibilities of the faculty member to the University.

Use of University Facilities and Equipment. University facilities and equipment shall not be used in the furtherance of outside activities in any instance, and shall only be used in the furtherance of consulting activities when: 1) such facilities and equipment are not available commercially, and 2) approval in advance has been secured from the Vice President for Business and Finance.

Reporting Requirements. A form for securing approval in advance for consulting activities must be submitted for any proposed consulting that is to occur during the faculty member's period of employment. Faculty members on nine-month appointments need not complete this form for consulting that is to occur during the period in which they are not employed by the University.

Faculty members are not required to secure advance approval for outside activities, but should be prepared to disclose the nature and extent of such activities to their department head and dean if a possibility of conflict of interest or impingement upon the proper performance of duties arises.

I. Special Compensation

Summer Session. Compensation for a full-time teaching load for a six-week summer session shall not exceed fifteen percent of the faculty member's base pay for the immediately preceding academic year.

Other Summer Employment. Compensation for other teaching, for sponsored research, and/or for extension activities performed during the months between the academic years (fall and spring semesters) and



4-16-82

not related to a summer session is computed at the same rate as for a nine-month faculty member's "base period" for the immediately preceding academic year. (Here "base period" means either a semester or an academic year.)

The formula for calculating compensation for summer employment other than summer-session teaching follows (with "base pay" meaning the compensation allowed for full-time employment during a base period).

-- Calculate the faculty member's daily compensation rate by dividing the number of working days during the summer period (May 17 through August 14 inclusive) into one-third of the faculty member's base pay for the immediately preceding academic year. The faculty member is then paid at this rate for each day of employment by the University during the summer period. -- Where a legal or declared holiday happens to fall on a working day during the summer period, it is to be considered a paid holiday if the faculty member has been or is to be employed for a minimum of thirty successive working days, which include the holiday(s) in the summer period. -- Vacation leave is accrued at the rate of one and one-half days for each twenty working days. Such leave may be taken only during the time period supported by the summer employment funding source(s), and is subject to approval on form CUBO-400.

Dual Employment. Faculty members may be employed on an overload pay basis for services which are outside the requirements of their primary job responsibilities. The maximum compensation allowable is thirty percent of the base period salary (semester, academic year, or calendar year, as appropriate). Such dual employment may be either internal (e.g., overload teaching at Clemson) or external (work for another state agency.) Dual employment requests must be submitted on the appropriate forms and approved through administrative channels. The University Personnel Division (2426) can supply further details.

J. Copyright Policy

Clemson University recognizes the right of faculty to engage in the uncommissioned creation of all scholarly, pedagogical, and artistic work subject to copyright, to copyright such works, and to receive royalties from their use. "Uncommissioned creations" are defined as those which do not receive aid from the University or from an outside agency through University channels. As to other creations and their copyrights, the University relies on the discretion and professional ethics of faculty.

K. Patent Policy

Clemson University recognizes that research and scholarship should be encouraged as such without regard to potential gain from licensing fees, royalties, or other such income; however, the University also recognizes that patentable inventions and discoveries may arise from staff research. The policies governing the administration of such inventions should provide adequate recognition and incentive to inventors and at the same time ensure that the University will share in the rights pertaining to inventions in which it has an equity. Any profits accruing to the University shall be used in the furtherance of the University's academic mission. Decisions as to the disbursement of such funds shall take into account recommendations by the Patent Committee.

The basic objectives of the University's policy regarding patents include the following:

- 1) to maintain Clemson University's policy of encouraging research and scholarship as creative academic endeavors while recognizing that commercially viable inventions may result from such endeavors;
- 2) to delineate procedures to encourage inventors to report discoveries with patent potential and to assist them, while at the same time safeguarding the interests of all concerned parties;
- 3) to make inventions developed in the course of University research available to the public under conditions that will promote their effective utilization and development;
- 4) to assure that inventions developed in the course of University research shall not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or by any other means;
- 5) to provide adequate recognition and incentives to inventors through shares in any proceeds from their inventions, since -- unlike common commercial practices -- University charges and salary scale are not based on the expectation of income from inventions by the University;
- 6) to advance and encourage research and other academic activities within the University with monies accruing to the University from its equity in inventions developed in the course of research supported by funds or utilizing facilities administered by the University, or in other inventions which are handled through the University;
- 7) to recognize the equity of any outside sponsor by allowing reasonable and equitable provisions for the granting of limited patent rights to the sponsor, consistent with the University's basic objectives outlined above.

The rights of Clemson University in patents arising from research will vary depending on the proportionate contribution of the institu-



4-16-82

tion to the performance of the research projects or on the type of contract agreed upon with cooperating agencies. Research projects can vary from those wholly financed by the University or by a University-administered fund to projects which receive no significant University support.

The University's Patent Committee (see VI.D): 1) evaluates each patent proposal prepared by a member of the faculty, staff, or student body and then recommends whether the University should accept the proposal and attempt to obtain the patent; 2) recommends the equity of the University and of the inventor within the limits specified in the policy statements outlined below; 3) recommends how the patents of Clemson University shall be assigned.

Faculty members, staff, and students who believe they have patentable inventions (ideas, concepts, methods, materials, processes) shall bring them to the attention of the Patent Committee in accordance with the following guidelines.

1) Any faculty member, staff member, or student may refer any invention to the Patent Committee or may apply for a patent on individual initiative. (It is recommended that any discovery deemed patentable be discussed with a member of the Patent Committee to ensure that it is referred to the Committee in every instance in which the University is regarded as having some equity in the invention.) If an invention is referred to the Committee, the inventor(s) shall agree to follow its recommendations as to the disposition of the invention and its attendant papers. If an invention is not referred to the Committee and a patent is applied for on that invention, a copy of the patent application (when filed) shall be furnished to the Committee.

2) When an invention is referred to the Committee, it evaluates the invention and decides whether to recommend the pursuit of a patent. Additionally, it determines whether the invention should be referred to a research corporation or foundation acting as agent for the University or whether other steps should be taken to patent, assign, or license the invention. In the latter event, the Committee may return the invention to the inventor(s) to dispose of as the inventor(s) sees fit, relinquishing any equity the University may have in the invention, but reserving the right to approve any assignment or license as covered in 4) below.

3) If the Committee decides to recommend that the University pursue a patent, the inventor(s) shall assign the patent or invention to the University or its agent and, unless there are unusual equities, the Committee shall establish the equity of the University as follows:

a) Patents which arise from research projects financed wholly by University-administered funds shall be the complete property of the University and subject to such negotiation and transfer as the University desires. In this situation, if the patent is obtained through a research foundation or corporation, acting as agent for the University, the Committee shall recommend that any income or royalties re-



sulting from the patent shall be paid to the inventor(s) in accordance with the agreement in effect with the particular research foundation or corporation; or if the patent is obtained through a research foundation or corporation acting as agent for the University, and the agreement with the research foundation or corporation does not identify the distribution of income or royalties from the patent to the inventor(s), the Committee shall recommend that, after the cost of securing the patent has been recovered by the University, an amount not to exceed 50% of the net receipts received by the University shall be paid by the University to the inventor(s); or if the patent is obtained by the University through a patent attorney employed by the University, the Committee shall recommend that, after the cost of securing the patent has been recovered by the University, an amount not to exceed 50% of the net receipts received by the University shall be paid by the University to the inventor or inventors.

b) Since Clemson University is a public institution, it must be recognized that certain inventions should be public property and not subject to private development. In such cases the Patent Committee shall so recommend and, after proper approval, the individual inventor(s) shall be notified that no individual entitlement to equity exists.

c) The University shall consider that it has no equity in inventions which are patented by inventors on their own initiatives and which are not developed (even though intellectually conceived) in the course of research supported by funds or utilizing facilities administered by the University. The payment of salary, scholarships, and fellowships, or similar stipends shall not of itself constitute any basis for an equity by the University in an invention.

d) If it is determined that the University has no claim to equity in the invention, the Committee shall assist the inventor to the extent agreeable to the parties concerned.

e) Special cases not covered by the above statements or which arise because of conflict of interest shall be considered by the Patent Committee and an appropriate recommendation submitted to the University Administration.

4) No assignment of or license for (or agreement to assign or license) any invention developed in the course of research supported by funds or utilizing facilities administered by the University may be entered into by any faculty member, staff member, or student without the written consent of the University. The University shall have the ultimate right to resolve any conflict of interest arising in this connection with third parties or organizations. The basic objectives of the patent policy stated above shall serve as the criteria for approval of assignments, licenses, and agreements to assign or license.

L. Human Subject Policy

Clemson University has filed the required general assurances of compliance with the regulations of the U.S. Department of Health and Human Services for the protection of human subjects. Although the assurance applies to human subject activities supported by federal funds, it has been adopted as University policy and, as such, applies to all human subject activities carried out by University personnel. Faculty contemplating such activities must submit a form for approval to be reviewed by the Committee for Protection of Human Subjects (see VI.D). The Committee ascertains whether the rights and welfare of subjects are adequately protected, the risks to subjects are outweighed by the potential benefits, and the informed consent of subjects is obtained by adequate and appropriate methods.

Further, faculty engaging in human subject research are responsible for adhering to the relevant guidelines established by their professional and/or accrediting organizations. For further information faculty should contact the Office of University Research.

M. Policy on Political Activity

The University recognizes that, as citizens, members of the Clemson Faculty, Administration, and Staff undertake civic duties and participate in political life at its local, state, and national levels. However, any individual so associated with the University who seeks election to state or federal government political office shall be granted and must take leave-without-pay commencing on or before the date that such candidacy is officially announced. (Candidacy is official when a filing fee is paid or a political convention selects a candidate.) If elected to such a state or federal government political office the individual must submit his/her resignation to the University.

The above policy also applies to any member of the University Faculty, Administration, or Staff who seeks election to county, municipal, or other local offices, the duties of which vest in the office holder an exercise of control over the University or its activities through financial support, direction of academic research or public service functions, or employment of personnel. Thus, the holding of county, municipal, and other local offices is permitted, but with the exceptions noted above. The holding of such an office, however, must not conflict with the performance of assigned University duties (see III.H).



4-16-82

In encouraging participation in the political life of the community, the state, and the nation, the University does not take any position in favor of or in opposition to any candidate or to any non-University-related political position. The political actions of Clemson personnel are to be understood as being taken by them individually, as citizens, and do not and can not commit the University to whatever they may advocate.

N. Policy on Nepotism

It is the policy of Clemson University that there shall exist neither in writing nor in practice any prohibition, restriction, or limitation on the simultaneous employment of two or more members of the same family which has an adverse impact on one sex or the other. For the purposes of this policy, the term "members of the same family" includes any combination of two or more of the following: each spouse, and the father, mother, brother, sister, daughter, son, niece and nephew of each spouse.

Members of the same family may be employed in academic or non-academic positions, in the same or different departments or offices, provided that when one member of a family would be required to function in a supervisory capacity in specific situations involving another member of the same family, the prior approval of the appropriate administrative officer for such an arrangement must be obtained. In such cases the administrative officer shall determine whether a member of the same family would be required to initiate or participate in institutional decisions involving a direct benefit -- for example, initial appointment, re-appointment, tenure, promotion, salary, leave of absence, etc.--to an applicant from the same family. A goodfaith determination by the appropriate administrative officer that it would not be in the best interests of the University to establish such a close working relationship between members of the same family, and that the additional family member should be denied employment, would not constitute a denial of equal employment opportunity to one sex over another. In such cases the University shall make reasonable efforts to place the applicant in some other University position for which the applicant is qualified.

In situations wherein one family member could influence personnel decisions affecting the other member of the same family, propriety dictates that the former excuse himself/herself from the decision-making process.



4-16-82

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.



4-16-82

3. 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 are recognized and certain privileges are accorded to them by the University. For example, emeritus faculty are accorded as members of the University Faculty (see the Faculty Constitution, VI, Section 1, Article 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 emeritus faculty 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. Emeritus may, upon application, be granted faculty parking privileges, receive reduced rates on athletic tickets, obtain like Field House membership, and enjoy any other benefits accorded to faculty which do not exact undue financial burdens upon the University. In addition, emeritus 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.



4-16-82

PART IV: PERSONNEL POLICIES

"[These] policie[s] and program[s] 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.

<u>Type of Insurance</u>	<u>Reference</u>
<u>Health</u>	
Blue Cross/Blue Shield	IV.B. Fringe Benefit Programs (State Employees Insurance Programs)
Cancer and Special Disease	IV.C. Optional Group Insurance Programs (Cancer and Special Disease)
Hospital Indemnity	IV.D. S.C. State Employees' Association
<u>Accident</u>	
Workman's Compensation	IV.B. Fringe Benefit Programs (Workman's Compensation)
Accidental Death and Dis- memberment (Prudential)	IV.C. Optional Group Insurance Programs (Accident Insurance)
Blanket Medical Expense -- Accident (Travelers)	IV.C. Optional Group Insurance Programs (Accident Insurance)



4-16-82

Disability

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

Life

State Employees' Insurance	IV.B. Fringe Benefit Programs (Life and Disability)
State Retirement System (Pre-Retirement Death Benefit)	IV.B. Fringe Benefit Program (State Retirement, Life and Disability)
Social Security (Survivor Benefits)	IV.B. Fringe Benefit Programs (Social Security)
Workman's Compensation	IV.B. Fringe Benefit Programs (Workman's Compensation)
Group Term Life Insurance and Accidental Death and Dismem- berment (Prudential)	IV.C. Optional Group Insurance Programs (Accident Insurance)
Accidental Loss of Life/ Group Permanent Life (Travelers)	IV.C. Optional Group Insurance Programs (Life Insurance)
State Employees' Assn. Group Life Policies	IV.D. S.C. State Employees' Association

B. Fringe Benefit Programs

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



4-16-82

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.



4-16-82

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-



4-16-82

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:

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

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.



4-16-82

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



4-16-82

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



4-16-82

\$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.



4-16-82

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 pay-days.

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-



4-16-82

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.



4-16-82

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 receive New Year's Day, Independence Day, General Election Day, Thanksgiving Day, and Christmas Day as official holidays.

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



4-16-82

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.



4-16-82

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 evennumbered 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



4-16-82

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.

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.B), benefits that will be suspended unless such contributions are made. Arrangements must be



4-16-82

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.



4-16-82

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



4-16-82

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



4-16-82

modification or revocation 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.



PART V. THE BOARD OF TRUSTEES AND THE UNIVERSITY'S ADMINISTRATIVE
STRUCTURE

"This institution, I desire, to be under the control
and management of a board of trustees...."

--from the Clemson Will

A. The Clemson Will

Thomas Green Clemson was born in Philadelphia, Pennsylvania in July of 1807 and died at Fort Hill, Oconee County, South Carolina on the 6th of April, 1888. His will and the Act of Acceptance of the General Assembly of South Carolina (November 27, 1889) established Clemson as a land-grant, state-supported institution. Pertinent excerpts from the will and the Act follow.

"Whereas, I, Thos. G. Clemson, of the county and State aforesaid, did, on the 14th day of August, 1883, execute my last will and testament wherein I sought to provide for the establishment of a scientific institution upon the Fort Hill place, and therein provided what sciences should be taught in said institution; and, whereas, I am now satisfied that my intention and purpose therein may be misunderstood as intending that no other studies or sciences should be taught in said institution than those mentioned in said will, which was not my purpose or intention. Now, desiring to make my purpose plain as well as to make some other changes in the distribution of my property, than made in said will, I do now make, publish and declare this instrument as and for my last will and testament, hereby revoking all previous wills and codicils by me made, especially the will above referred to, dated August 14th, 1883.

"Feeling a great sympathy for the farmers of this State, and the difficulties with which they had to contend in their efforts to establish the business of agriculture upon a prosperous basis, and believing that there can be no permanent improvement in agriculture without a knowledge of those sciences which pertain particularly thereto, I have determined to devote the bulk of my property to the establishment of an agricultural college upon the Fort Hill place.

"This institution, I desire, to be under the control and management of a board of trustees, a part of whom are hereinafter appointed, and to be modeled after the Agricultural College of Mississippi as far as practicable.

"My purpose is to establish an agricultural college which will afford useful information to the farmers and mechanics, therefore it should afford thorough instruction in agriculture and the natural sciences connected therewith -- it should combine, if practicable, physical and intellectual education, and should be a high seminary of learning in which the graduate of the common schools can commence,



4-16-82

pursue and finish the course of studies terminating in thorough, theoretic and practical instruction in those sciences and arts which bear directly upon agriculture, but I desire to state plainly that I wish the trustees of said institution to have full authority and power to regulate all matters pertaining to said institution -- to fix the course of studies, to make rules for the government of the same, and to change them, as in their judgement, experience may prove necessary, but to always bear in mind that the benefits herein sought to be bestowed are intended to benefit agricultural and mechanical industries. I trust that I do not exaggerate the importance of such an institution for developing the material resources of the State by affording to its youth the advantages of scientific culture, and that I do not overrate the intelligence of the legislature of South Carolina, ever distinguished for liberality, in assuming that such appropriations will be made as will be necessary to supplement the fund resulting from the bequest herein made.

"I therefore give and devise to my executor, hereinafter named, the aforesaid Fort Hill place, where I reside, formerly the home of my father-in-law, John C. Calhoun, consisting of eight hundred and fourteen acres, more or less, in trust, that whenever the State of South Carolina may accept said property as a donation from me, for the purpose of thereupon founding an agricultural college, in accordance with the views I have hereinbefore expressed, (of which the Chief Justice of South Carolina shall be the judge), then my executor shall execute a deed of the said property to the said State, and turn over to the same all property hereinafter given as an endowment of said institution, to be held as such by the said State so long as it, in good faith, devotes said property to the purposes of the donation; provided, however, that this acceptance by the State shall be signified, and a practical carrying-out be commenced within three years from the date of the probate of this my will

"...The seven trustees appointed by me shall always have the right, and the power is hereby given them and their successors, which right the legislature shall never take away or abridge, to fill all vacancies which may occur in their number by death, resignation, refusal to act, or otherwise. But the legislature may provide, as it sees proper, for the appointment or election of the other six trustees, if it accepts the donation. And I do hereby request the seven trustees above named, or such of them as may be living, or may be willing to act, to meet as soon after my death as practicable, and organize, and at once to fill all vacancies that may have occurred, and to exert themselves to effectuate my purposes as herein set forth, and I hereby instruct my executor to notify them of their appointment herein as soon after my death as practicable. The name of this institution shall be the 'Clemson Agricultural College of South Carolina'....

"[The trustees] shall erect upon the Fort Hill place such a school or college for the youth of South Carolina as, in their judgement, will be for their best interest; provided, that said school or college shall be for the benefit of the agricultural and mechanical



classes principally, and shall be free of costs to the pupils, as far as the means derived from the endowment hereinafter provided and the use of the land may permit"

From the Act of Acceptance: "That upon the execution of a deed and transfer of said property to the State by the said executor in accordance with the provisions of said will, an Agricultural and Mechanical College shall be, and the same is hereby, established in connection with the aforesaid devise and bequest, to be situated at Fort Hill, in Oconee County, on the plantation so devised, in which college shall be taught all branches of study pertaining to practical and scientific agriculture and other industries connected therewith, and such other studies are not inconsistent with the terms of the said will."

B. The Board of Trustees

The letter and spirit of the Clemson will still govern the University's basic administrative structure. The Board of Trustees, for example, continues to have seven "life trustees" who are empowered to fill any vacancy in their ranks due to "death, resignation, refusal to act, or otherwise." Six other trustees are elected by the General Assembly of South Carolina, three every two years for four-year terms.

The Board of Trustees: adopts the basic long-range objectives of the University and the basic policies for achieving them; provides policy instruction for long-range planning; adopts the statutes of the University; elects the President of the University; gives final review of the appointment and dismissal of University officers who report directly to the President as well as of the deans of the colleges; maintains ownership of University assets; and oversees the evaluation of the University.

To accomplish its purposes the Board meets at least four times annually. Its presiding officer is the Chairman, elected for a two-year term (but restricted to no more than three consecutive terms). The Board appoints a Secretary, who serves at its pleasure, and maintains as standing committees an Executive Committee as well as committees for Budget and Finance, Educational Policy, Student Affairs, Planning, and Development. (Names and addresses of current members of the Board of Trustees, and their committee responsibilities are given in Appendix "A".)

To the Administration of Clemson University the Board of Trustees delegates authority for: developing plans for achieving basic University objectives; developing short- and long-range plans within the delegated framework; recommending guidelines for University development; adopting the President's administrative policies



4-16-82

governing University operations; recommending bylaws for implementing Trustees' functions; recommending University statutes to the Trustees; adopting operating budgets and controlling expenditures within approved limits; overseeing administrative control; evaluating the results secured; and investing funds under policy authority.

C. The President of the University

The President is the chief executive officer of the University. To the President the Board of Trustees delegates authority for: giving leadership to all phases of University planning; coordinating the operations of all units of the University; carrying out major University public relations functions; evaluating the results of implemented University plans; and appointing such personnel as report to the President in accordance with policies outlined in VI.G.

Having the general supervision over all University activities, the President is an ex officio member of all University councils, commissions, and committees and serves as liaison officer between the Board of Trustees and the University Faculty and Staff. The President presides at meetings of the President's Council and at University commencements. The President approves appointments to Alumni Professorships and endowed professorships and chairs and recommendations for tenure, promotion, dismissal, and termination. Appeals by faculty and students concerning grievances may be heard by the President. The President appoints the Provost and Vice President for Academic Affairs, as well as the other executive officers, and reviews the appointee's performance in their offices.

D. The Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer of the University and Chairperson of the University Faculty. Responsible directly to the President for all academic matters, the Provost has administrative jurisdiction over teaching, research, extension, and regulatory programs and personnel. The Provost recommends to the President short- and long-range plans for academic development and formulates policies to implement approved plans. Furnishing direction and guidance to the deans in the development and operation of academic programs and coordinating the activities of the deans are also responsibilities of the Provost, through whom recommendations from the Faculty Senate, various commissions and committees, and the deans proceed to the President. In the President's absence, the Provost serves as Acting President of the University. As directed by the President, the Provost represents the University, on matters relating to academic programs, before the Commission on Higher Education and its committees, and before other state governmental bodies.



The Provost approves or recommends to the President actions pertaining to faculty recruitment, appointments, re-appointments, tenure, promotion, termination, and dismissal. Recommendations regarding faculty grievances and student academic grievances are received by the Provost for decision. In addition, questions concerning conflict of interest are reviewed by the Provost.

The Provost also receives recommendations on curricular matters from University curriculum committees and forwards recommendations to the President; approves the bylaws of the several collegiate faculties and reviews the minutes of their meetings; receives and transmits to the Faculty proposed amendments to the Faculty Constitution; presides at meetings of the University Faculty; evaluates the performance in office of the academic deans; appoints search-and-screening committees for certain administrative positions; makes recommendations for the appointment of academic administrators to the President; chairs the Council of Academic Deans; serves as liaison officer between the Faculty Senate and the President; and delegates authority to the Vice Provosts, the Director of University Research, and the Director of Libraries.

Further, the Provost supervises the preparation of the budgetary requests and budgets of the Library and the several colleges, allocatsd funds for their operation, and approves amendments thereto; receives and acts upon requests for new and replacement faculty and staff positions in the several colleges and in the Library; establishes guidelines for the implementation of faculty salary increases, and recommends such increases to the President.

E. The Vice-Provosts

The Vice-Provosts function as staff members of the Office of the Provost and Vice President for Academic Affairs. They assist in the administration of the Office of Academic Affairs and perform duties as delegated by the Provost. Among these duties are: the coordination of undergraduate and graduate curricula with collegiate deans; the direction and chairmanships of the Undergraduate and Graduate Studies and Research Commissions; and membership on and occasional chairmanships of a variety of committees that are responsible to the two commissions. In addition, the Vice-Provosts supervise the University Libraries, the Honors Program, certain other special recruiting programs, the scholarships and awards programs of the University, summer school, continuing education, off-campus teaching, graduate admission and record-keeping, and such other areas as may be assigned by the Provost. Other duties, including program development, relationships with other schools, and relationships with the Commission on Higher Education, are assigned to the Vice-Provosts as necessary by the Provost.



4-16-82

F. The Dean of the Graduate School

The Dean of the Graduate School (who is one of the Vice-Provosts) coordinates all graduate programs and advises the Provost and Vice-President for Academic Affairs on policies and regulations pertaining to graduate study, e.g., graduate admissions policies, graduate student programs, and the granting of graduate degrees. The Dean of the Graduate School chairs the Commission on Graduate Studies and Research and the Graduate Curriculum Committee.

G. The Dean of Admissions and Registration

The Déan of Admissions and Registration is an Assistant Vice President of Student Affairs, and reports to the Vice President for Student Affairs. The Dean of Admissions and Registration is responsible for the administration of undergraduate admissions policies; the registration of all students; maintenance of academic records; coordination of class scheduling; administration of student financial aid; and student counseling programs. The Dean of Admissions and Registration sits on the Commission on Undergraduate Studies; the Scholarships and Awards Committee; the Honors Program Committee; the Committee on Admissions and Continuing Enrollment; the Committee on Advising and Course Placement; and the Athletic Council.

H. The Deans of the Colleges

The deans are the chief administrative officers of Clemson University's nine colleges. They provide leadership in the formulation of educational policy and serve as their collegiate faculties' agents in the execution of such policy. Among the specific responsibilities of a dean are to: represent the college in relations with other colleges of the University; ensure that faculty enjoy academic freedom and exercise academic responsibility; ensure that faculty peer evaluation, where appropriate, is part of the policies and procedures of the several academic departments; review departmental recommendations for appointment, renewal, promotion, tenure, termination, and dismissal, and forward recommendations to the Provost; approve appointments to the college of prospective faculty; send letters of renewal or non-renewal of contract to probationary faculty; monitor Affirmative Action policy implementation by the several departments; review the annual evaluation of each faculty member of the college; periodically review and evaluate the performances of the department heads; perform allocations of the budgets for instruction, supplies and equipment, etc., and monitor the expenditure of all college funds; hear faculty grievances that have been pursued beyond the departmental level and cooperate in formal grievance procedures; monitor faculty workloads and schedules; approve recommendations for sabbatical leaves and leaves of absence; establish ad hoc committees of the collegiate faculty; appoint department heads



4-16-82

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, re-appointment, 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.



4-16-82

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) Executive Officer to the President's Office and Secretary of the Board of Trustees: (a) Office for Human Resources;
- 4) University Counsel;
- 5) Executive Assistant to the President: (a) Alumni Relations and Resources Development; (b) Clemson University Foundation; (c) Computer Center; (d) Division of Administrative Programming Services; (e) Division of Information Systems Development;
- 6) Executive Director of University Relations: (a) Audio-Visual Services; (b) Office of News Services; (c) Office of Publications and Graphics Services; (d) Photographic Services; (e) Public Services -- Visitor's Center, Historic Houses; (g) Radio / Television Production;
- 7) Internal Auditor;
- 8) Director of the South Carolina Energy Research and Development Center.



4-16-82

PART VI: FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

"The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort."

--1967 Statement on Government of Colleges and Universities of the American Council on Education, the Association of Governing Boards of Universities and Colleges, and AAUP

A. Introduction

The Faculty of Clemson University is formally organized through a Constitution approved by the Board of Trustees. This Constitution provides for a representative assembly, the Faculty Senate, and for Undergraduate and Graduate Curriculum Committees. The Faculty Senate is an elected body that represents the Faculty in its relationship with the Administration, especially in regard to policy matters involving the academic prerogatives of the Faculty and faculty welfare. The Curriculum Committees are charged with reviewing curricular proposals emanating from the several colleges to ensure their compliance with University curricular requirements and University policy. The Faculty Senate and the curriculum committees are detailed in the Constitution of the Faculty (see VI.B).

Similarly, to fulfill their academic governance responsibilities at the collegiate and departmental levels, the faculties of the several colleges and departments are formally organized according to bylaws. Indeed, the primary exercise of the academic prerogatives of the Faculty takes place at the departmental level, where the specific professional expertise of a particular discipline can be brought to focus on academic matters, including questions regarding curriculum, appointment, tenure, and promotion. College and departmental faculty governance is described in VI.E-F.

Since the effective functioning of the University requires communication and cooperation between the Faculty and the Administration, a University council, commission, and committee structure has been established. This structure provides for faculty participation in planning, policy formulation, and decision-making in all areas that bear upon faculty concerns. The most comprehensive body within this structure is the President's Council, with its subsidiary commissions and committees. As outlined in VI.C, the President's Council includes representatives from various constituencies of the University (students, certain non-academic administrators, as well as faculty and academic administrators). The President's Council reviews and recommends policy to the President. Such policy matters are forwarded



4-16-82

from its subsidiary Commissions (Undergraduate Studies, Graduate Studies and Research, Faculty Affairs; Student Affairs; Public Programs; and Public Service). These Commissions in turn have various specialized standing committees reporting to them. Additional University councils and committees exist outside the President's Council structure (see VI.D).

Certain specific policies relating to Faculty-Administration interactions comprise the remainder of Part VI.

B. The Constitution of the Faculty of Clemson University

The faculty of Clemson University was first formally organized in 1956, with separate Constitutions and Bylaws for the Academic Faculty and for the Research Faculty. In 1970 these two bodies were unified under a single Constitution and Bylaws of the Clemson University Faculty, with the Faculty Senate as the sole representative assembly of the Faculty. A second major revision, approved by the Clemson University Faculty on December 11, 1981, and by the Clemson University Board of Trustees on January 22, 1982, incorporated the Collegiate Faculties and the University Curriculum Committees into the formal Faculty organization. As part of this thorough revision a unitary Constitution format was adopted in place of the previous Constitution and Bylaws structure.

THE CONSTITUTION OF THE FACULTY OF CLEMSON UNIVERSITY

PREAMBLE

To fulfill its role of preserving, interpreting, and advancing knowledge, a university depends upon the scholarship and professionalism of its faculty. It is by virtue of that scholarship and professionalism that university faculties are entrusted with major responsibilities with respect to academic issues and concerns. In recognition of these principles, Clemson University makes provision for faculty participation in planning, policy-making, and decision-making with regard to academic matters. The University also provides for such participation in matters of faculty welfare and general University concern.

To facilitate such participation the Faculty is formally organized in accordance with this Constitution as approved by the Clemson University Board of Trustees. Various faculty functions are assigned to an elected assembly, the Faculty Senate; to the Undergraduate and Graduate Curriculum Committees; and to the Collegiate Faculties and their respective Departmental Faculties. In addition, the Faculty is represented on various University councils, commissions, and committees which act in concert with the University Administration in developing University policies and procedures.

ARTICLE 1: THE FACULTY

Section 1. Membership

The Faculty of Clemson University consists of the President of the University; the Provost and Vice-President for Academic Affairs; other administrators with faculty rank; faculty with regular appointments as Professor, Associate Professor, Assistant Professor, or Instructor; Librarians; Emeritus Faculty; and such other individuals as the Faculty may duly elect.

A petition for the election to membership in the Faculty of any person who is not automatically a member must be submitted to the Faculty Senate and referred by that body, with its recommendation, to the Faculty for action at the next regular meeting of the Faculty. Election to membership shall be by simple majority vote of the members present.

Section 2. Functions

The functions of the Faculty shall be to approve candidates for degrees; to fulfill its responsibilities in academic matters such as curriculum, requirements for earned degrees, academic regulations, admissions and registration; through departmental and collegiate review



4-16-82

processes to recommend the appointment, tenure, and promotion of its prospective and current members; to participate in the selection and evaluation of academic administrators as provided for in established University policies; to participate in formulating policies affecting the teaching, research, and public service functions of the University; and to consider any matters that may affect the welfare of its members.

On matters pertaining specifically to the individual colleges, these functions are exercised by the Collegiate Faculties, with review at the University level as specified by established University policies. Similarly, the Collegiate Faculties recognize the primary authority of the faculty of each academic department on academic matters pertaining to that department. The Faculty may refer to the Faculty Senate for investigation and action matters that relate to the welfare of the Faculty, as well as to the teaching, research, and public service policies of the University, and other matters of general institutional concern. The Undergraduate and Graduate Curriculum Committees act for the Faculty in reviewing curricular proposals emanating from the several Collegiate Faculties, and recommend their disposition to the Provost and Vice-President for Academic Affairs.

The Faculty shall receive regular reports from the Faculty Senate, and may act upon any matters brought before it by the Faculty Senate or by individual faculty members.

Section 3. Officers

The Provost and Vice-President for Academic Affairs shall be Chairperson of the Faculty. The Provost shall appoint a Secretary and, when necessary, shall appoint a presiding officer to serve in his or her absence.

Section 4. Meetings

Regular meetings of the Faculty shall be held at the beginning of the academic year and at the end of each long semester. Special meetings of the Faculty may be called by the Chairperson, by the Faculty Senate, or by written petition of at least ten percent of the Faculty. A notice of the meeting and the agenda shall be distributed to the Faculty at least five days in advance of the meeting.

The quorum for any meeting of the Faculty shall be that number of members deemed necessary by the presiding officer to transact business, except that the quorum shall be at least one-half of the Faculty for amendment of the Constitution, exclusive of emeritus faculty.

For any meeting of the Faculty, the following order of business shall be adhered to:



- 1) Call to Order;
- 2) Reports;
- 3) Unfinished business;
- 4) New business;
- 5) Adjournment.

The Minutes of each Faculty meeting shall be approved by the Faculty Senate.

Section 5. Rules of Order

The Faculty shall conduct all parliamentary procedure in accordance with the most recent edition of Robert's Rules of Order.

ARTICLE II: THE FACULTY SENATE

Section 1. Functions

The Faculty Senate is the representative assembly of the Faculty. It represents the Faculty of Clemson University in its relationship with the University Administration; recommends new policies or changes in existing policies to the Provost and Vice-President for Academic Affairs; and promotes the welfare of the Faculty and of its individual members. Specifically, the Faculty Senate acts:

- 1) to review and recommend academic policies, procedures, and practices at the University level;
- 2) to preserve collective and individual faculty prerogatives as they are set forth in established University policies and procedures;
- 3) to make recommendations on matters affecting faculty welfare;
- 4) to provide good offices for the redress of faculty grievances;
- 5) to articulate and promulgate faculty positions on issues of general concern within the University;
- 6) to maintain liaison with the faculties of other colleges and universities on matters of common concern.

The President of the Faculty Senate shall report to the Faculty annually at the meeting of the Faculty held prior to the Spring Commencement. To keep the Faculty adequately informed, special reports shall be made as necessary.

Section 2. Membership

Members of the Faculty Senate shall be elected by the Faculty, voting by colleges in accordance with policies and procedures set forth in the Bylaws of the several Collegiate Faculties. These By



4-16-82

laws may also establish provisions for the recall of the colleges' Faculty Senators, with the exception of those holding elected Senate office. Senate terms shall be three years except as otherwise provided. For the allocation of Senate seats and all other provisions of this Article, the librarians shall be considered as a faculty representing a college.

Any member of the Faculty may be eligible for membership on the Faculty Senate, except those with primarily administrative duties.

Elections shall be held in March of each year, with terms of office to begin with the April meeting of the Senate. The election of members of the Faculty Senate shall be by secret ballot.

When a new college is officially established it shall be entitled to representation in the Faculty Senate as soon as an election can be held. A new college shall have one member in the Faculty Senate until the next allocation of seats. Whenever a new college is established, the next allocation of seats shall be obtained in the February following official establishment.

Vacancies created on the Faculty Senate for any cause shall be filled for the unexpired terms by supplementary elections within the colleges concerned as soon as such vacancies occur. Senators absent for the summer or for other temporary leaves such as sabbaticals, or appointed to temporary or interim administrative positions, shall request leaves of absence from the Senate and shall be replaced during their absences by substitutes elected by the Collegiate Faculty.

Each college shall elect one alternate on a yearly basis. The alternate shall have the status of a full member at any Senate meeting attended in the stead of a regular member.

With the exception of those Senators who have served one year or less, members of the Faculty Senate may not succeed themselves.

As a rule, there shall be thirty-five members of the Faculty Senate. Emeritus faculty are excluded from the Faculty count for the purpose of Senate seat allocation. Senate seats shall be allocated according to the ratio of the number of members of the Faculty in a college to the total number of members of the Faculty in the University, with each college having at least one member and no college having more than twenty-five percent of the total representation of the Senate. If the ratio of faculty members in a college to the total number of faculty members in the University exceeds twenty-five percent, that college is assigned eight Senate members. The remaining Senate seats are allocated on the ratio of the number of faculty members in each of the remaining colleges to the total number of members of the Faculty in remaining colleges. The above ratios are multiplied by the number of unallocated seats. The remaining colleges shall have



as many seats as are in the largest whole number when its ratio was multiplied by the number of unallocated seats.

If the total number of seats allocated thus far is less than thirty-five, the remaining seats are allocated to the colleges with the larger fractions until there is a total of thirty-five members. If this formula produces an exact tie for a seat, each college involved shall be awarded a seat.

The President of the Faculty Senate shall obtain a new allocation from the Chairperson of the Faculty during February of every odd-numbered year after the most recent allocation. This allocation shall be given to the Dean of each College in time for the March election and shall control the numbers elected to the Faculty Senate at that time. If one or more members are gained, the Collegiate Faculty may designate new seats to have terms of less than three years in order to balance the terms within the College delegation. If one member is lost in the new allocation, one fewer member shall be elected to the Faculty Senate at that election. If the new allocation results in the loss of one or more members whose terms have not expired, the membership of the Senate shall be temporarily enlarged to accommodate the new allocation. New allocations shall be based on the number of members of the Faculty at the beginning of the fall semester.

Section 3. Officers

The officers of the Faculty Senate shall be the President, the Vice-President, who shall be the President-Elect, and the Secretary. The Vice-President and the Secretary shall be elected at the regular meeting in March of each year. The Senate term of the Vice-President shall be extended by one year, if necessary, to permit his or her service as President. Should such an extension of term be necessary, his or her successor shall serve a two-year term.

The Advisory Committee shall submit to the Senate no less than two nominees for each elective office. Election of officers shall be by secret ballot, with a simple majority required for election.

In order to recall an officer of the Faculty Senate, a petition signed by not less than two-thirds of the elected members of the Senate shall be required. If an office is vacated by recall, resignation, or other cause, the Faculty Senate shall elect at the next regular meeting a successor for the unexpired term.

The retiring officers shall serve at the April meeting through the completion of Unfinished Business. The retiring president shall give the Senate report at the subsequent meeting of the Faculty.



4-16-82

Section 4. Meetings

The date and time of the regular monthly meetings of the Faculty Senate shall be determined by the Advisory Committee. The schedule of the meetings for the year shall be announced not later than the first day of May through appropriate communications. With the approval of a majority of the Advisory Committee, special meetings of the Faculty Senate may be called at any time by the President of the Faculty Senate.

Except for executive sessions, all meetings of the Faculty Senate shall be open to any member of the Faculty. Any member of the Faculty may present any problem or suggestion to the Senate for the Senate's consideration, provided the faculty member notifies the President of the Faculty Senate at least one week prior to the Senate meeting. Visitors may be invited by a member of the Advisory Committee to participate in any specific discussion.

Two-thirds of the membership of the Faculty Senate shall be the quorum for the transaction of all business.

Section 5. Committees

The Chairperson and at least a majority of the members of all committees of the Faculty Senate shall be members of that body, and any other members shall be members of the Faculty. The basic functions of such committees shall be to consider matters pertaining to faculty concerns and to make recommendations to the Senate. Committees may act on their own initiatives or on instruction from the Senate or its presiding officer. The committees, through the Faculty Senate, may be requested by the Faculty, the Provost and Vice-President for Academic Affairs, or the President of the University to consider and report on any matter of faculty concern.

The standing committees of the Faculty Senate shall be as follows:

The Advisory Committee. The Advisory Committee shall be composed of the officers of the Faculty Senate and one member from each college elected by the delegation of that college prior to the April meeting. The President of the Faculty Senate shall be the Chairperson of this committee. It shall be the function of this committee to advise the President of the Faculty Senate and to serve as the nominating committee for the Faculty Senate. In no case shall nominations by the Advisory Committee preclude nominations from the Senate floor. The Advisory Committee shall appoint the members of the other standing committees (except the Grievance Board) and any special committees and shall designate the chairpersons thereof. The chairpersons of the standing committees shall as a rule be from different colleges. The



Advisory Committee also hears grievances brought under Faculty Grievance Procedure I.

The Welfare Committee. The Welfare Committee shall make recommendations concerning such policies as relate to: work loads; extra-curricular assignments; summer employment; non-University employment; salaries; leaves of absence; sabbatical leaves; travel; retirement; and such other policies as affect faculty welfare and morale.

The Scholastic Policies Committee. The Scholastic Policies Committee shall be concerned with all policies of an academic nature which pertain to students. Such policies include recruitment; admissions; transfer credit; class standing requirements; academic honors policies; graduation requirements; class attendance regulations; student counseling and placement; and other related policies.

The Research Committee. The Research Committee shall study and make recommendation on policies, procedures, and practices primarily related to research.

The Policy Committee. The Policy Committee shall concern itself with general University policies, particularly as they relate to the Faculty. Such policies include those which pertain to: academic freedom and responsibility; faculty professional ethics; the appointment, tenure, and promotion of faculty; and faculty participation in University governance. Other matters of particular faculty interest, which are not within the purview of the other standing committees and which are not of such a specialized nature as to justify ad hoc committees, would normally be referred to the Policy Committee.

The Grievance Board. The Grievance Board shall consist of three Faculty Senators, along with two alternates, elected by the Senate annually. The members and alternates shall all be from different colleges. The Chairperson is designated by the Advisory Committee. The Board hears grievances brought to it in accordance with Faculty Grievance Procedure II.

Section 6. Rules of Order

The Faculty Senate shall conduct all parliamentary procedures in accordance with the most recent edition of Robert's Rules of Order. A parliamentarian shall be appointed by the President of the Faculty Senate.

The Faculty Senate shall be empowered to develop those procedural bylaws which facilitate the achievement of its purposes.



4-16-82

ARTICLE III: THE COLLEGIATE FACULTIES

Section 1. Definition

The faculty members of each college within the University are organized as Collegiate Faculties according to individual college bylaws approved by the Provost and Vice-President for Academic Affairs.

Section 2. Functions

Each Collegiate Faculty exercises the authority and responsibility of the Faculty on academic matters pertaining to the individual college, subject to the primary authority of the several departmental faculties on academic matters pertaining to the respective departments. Specifically, a Collegiate Faculty approves candidates for all graduate and undergraduate degrees, and recommends all proposals for new or revised academic requirements, courses, and curricula within the College. Where provided by college by-laws, collegiate peer review processes offer recommendations on appointment, re-appointment, tenure, and/or promotion in addition to the primary recommendations which emanate from the review processes of the several academic departments.

ARTICLE IV: THE CURRICULUM COMMITTEES

Section 1. Definition

The University Curriculum Committees act for the Faculty in reviewing all proposals for curricular changes, and recommend such changes to the Provost and Vice-President for Academic Affairs. The Undergraduate and Graduate Curriculum Committees shall have jurisdiction over undergraduate and graduate matters respectively.

Section 2. Membership

The Undergraduate Curriculum Committee shall be comprised of a Vice-Provost or other member of the Provost's staff designated by the Provost as non-voting Chairperson, plus the chairpersons of the undergraduate curriculum committees of the several colleges. The Graduate Curriculum Committee shall likewise be composed of a non-voting Chairperson from the Provost's staff, plus the chairpersons of the graduate curriculum committees of the several colleges. Should a college have a single curriculum committee, the chairperson shall serve on the University Undergraduate Curriculum Committee and the college committee shall elect a representative to the University Graduate Curriculum Committee.



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.



4-16-82

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



4-16-82

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;



4-16-82

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 complementary 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



4-16-82

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 Preveterinary 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



4-16-82

(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



4-16-82

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



4-16-82

Home Economics Association, and the Extension 4-H Association; the Chairperson of the College of Agricultural Sciences Extension Committees; 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.



4-16-82

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 inter-collegiate 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;



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;



4-16-82

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.

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-



appropriate. 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).



4-16-82

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.)



4-16-82

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.



4-16-82

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



4-16-82

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



4-16-82

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.

Subject to evaluation of their performance, the performance of department heads, academic deans, and the Provost shall be subject to formal review 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 review. 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



PART VII: SUPPORT SERVICES AND FACILITIES FOR FACULTY

A. The University Library

The main library of Clemson University, the Robert M. Cooper Library, is available for faculty research, study, and teaching. Library staff trained in the organization and extraction of information from large, complex, research collections are on hand to assist faculty and students. Services are obtainable on an individual basis, but provision can also be made for group instruction in specialized areas. Faculty are encouraged to request support from library faculty for their classes in the form of instruction in the use of library collections and bibliographic services.

Library materials are purchased with faculty needs as the major priority. Recommendations for purchases may be submitted directly to the Library. Books required from libraries at other institutions or articles only available by photocopy from such institutions may be requested through the Library's Interlibrary Loan facility. A reference librarian can provide the necessary forms.

In addition to individual and group instruction, acquisition, and Interlibrary Loan, the Library provides the following services for the convenience of faculty: 1) loan privileges for faculty and staff which, under certain conditions, permit borrowing books for extended periods of time; 2) on-line information-retrieval services available at cost from a variety of data bases; 3) reserve facilities for books needed by groups of students or classes which can be subjected to restricted circulation at faculty request (short loan privileges or library use only); 4) microfilm readers; 5) classification in the catalogs of the main library of books in the branch libraries (the Sirrine and Architecture libraries, and the limited journal libraries in the Chemistry and Physics departments); 6) photocopying facilities on a (cash, or billable to a department); 7) a faculty lounge (Lower Level) providing carrels, lockers, and an area for faculty reading and research (key at the Circulation Desk).

In addition to the books and journals purchased by the Library, the collection includes materials from many other sources. The Library is a partial depository for government publications, receiving thousands of bulletins, reports, journals, transcripts of hearings, and other materials selected with the interests of Clemson faculty in mind. The Library is a depository for the Army Map Service and also houses a substantial amount of South Carolina material, including the James Byrnes and Edgar Brown collections, as well as a variety of materials of state and local historical interest. The Library has also received the papers of United States Senator Strom Thurmond; these will become available for research use in 1983 or 1984.



4-16-82

Library service is maintained for 105 hours per week when classes are in session, with more limited hours at other times. Faculty should contact the Main Circulation Desk for exact hours. More detailed information on services and functions is also available from the reference and circulation desks.

B. The University Bookstore

Located in the basement of Johnstone Hall, the University Bookstore carries textbooks for all scheduled courses and a selection of paperbacks, school supplies, art supplies, and miscellaneous items for the convenience of faculty, staff, and students. Faculty receive a ten percent discount on all purchases upon presentation of an identification card. Faculty are permitted to charge their purchases.

Textbooks are ordered through department faculty assigned this responsibility or through the departmental secretaries. Special orders can be billed directly to the ordering department. The Bookstore will also handle individual special orders for the faculty at the ten percent discount. A \$3.00 deposit is required on individual special orders; if the book cannot be obtained, the deposit is refunded.

Faculty may obtain desk copies of textbooks used in courses they are teaching from the department's textbook committee or representative, or on request from the Bookstore. The faculty member is required to secure a replacement copy for the Bookstore from the publisher. If a replacement copy is not delivered to the Bookstore within sixty days, the faculty member's department is billed for the desk copy.

C. The Computer Center

The Clemson University Computer Center serves the academic, research, and administrative needs of Clemson University. The administrative offices and primary computing facility of the Computer Center are located in the basement of the Poole Agricultural Center (P. & A.S. Building). The main computer is an IBM 370/3033 with 12 megabytes of main storage, operating under MVS/SPI. Remote sites are maintained in Martin, Riggs, Brackett, and Sirrine halls, in the Graphics Center in Lee Hall, and in the Library. The Computer Center provides the time-sharing option (TSO), which allows the user access to the computer via a time-sharing terminal (either teletype or cathode-ray tube). These terminals are located at various sites on campus. Dialup telephone numbers are available for use with portable terminals.

Each job run on the computer has an associated cost, which is charged to a specified account number. In the case of academic work,



4-16-82

charges are the responsibility of the department owning the account number. Computer Center billing rates are published in the Computer Center Newsletter, available on request from the Center. Rates are evaluated quarterly and are adjusted on the basis of computer usage and/or cost. Copies of the current rate schedule are available from the Administrative Services Group at the Computer Center.

Faculty wishing to use Clemson computer facilities must obtain a Computer Center Account Number, which allows the user access to computer services, identifies users, and is utilized for billing purposes. University faculty and staff may obtain an account number by completing a "Request for Computer Center Account Number" form available from the Customer Service and Distribution Desk at the Center. This request must specify the type of work to be done, a proper University expenditure account number, an expenditure limit, a termination date, and a mailing address. The request must be signed by the department head or other authorized person. Instructional account numbers remain valid until the last day of the semester or summer session. Non-coursework numbers remain valid until the end of the fiscal year (June 30) unless an earlier termination date is specified in the request.

TSO users must have a valid TSO/USERID and password. A USERID is a name by which the user is identified to the computer. A password is associated with a particular account number to which charges are to be made during a given logon session. A USERID and password may be obtained by completing a TSO/USERID Request and submitting it to Customer Service and Distribution. This form must contain a valid account number which corresponds to the work to be done on the TSO. USERID/password combination remains valid so long as the associated account number is valid.

Programs and data can be keypunched or entered at a time-sharing terminal. Optical mark reading facilities are also available. Card decks may be submitted at the self-service card readers in Martin Hall, Riggs Hall, or the Computer Center Lobby. Large decks (over 500 cards) should be given to Customer Service and Distribution. Output may be directed to any of the public printers or special output devices at the Computer Center or to remote computing facilities. Special output devices at the Computer Center include a card punch, two VERSATEC electrostatic plotters, a CALCOMP drum plotter with three pens, three IBM 6670 information distributors, and a microfiche processor.

Computer information and assistance may be obtained through Computer Science classes, Computer Center short courses, user's guides, miniguides, the Newsletter, bulletins, reference libraries, consultations, and self-help through the TSO. A schedule of short courses for faculty and staff is available from the Academic Computing Support



4-16-82

Office at the Computer Center. The Center also contains a comprehensive reference library. Periodic changes are described in the Computer Center Newsletter and bulletins.

More detailed information is available in the Computer Center publication, Introduction to the Computer Center, available from the Academic Computing Support Office.

D. The Office of University Research

The Office of University Research coordinates all sponsored research, educational services, and public service proposals to outside agencies from the conceptual stage through the pre-award stage. It also coordinates all patent applications through approved technical transfer agents and coordinates all matters concerning facility security clearances. The Office of University Research advises the Provost on University research activities and supports faculty research programs.

Information concerning and assistance with applications for research support from federal and state agencies, industrial organizations, foundations, and institutes is available in the Office of University Research. Information pertinent to fellowships of interest to faculty is also available through this office. The following University committees are the responsibility of the Office of University Research: Research Advisory Committee; University Research Grant Committee; Biomedical Research Support Grant Committee; Patent Committee; Committee for Laboratory Animal Welfare; Committee for the Protection of Human Subjects; Institutional Biosafety Committee.

The Office of University Research is under the jurisdiction of the Director of University Research, who reports to the Provost and is responsible for coordinating the committees listed above. The Director is a member of the Commission on Graduate Studies and Research, the Council of Academic Deans, and chairs the Research Advisory and University Patent Committees.



4-16-82

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.



4-16-82

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.



4-16-82

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).



4-16-82

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.

J. Purchasing and Supply Services

The Purchasing and Supply Service Systems Division (PASSSD) is governed by policies established by the University Board of Trustees and state statutes administered by the General Services Division of the South Carolina State Budget and Control Board. The Vice President for Business and Finance is responsible for the purchasing activities of the University. PASSSD is Clemson's service agency, responsible for securing services, supplies, and equipment for the University where and when they are needed, at an economical price. The responsibility for proper planning, budgeting, and requisitioning of goods or services at the appropriate time, however, rests with the using department. Services within the scope of the PASSSD include Maintenance Stores, responsible for maintenance supplies inventories that are issued and billed to user departments; Office and Janitorial Stores, responsible for office and janitorial supplies inventories that are issued and billed to user departments; the University Receiving and Shipping Station, responsible for receipt of incoming shipments, on-campus distribution of items received, shipping, expediting of orders, and other aspects of the receiving and shipping process; and the Property Control Section, responsible for maintenance of a detailed inventory of all movable equipment.

K. Physical Plant

The Physical Plant Division is responsible for the operation, maintenance, repair, and renovation of University physical facilities and the construction of new facilities. This responsibility includes the operation of all utility systems; provisions for engineering planning and support; and building maintenance and custodial services. The Physical Plant Division will maintain and repair departmental equipment and will perform minor alterations to buildings assigned to departments at cost on a reimbursable basis. The Division also operates the Motor Pool (VII:1). Additional information concerning Physical Plant services can be obtained by calling the receptionist at 656-2186, or by consulting the Clemson University Manual, Business and Finance Affairs, General.



4-16-82

L. Additional Support Services, Facilities, and Equipment

The various colleges offer specialized support services, developed primarily for the use of their own faculty, but which may be made available to faculty from other colleges. In some cases charges for such use may be billed to the using department.

College of Agriculture. The Division of Instruction operates an autotutorial laboratory (self-instructional classroom) in the P&AS building from which short-term loans of A-V equipment and software are made.

The Department of Agronomy and Soils has one x-ray unit which can be used for clay and mineralogy work.

The Department of Agricultural Chemical Services offers services through several divisions. The S.C. Extension Service offers plant and feed analysis, soil testing, and nematode assay. The S.C. Experiment Station provides chemical analyses. The Regulatory and Public Service Division offers fertilizer and pesticide formulation analysis.

The Department of Agricultural Economics and Rural Sociology has a reading room of relevant journals and publications, and a variety of computer-related services, including terminals, a word-processing center connected to the University Computer, and several microcomputers.

The Department of Agricultural Engineering offers support services in four areas. The Agricultural Development Laboratory in the basement of the P&AS Building has a machine shop and a wood shop available for construction of laboratory apparatus, field equipment, displays, exhibits, etc. A full-cost billing procedure is used. The Instrumentation Laboratory in McAdams Hall provides repair, maintenance, and development services on equipment and instrumentation, including microprocessors. A full cost billing procedure also applies to these services. A computer teaching facility in McAdams Hall with fourteen microcomputers is available for use in instructional programs.

The Agricultural Weather Office in McAdams Hall has a resident agricultural meteorologist and provides weather data and weather information at no cost to users.

The Department of Dairy Science operates a Tissue-Evaluation Laboratory, consisting of an Hitachi HS-8 electron microscope and adjacent darkroom facilities. User fees are charged.

The Department of Entomology, Fisheries, and Wildlife has the following equipment available in Long Hall: gas chromatograph, refrigerated centrifuge, rearing rooms with constant temperature and humid-



4-16-82

ity, optical equipment such as microscopes and cameras, weighing instruments, and histological processing equipment.

The 4-H Department operates two state 4-H camps with summer and winter meeting facilities available to University groups. Rates and service information is available from the 4-H Department (656-3432).

College of Education. The Department of Agricultural Education has a slide projector, a 16mm motion picture projector, slide/tape synchronization recorders/players, 35mm camera, slide copy stand, and black and white reel 1/2" video recorder and camera, obtainable on short-term loan from the department head.

College of Engineering. The College of Engineering has a number of unique facilities used for teaching and research programs which can, on a priority basis, be made available to faculty from other colleges. These facilities are:

- 1) Hybrid Computational Laboratory: this lab is equipped with a P-15/40 digital computer including an interactive graphic display system, an EAI 680 analog/hybrid computer and an EAI 693 hybrid interface.
- 2) Scanning Electron Microscope Laboratory: this laboratory has a General Electric Scanning Electron Microscope. The equipment is used to observe the surface structure of materials and to identify compounds.
- 3) Shielded Room Laboratory: this facility provides an environment free from electromagnetic interference and can be used for making low signal level electrical measurements.
- 4) Anechoic Room: this room is used for making sound measurements on large pieces of electromechanical equipment or other noise-producing devices.
- 5) High-Speed Photo Laboratory: this facility has a complement of equipment which includes two high-speed 16mm rotating prism cameras, motion analyzer, and infra-red scanning camera. The lab is used for development of techniques in stroboscopy, electronic flash photography, and 16mm highspeed cinematography.

College of Forest and Recreation Resources. The Department of forest is the steward of nearly 24,500 acres of forest land. The 17,000-acre Clemson Experimental Forest surrounds the Clemson campus and offers opportunities to conduct both undergraduate and graduate teaching and serves as an outdoor laboratory for research and extension.

In contrast to the upper Piedmont environment of the Clemson Experimental Forest, the Hobcaw Barony offers similar opportunities in a coastal plain environment. This tract includes not only 7,500 acres of forest but also salt marsh, abandoned rice fields, and undeveloped beach. Although remote from the main campus, the existence of the



4-16-82

Belle W. Baruch Forest Science Institute on the Hobcaw property allows utilization of this resource for graduate teaching and coastal plain research.

The combination of these two field facilities makes Clemson University unique in the opportunities it provides for studying varying forest and related ecosystems, all within the confines of controlled access property. Both have been designated as Experimental Ecological Reserves by the National Science Foundation.

Also unique is Clemson University's Recreation-Outdoor Education Research Laboratory (often referred to as "Camp Hope"), a camping/conference center located on a peninsula adjacent to Lake Hartwell, five miles from the main campus. Laboratory facilities are available for rental from August 20 to May 25 on a first-come, first-served basis. Rental use of any combination of the varied facilities, which include cabins, small and large dining room, picnic shelter, and amphitheater/chapel, is another feature of the Outdoor Laboratory. Faculty seeking rental rates or estimates should call 646-7502.

College of Commerce and Industry. The College's School of Textiles has a number of specialized laboratories which may complement research in other areas of the University. These facilities are maintained primarily for teaching but have research capabilities. These laboratory facilities are:

- 1) Fiber Formation: a melt spinning pilot plant for evaluating extrusion parameters of thermoplastic polymers.
- 2) Fiber Processing: pilot and commercial scale equipment for converting fibrous materials into batts or textile strands.
- 3) Yarn Formation: pilot and commercial scale equipment for spinning staple fibers into yarns; providing bulk, stretch, and texture to filaments; and forming plies, cords, and cables.
- 4) Fabric Formation: pilot, support, and commercial equipment for producing woven, knitted, and nonwoven fabrics.
- 5) Wet Processing: pilot plant facilities for preparing, dyeing, printing, and finishing fiber and fabric structures.
- 6) Physical Evaluation: mechanical and electronic instrumentation and apparatus for evaluating the physical, microscopic, and color metric properties of fibers, yarns, and fabrics.

College of Liberal Arts. The Department of Music maintains a reference room in Daniel 109 which houses an extensive (primarily classical) record and score collection (available for reference rather than for lending). The Department of English maintains a similar facility in Daniel 107 with records of poetry readings, plays, etc. Hours of operation may be ascertained by calling the appropriate de-



partmental office. Faculty with students hampered by serious writing deficiencies can refer such students to the English Department's Writing Laboratory. A staff of faculty and graduate assistants offers personalized instruction and guidance. Further information may be obtained by calling 656-3280.

College of Nursing. The Media Center of the College of Nursing provides a variety of services, facilities, and equipment for use by faculty from other colleges as circumstances permit, but only within the College of Nursing building. For example, the building contains a television studio in which faculty can tape their own instructional and supplemental programs, with technical and editing assistance available from trained staff.

The Center can supply and set up such equipment as 16mm projectors, overhead projectors, cassette recorders, slide projectors, and filmstrip projectors for classes. Staff are on hand to explain equipment use and to assist in making overhead transparencies.

An Optical Scan Device hooked into the University computer system is available for grading tests and for obtaining analysis on test questions.

College of Sciences. The College of Sciences has an electron microscope facility located in Jordan Hall which houses a Philips 300 Transmission electron microscope, an ETEC Autoscan Scanning electron microscope (resolution limited to 150 angstroms), and an RCA EMU-3 transmission electronic microscope. The facility is open to faculty and graduate students for research purposes on a fee basis. Full-time personnel are on hand for instruction and consultation. Darkroom facilities and preparation areas are also available.

The Department of Chemistry has a glass shop, intended primarily to meet the laboratory glass needs of the Department, but which also performs work for other departments. Any work request from another department must include a work order form from the Department of Chemistry and be approved by the Department Head. Other departments are not charged for labor, but the requesting department must supply the glass components needed. Work performed in the glass shop includes all routine scientific glass-blowing services such as distillation and extraction equipment, columns, flasks, metal-to-glass seals, high vacuum lines, and general repairs. (Work in quartz is limited to very small diameters because of the equipment involved.) The glass shop also stocks a supply of glass components to meet the anticipated requirements of the Department of Chemistry. In the event that the glassblower is unable to construct a particular piece of glassware, reference can usually be made to a catalog or glass company that can provide the needed equipment.



4-16-82

The Department of Physics and Astronomy has a machine shop, an electronics shop, and an x-ray crystal analysis laboratory, the first two being College of Sciences facilities housed with the Department of Physics and Astronomy in the Kinard Laboratory of Physics and administered by that department. The machine shop has facilities for doing all types of precision machining, metal work, woodworking, and instrument construction. Specialized techniques such as inert-gas welding are in frequent use. Consultation on design and fabrication of precision equipment and research instrumentation is provided. This facility employs three skilled instrument and machinework specialists.

The electronics shop has facilities for design, construction, calibration, repair, and testing of all types of electronic devices, instruments and circuitry, including computing equipment. Printed circuitry and integrated circuit techniques are extensively utilized. Consultation on design and construction of electronic devices and instrumentation is available. This facility employs four skilled electronic engineers and technicians.

The x-ray crystal analysis laboratory has facilities for making crystal structure determinations by x-ray diffraction, including on-line computing equipment. Structure determinations in polymers, fibrous materials, and amorphous substances are also possible. This facility is available to faculty outside the Department of Physics and Astronomy when time permits.

The Department of Zoology has animal room facilities in Jordan Hall for laboratory mammals being used by faculty of the College of Sciences in teaching and/or research. An assistant animal care superintendent maintains these animals and supports certain research protocols. Users are billed for this service on a cost basis. Non-mammalian organisms are housed in two ancillary facilities: fish and aquatic invertebrates in Kinard Annex in an aquarium space maintained by individual investigators; birds in the aviary and reptiles in vivarium spaces at the Field Station.



4-16-82

PART VIII: PROFESSIONAL, CULTURAL, AND RECREATIONAL
OPPORTUNITIES FOR FACULTY

A. American Association of University Professors

The Clemson University Chapter of the American Association of University Professors is an official unit of the national organization and a member of the South Carolina Conference of the AAUP. Regular membership in the chapter is open to all teaching and research faculty, librarians, and graduate students, whether their appointments are full-time or part-time, permanent or temporary. Faculty whose duties are primarily administrative may obtain associate membership. The general purposes of the Clemson chapter coincide with those of the national organization: "to facilitate a more effective cooperation among teachers and research scholars," to promote "the interests of higher education and research," and "to increase the usefulness and advance the standards, ideals, and welfare of the profession." The chapter holds at least two meetings in each of the long semesters. Announcements concerning meetings are made in the University News-letter and via campus mail.

B. Academic and Professional Honorary Societies

The Honor Society of Phi Kappa Phi was founded in 1897. Its primary objectives are to promote the pursuit of excellence in all fields of higher education and to recognize outstanding achievement by students, faculty, and others through election to membership and through various awards. Membership in the Society is open to scholars from all academic disciplines. Election of undergraduate members is restricted to second-semester juniors who rank scholastically in the upper five percent of their class and to seniors in the upper ten percent. Graduate students with outstanding records in both undergraduate and graduate studies may be considered for membership, as may faculty members with outstanding academic records and/or career achievements. The Phi Kappa Phi Award is made annually to the Clemson senior with the highest cumulative grade-point ratio.

The Society of the Sigma Xi is an international organization of persons who have demonstrated devotion to scientific research. Its object is to encourage original investigation in either the pure or applied natural sciences at the local, national, and international levels. Its fields of activity include the physical sciences, life and agricultural sciences, earth sciences, medical sciences, mathematics, and engineering. Membership is by invitation only, and is limited to those who have published the results of their investigations. Each year the Clemson University Chapter presents a series of public lectures in the sciences, and also recognizes a faculty scientist with its Outstanding Research Scientist Award. Through a program



4-16-82

of small grants and recognition ceremonies the Chapter also encourages scientific excellence in high school students and teachers in South Carolina.

Various other honor societies associated with specific areas of academic interest are active on campus.

C. Lectures and Lecture Series

Scholarly, special-interest, and popular lectures are frequently scheduled at Clemson. During the school year almost every academic department and unit of the University sponsors individual guest lecturers (consult the Calendar of Events in the Newsletter). Various lecture series address a wide range of interests. For example, the President's Honors Colloquium each year brings outstanding scholars and other professionals to the campus to consider topics of interest to the University community and to meet personally and share ideas with Clemson's honor students. Various academic departments and organizations, including the College of Architecture, the Department of Chemistry, the English Department, and the Fine Arts units sponsor annual lecture series (also announced in the Newsletter). The Speakers' Bureau, an arm of Student Government, offers a series of popular lectures and entertainments.

D. Presentations in the Performing and Graphic Arts

The student drama organization, the Clemson Players, presents four productions each year as well as occasional summer productions. The Clemson community and the nearby communities of Seneca and Anderson also offer theatrical productions on a regular basis throughout the year, including childrens' theatre (announcements carried in the local newspapers). The Performing Artists Series brings professional productions of theatre, mime, and dance to the campus annually (schedules can be obtained by calling 656-2300).

The Five Directions Cinema, sponsored by the departments of English and Languages, offers a series of classic American and foreign films each semester (schedule and ticket information can be obtained by calling 656-3221). The Department of Languages also offers a series of foreign films (usually with English sub-titles) throughout the year, free of charge (information available at 656-3393). The University Union sponsors two popular films each week at the YMCA theatre on campus at a reduced admission price as well as a free movie.

A wide range of musical performances is offered on the Clemson campus. The Concert Series features performances by professional singers, dancers, bands, and orchestras. The Chamber Music Series



sponsors concerts by groups of local performers. The Clemson University Symphonic Band and the University Chorus also offer concerts during the academic year. Popular music concerts are presented on campus by the Central Dance/Concerts Committee of the University Union. Jam sessions and other musical performances are regularly featured in "Edgar's," the University Union night club, and at the Union's coffeehouse, "The Gutter" (rear of the YMCA building). Announcements of these activities are carried in the student newspaper, The Tiger, and in the Newsletter.

Art exhibitions of various kinds are regularly presented in the two campus art galleries. The Rudolph E. Lee Gallery, located in Lee Hall, is open from 9:00 A.M.-4:30 P.M., weekdays, and from 2:00-5:00 P.M., Sundays. The University Union Gallery, located in the loggia of the Union, is open 8:30 A.M.-5:00 P.M., Monday-Saturday and from noon-5:00 P.M., Sunday. Admission to both galleries is free. Announcements of exhibitions are carried in the Newsletter and The Tiger.

E. University Union Activities and Programs

The University Union provides a range of social, cultural, and recreational activities for the University community. Facilities include: a recreation area with bowling lanes, table tennis, electronic games, etc.; a darkroom; the YMCA movie theatre; a night-club ("Edgar's"); a coffeehouse ("The Gutter"); an art gallery; and an information desk. The Union also offers such services as a campuswide lost-and-found; a sign shop; a travel center; a ticket booth; and technical equipment rentals.

Union events and programs are planned by student volunteer committees, supported by a professional staff. Among the activities provided are short courses, game tournaments, the Performing Artists Series, major concerts, outdoor recreation trips, and film programs. These and other Union activities are announced in the Newsletter, The Tiger, and the Union's monthly calendar.

The local YMCA is also a part of the University Union, but is governed by a separate body. The YMCA sponsors the "Y" Beach and East Bank Recreation area, which provide swimming, boating, and picnic facilities, tennis courts, game fields, and a dance and party room. Student volunteers assist in a variety of "Y" programs such as youth sports, aquatics, and summer day camp.



4-16-82

F. The University Club

The purpose of the University Club is to provide opportunities to meet individuals from other sectors of the University in social settings. Membership is open to faculty, staff, and alumni. The Club sponsors several social events in each semester of the academic year. Announcements of these events are circulated via campus mail and in the University Newsletter. Membership information is available through the Alumni Center.

G. University Women's Club

The Clemson University Women's Club is a social, recreational, and cultural organization open to women faculty, staff, students, and alumni, and to women who are members of the immediate families of Clemson faculty, staff, students, or alumni. The Club holds its general meetings on the first Thursday of every month during the academic year at 4:00 P.M. in the Clemson House. The organization also sponsors a newcomers group for women in their first two years in the community, plus a variety of special interest groups such as bowling, book review, needlecraft, bridge, and gourmet cooking, depending on the interests of the members in any given year.

H. The Alumni Center

The University Alumni Center located just north of the Clemson House, is the national headquarters of the Clemson Alumni Association. The Association's academic fund-raising and publications programs are housed in the building's office wing. The building, a gift to the University by its alumni, has facilities to accommodate faculty and student receptions and other University gatherings. The lounge area contains a grand piano. A small catering kitchen is available. Reservations for the use of these facilities are required well in advance of the occasion and are made with the Center's receptionist (656-2347). A damage deposit is required.

I. Historic Houses

Two historic houses are located on the Clemson campus: Fort Hill mansion in the center of campus between Tillman Hall and Sirrine Hall, and Hanover House on N. Palmetto Boulevard, just below the President's house.

Fort Hill was the home of John C. Calhoun and later of his daughter Anna Maria and son-in-law Thomas Clemson, whose bequest established Clemson University. The fourteen-room house has been restored by the United Daughters of the Confederacy and is furnished



primarily with original family heirlooms. The mansion is open free to the public daily except Mondays.

Hanover House was built in 1716 in Berkeley County in the low country. It was endangered by the construction of a hydroelectric dam in the 1940s, but was rescued for relocation on the Clemson campus, 250 miles away. Hanover House was the home of the Ravenel family for 138 years. The house has been restored and refurnished by the National Society of Colonial Dames and is open free to the public every day except Monday.

J. Athletic Programs, Activities, and Facilities

Intercollegiate Athletics. Clemson University is a member of the N.C.A.A. and is one of eight members of the Atlantic Coast Conference, which encompasses virtually all varsity athletic programs. Twelve men's teams compete in N.C.A.A. Division I intercollegiate athletics: football, soccer, cross-country, basketball, fencing, swimming, wrestling, indoor track, baseball, tennis, golf, and outdoor track. Clemson women compete in seven sports: field hockey, volleyball, cross-country, basketball, swimming, fencing, and tennis. The women's teams also participate in the National and South Carolina Associations of Intercollegiate Athletics for Women.

Season tickets for football, basketball, baseball, and soccer are offered at reduced rates to faculty and staff who are employed at least half-time. The Athletic Department (656-2101) can provide additional information. Priority in obtaining season tickets is given to those who join IPTAY ("I Pay Thirty A Year"). The oldest athletic scholarship organization in the United States, IPTAY provides funds for grants-in-aid to Clemson athletes.

Athletic Facilities and Programs. The University has facilities for a range of athletic activity -- Fike Recreation Center, the Hoke Sloan Tennis Center, and the East Beach Recreation Area, as well as various outdoor fields and tracks. Fike Recreation Center, located on West Campus just east of the football stadium and Littlejohn Coliseum, contains four basketball courts, five volleyball courts, ten handball/racquetball courts, and two weight rooms, (one with six boxing platforms, exercise bars and two Universal machines, and the other with Olympic weight-lifting equipment). Other rooms and areas are used for table tennis, wrestling, fencing, modern dance, gymnastics, golf, Judo, and Karate. Fike Recreation Center also has a natatorium with an eight-lane swimming pool, a diving tank, and a large sundeck. East Beach Recreation Center, located behind Jervey Athletic Center on Lake Hartwell, has outdoor swimming facilities and is open from noon until 6:00 P.M. from March to November. The Hoke Sloan Tennis Center consists of twenty-five lighted Laykold courts. Access to the tennis facilities is handled through Fike Recreation Center. Reservations



4-16-82

are usually necessary for tennis and racquetball/handball courts.

Faculty and staff (including emeritus faculty) may purchase memberships for the Fike Recreation Center, East Beach Recreation Area, and University tennis courts by payment of a \$40.00 annual fee. Temporary employees may purchase memberships by the semester. A tennis court-only membership may be purchased for \$15.00 per year. Families of employee members may use the facilities during specified family hours. Further information is available from the Intramural Office at Fike Recreation Center (open 8:00 A.M. to 4:30 P.M., Monday to Friday, 656-2116).

The Intramural Program includes competitive team play in football, softball, volleyball, and basketball as well as continuing ladder tournaments in racquetball, handball, and tennis. The Department of Intramurals and Physical Training is housed in Fike Recreation Center. Further information on intramural programs can be obtained from the Intramural Office.

K. The Clemson Area

The town of Clemson, S.C. offers a range of cultural, recreational, and social activities and organizations which are not affiliated with Clemson University. An inventory of these organizations and programs is provided in an annual recreation brochure published by the League of Women Voters, available at no charge. The weekly newspaper, The Clemson Messenger, also features notices of current activities. It may be purchased at various retail outlets in the town, as may a map of Clemson and its environs, and The Clemson Guide, a directory of services, retail establishments, organizations, and activities available in the towns of Pendleton and Central as well as in Clemson.



4-16-82

Members of the Board of Trustees

BUSINESS

TRUSTEES

President
Edwards & McNeer, Inc.

Chairman of the Board
Thomas E. McNeer, Jr.
P.O. Box 12108
Columbia, SC 29211

Attorney at Law

Vice Chairman of the Board
Paul W. McAllister
P.O. Box 247
Lancaster, SC 29306

APPENDIX A

THE CLEMSON UNIVERSITY BOARD OF TRUSTEES

Physician

John J. Britton, M.D.
222 West Calhoun Street
Spartanburg, SC 29151

President, Retired
Coker's Vegetable Seed Company

Robert E. Coker
P.O. Box 1336
Spartanburg, SC 29320

President

F. Kenneth Gripp
P.O. Box 1908
Spartanburg, SC 29304

Troy H. Gripp & Sons, Inc.

Biologist

Fletcher C. Herrick, Jr., M.D.
116 Calhoun Street
Charleston, SC 29401

President

W. G. Deschamps, Jr.
P.O. Box 347
Mishawaka, SC 29010

Mishawaka Petroleum Company, Inc.

Architect

William H. Gelger, Jr.
116 Calhoun Street
Columbia, SC 29201



4-16-82

Members of the Board of Trustees

TRUSTEE

Chairman of the Board
Thomas B. McTeer, Jr.
P.O. Box 12208
Columbia, SC 29211

Vice Chairman of the Board
Paul W. McAlister
P.O. Box 247
Laurens, SC 29360

Louis P. Batson, Jr.
P.O. Box 3978
Greenville, SC 29608

John J. Britton, M.D.
232 West Calhoun Street
Sumter, SC 29151

Robert R. Coker
P.O. Box 1338
Hartsville, SC 29550

T. Kenneth Cribb
P.O. Box 2908
Spartanburg, SC 29304

Fletcher C. Derrick, Jr., M.D.
216 Calhoun Street
Charleston, SC 29401

W. G. DesChamps, Jr.
P.O. Box 347
Bishopville, SC 29010

William N. Geiger, Jr.
1516 Calhoun Street
Columbia, SC 29201

BUSINESS

President
Edens & McTeer, Inc.

Attorney at Law

Chairman
Louis P. Batson Company

Physician

President, Retired
Coker's Pedigree Seed Company

President
Troy H. Cribb & Sons, Inc.

Urologist

President
Bishopville Petroleum Company, Inc.

Architect



4-16-82

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. Jervy
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

Ten-Dale Farms

Citizens Insurance Company

Retired

Retired
Harlee-Quattlebaum, Inc.

Carolina Trade Zone



4-16-82

Standing Committees of the Board of Trustees

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.

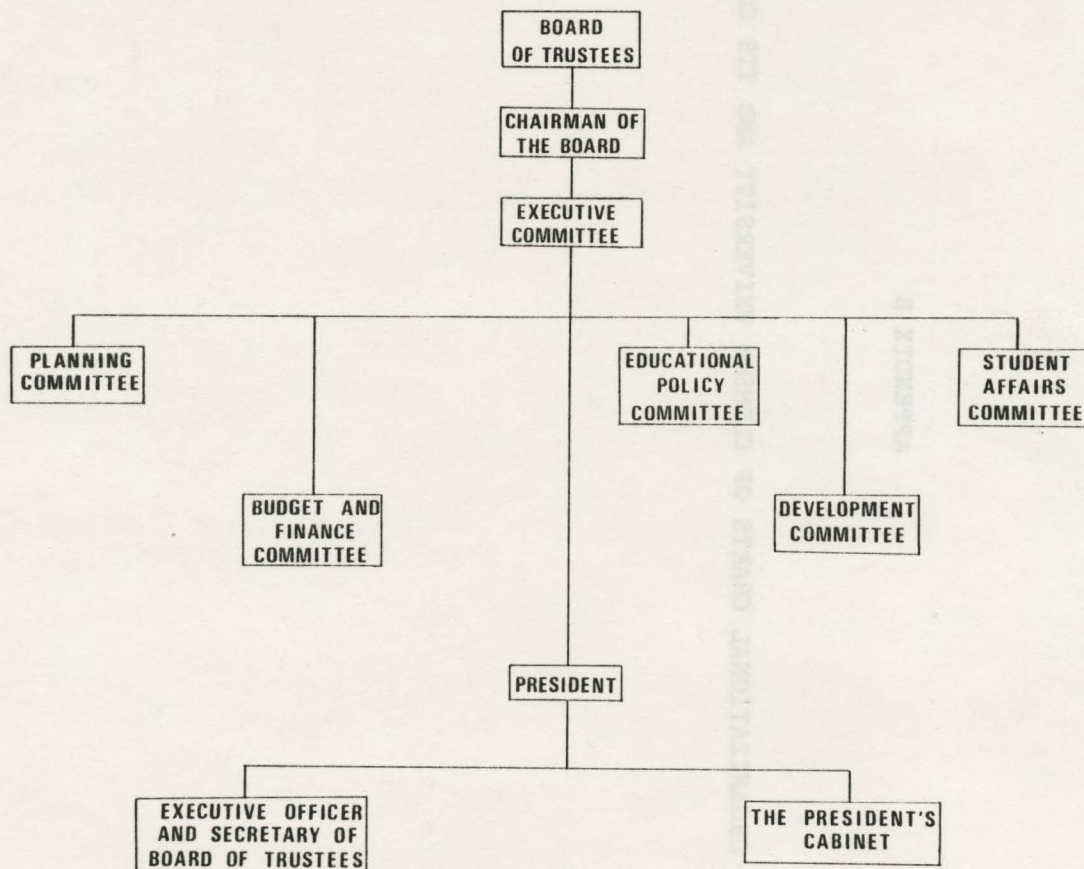
PLANNING COMMITTEE: P. W. McAlister (Chairman); William N. Geiger; James C. Self (Vice-Chairman).

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

ORGANIZATIONAL CHARTS OF CLEMSON UNIVERSITY AND ITS COLLEGES

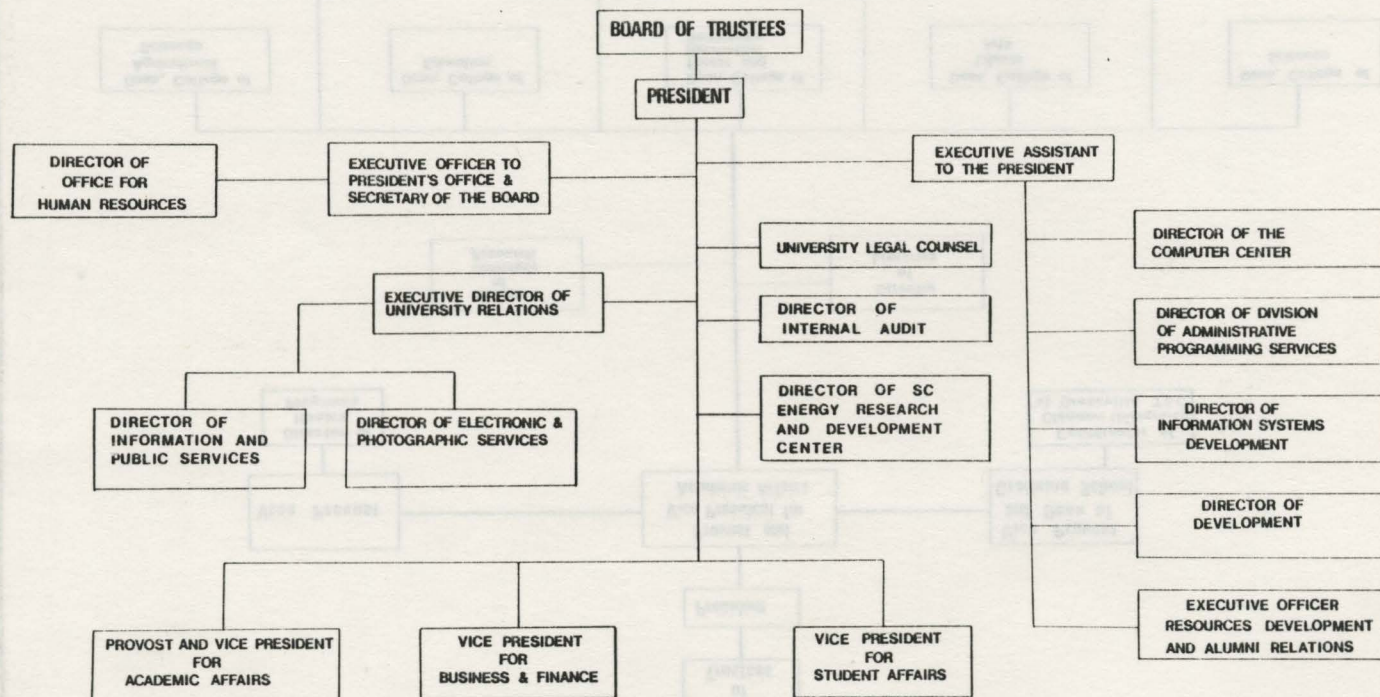


CLEMSON UNIVERSITY
ORGANIZATION OF THE BOARD OF TRUSTEES



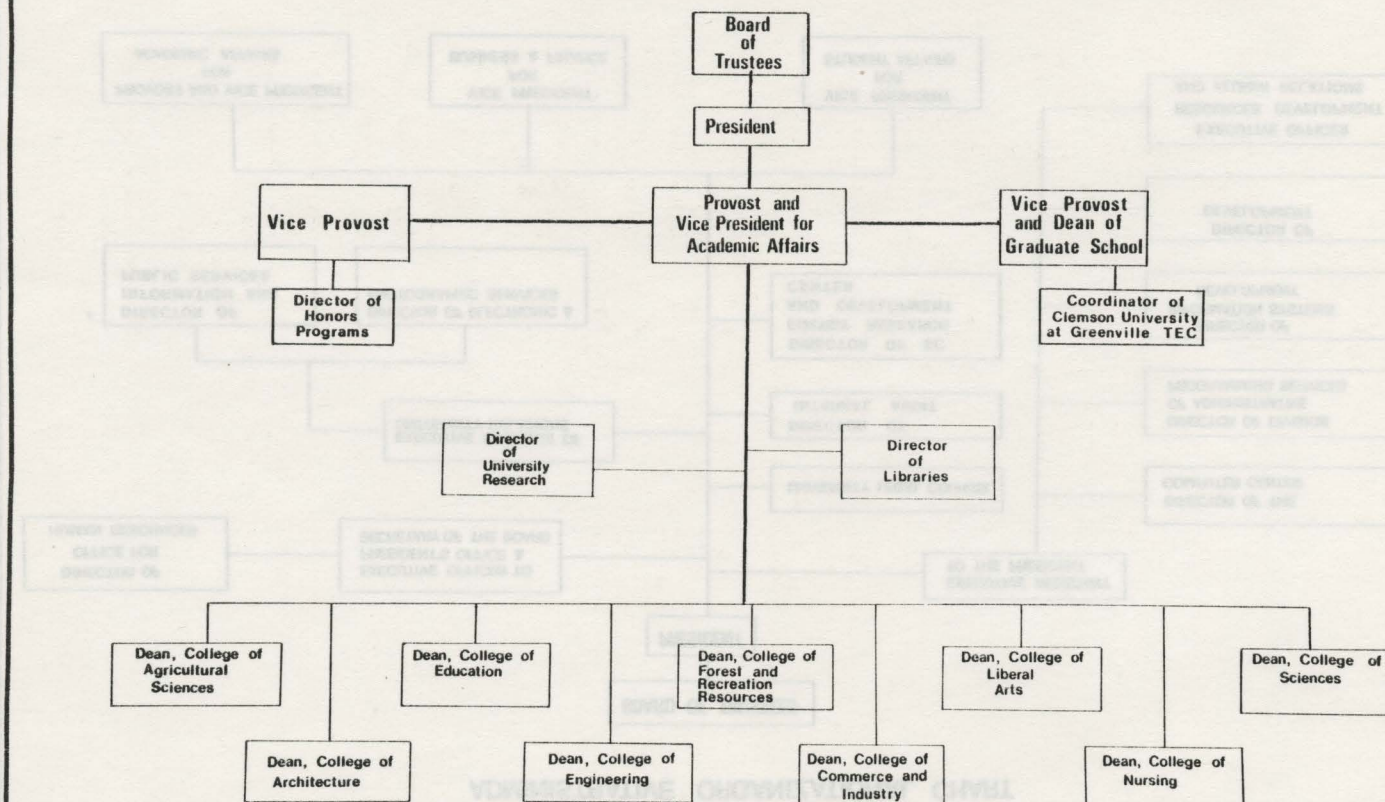
CLEMSON UNIVERSITY

ADMINISTRATIVE ORGANIZATIONAL CHART



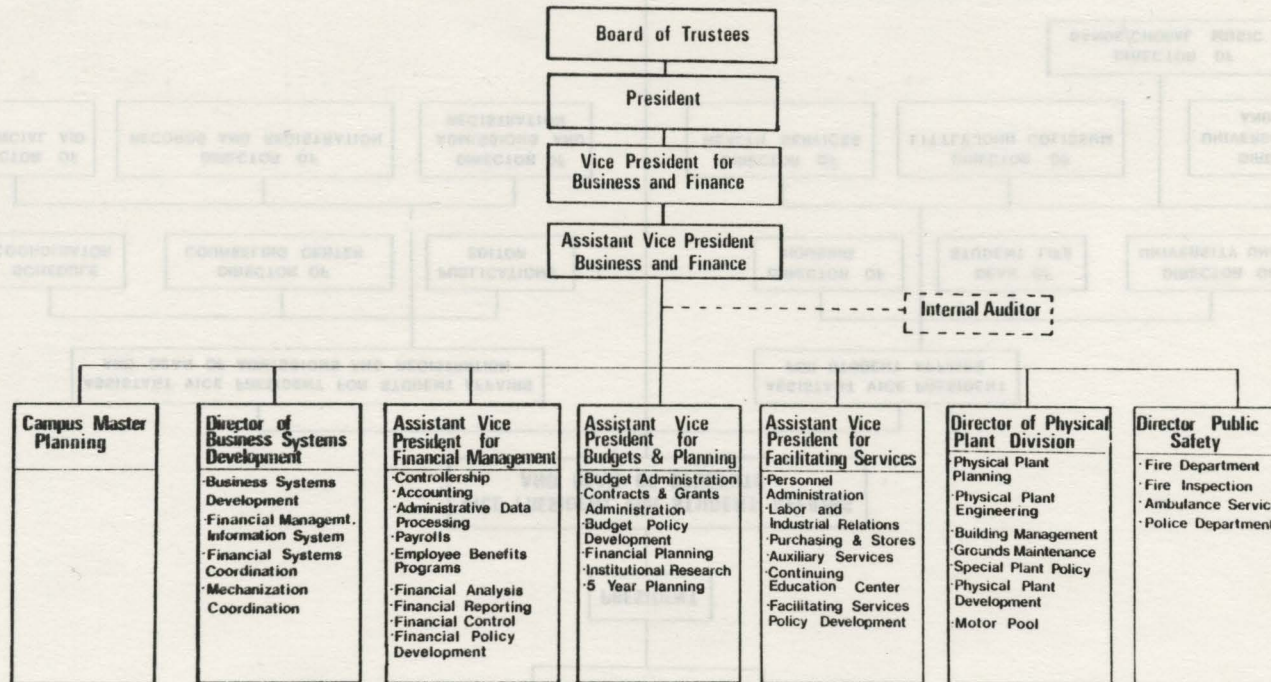


CLEMSON UNIVERSITY
Academic Affairs Organizational Chart



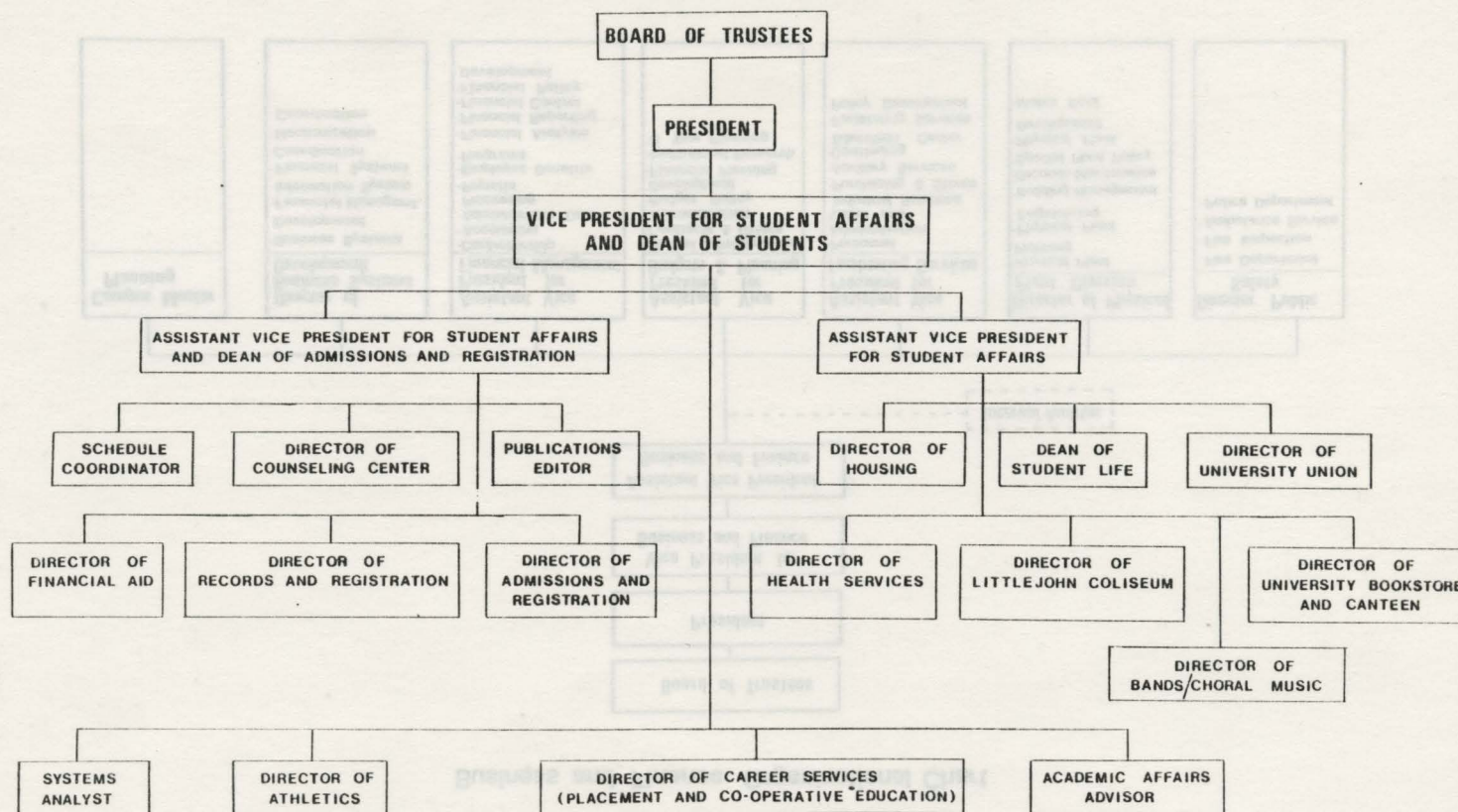
CLEMSON UNIVERSITY

Business and Finance Organizational Chart



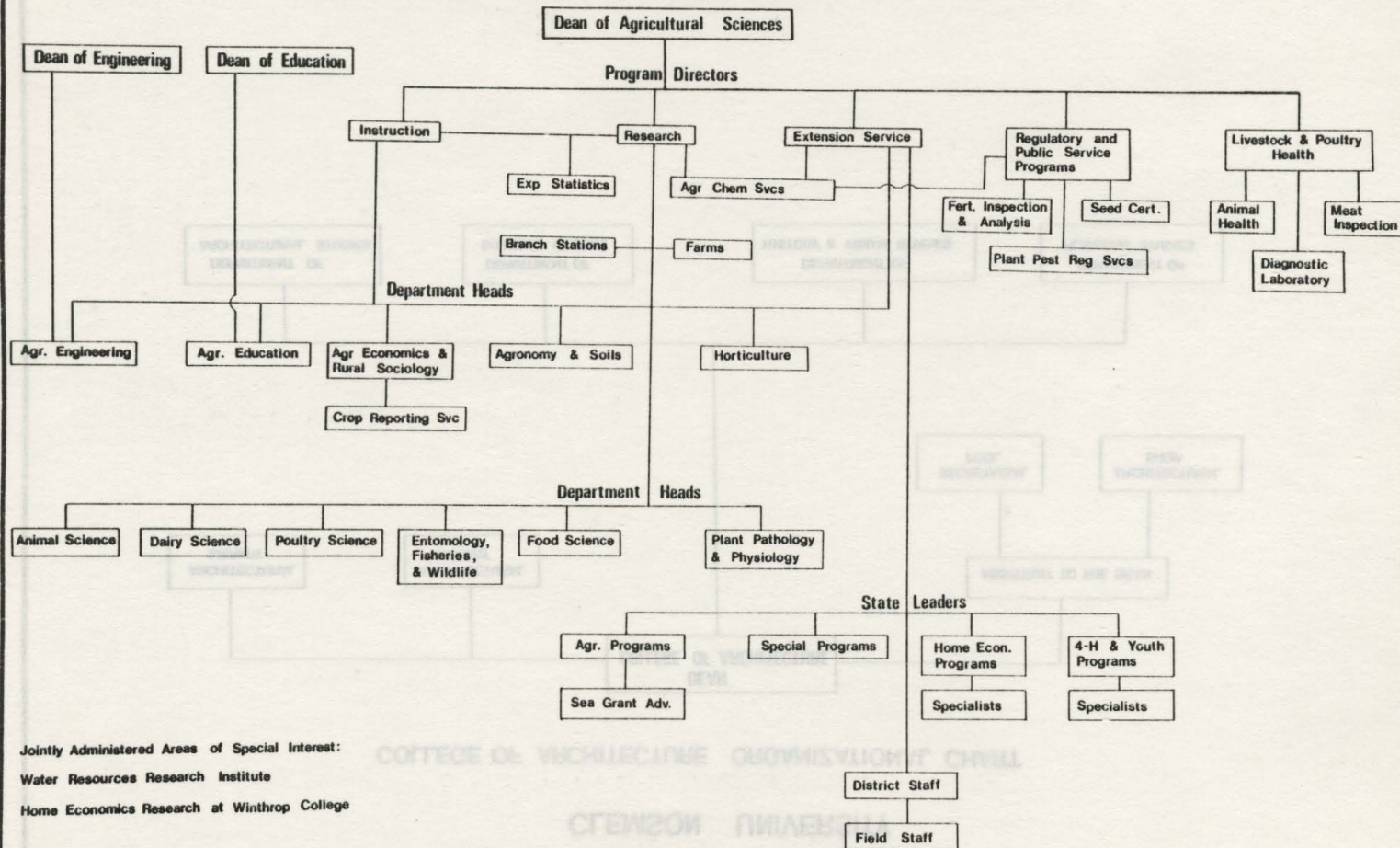


CLEMSON UNIVERSITY
STUDENT AFFAIRS ORGANIZATIONAL CHART



CLEMSON UNIVERSITY

College of Agricultural Sciences Organizational Chart



A:11

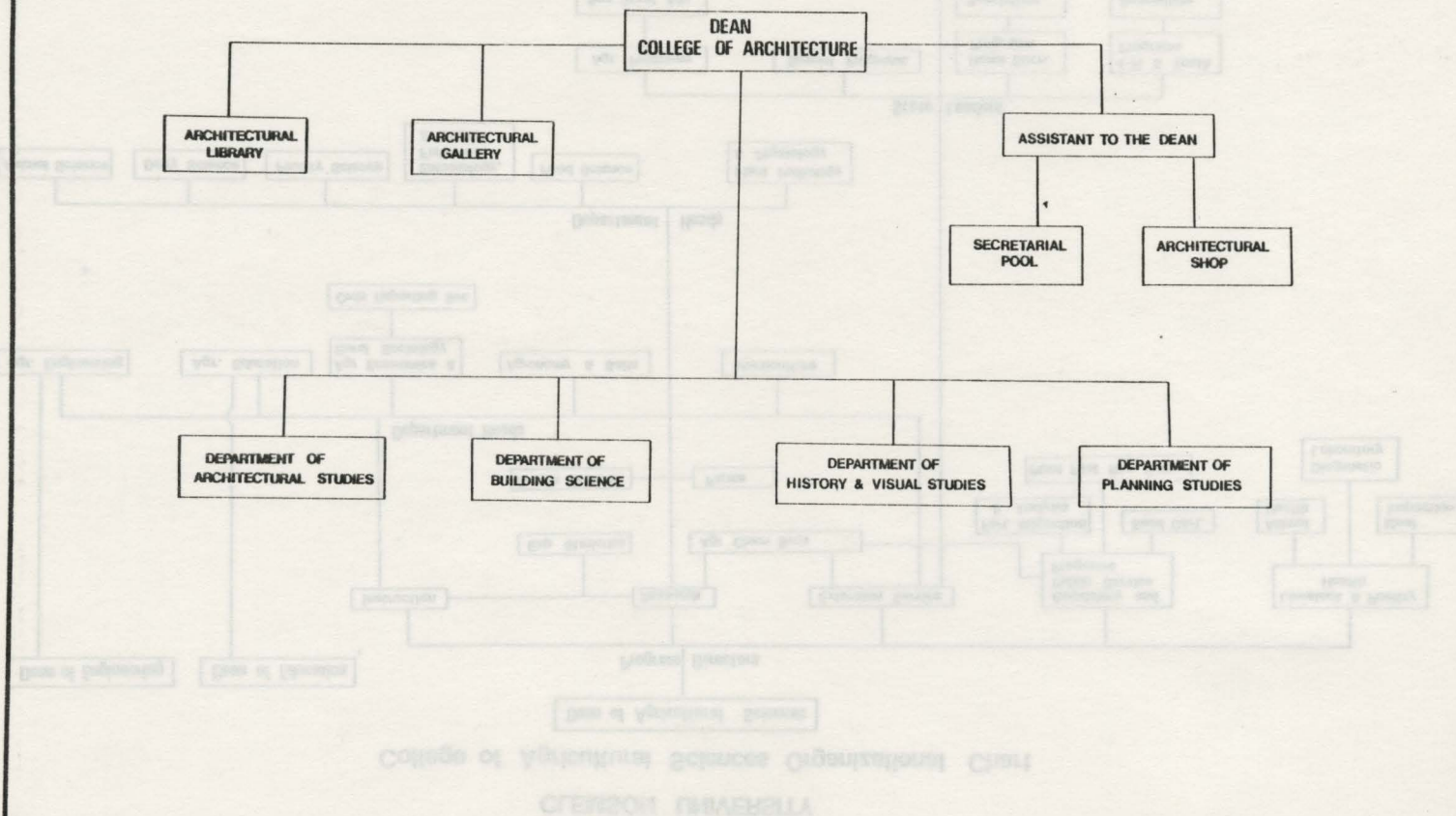




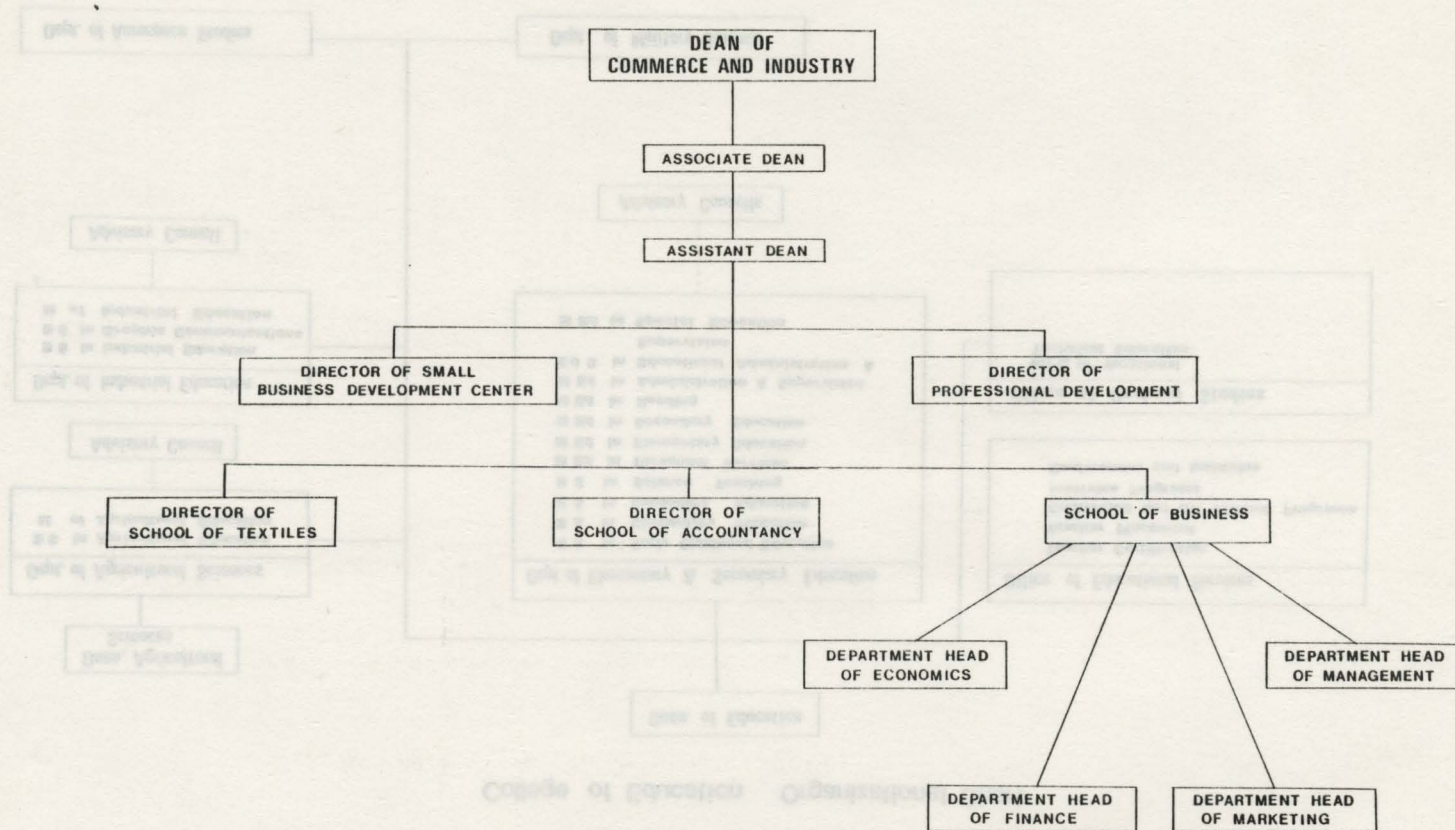
4-16-82

CLEMSON UNIVERSITY

COLLEGE OF ARCHITECTURE ORGANIZATIONAL CHART



CLEMSON UNIVERSITY
COLLEGE OF COMMERCE AND INDUSTRY ORGANIZATIONAL CHART

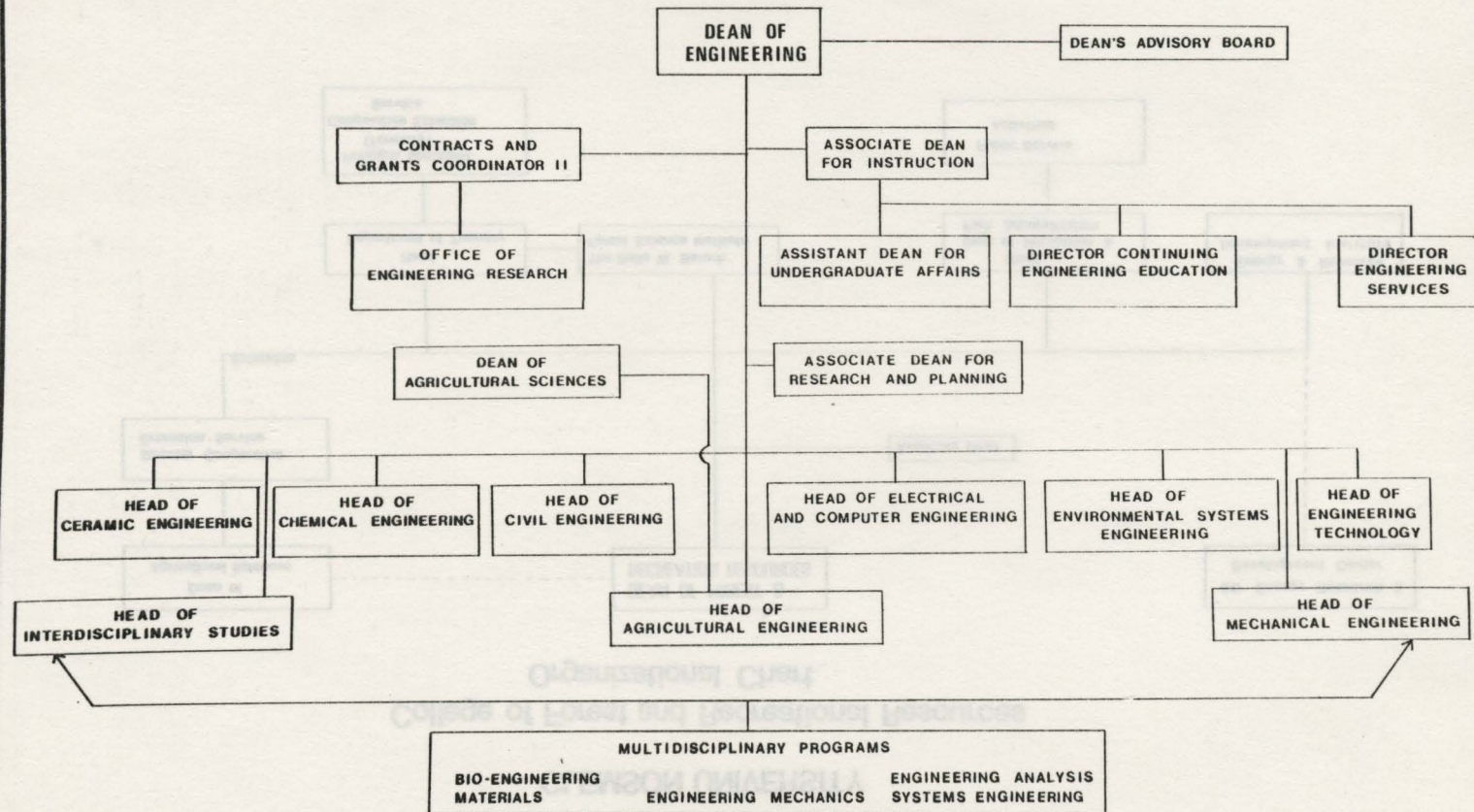


A:13



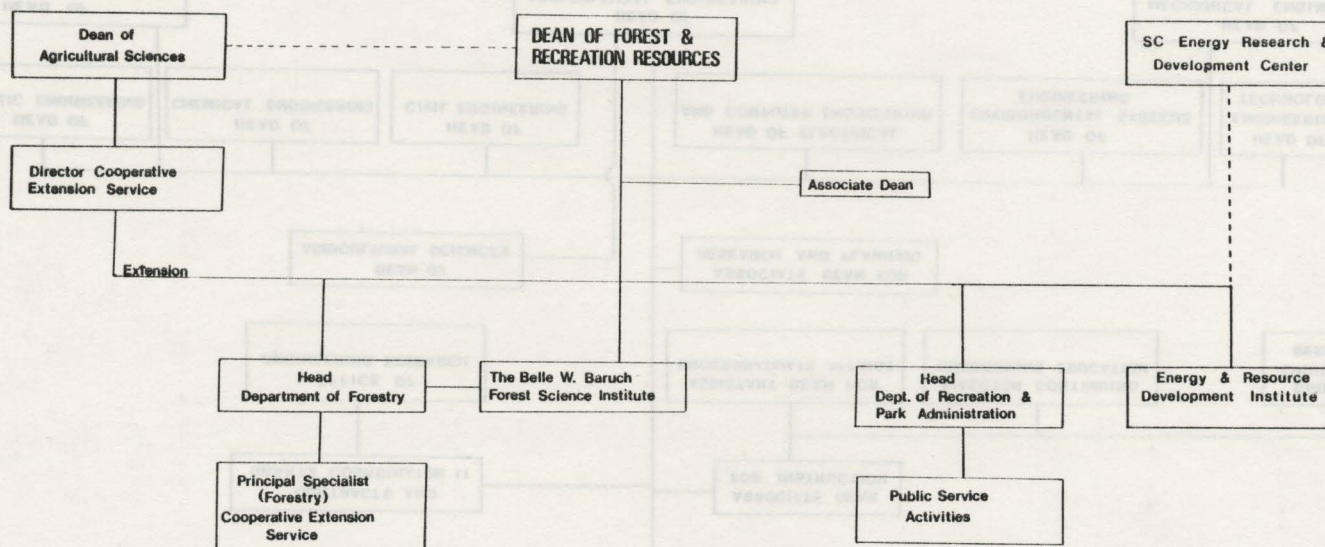
CLEMSON UNIVERSITY

COLLEGE OF ENGINEERING ORGANIZATIONAL CHART



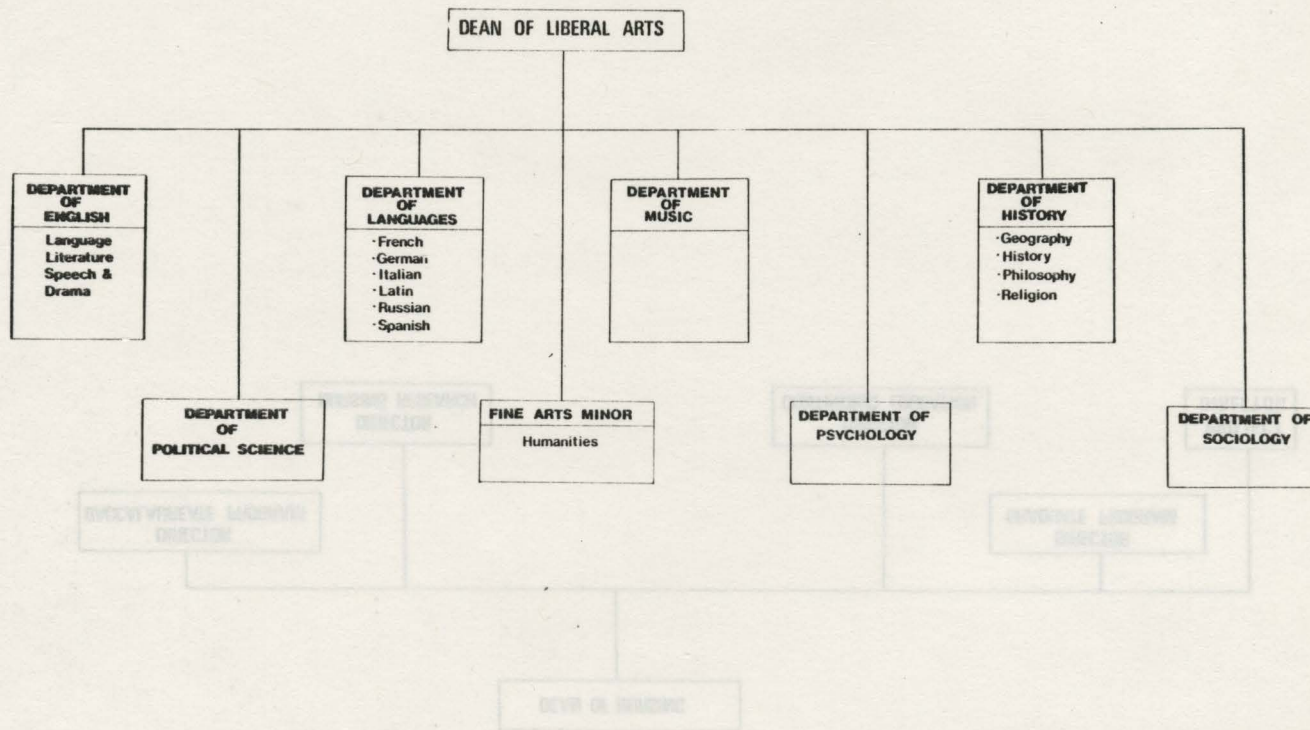


CLEMSON UNIVERSITY
College of Forest and Recreational Resources
Organizational Chart



CLEMSON UNIVERSITY

College of Liberal Arts Organizational Chart

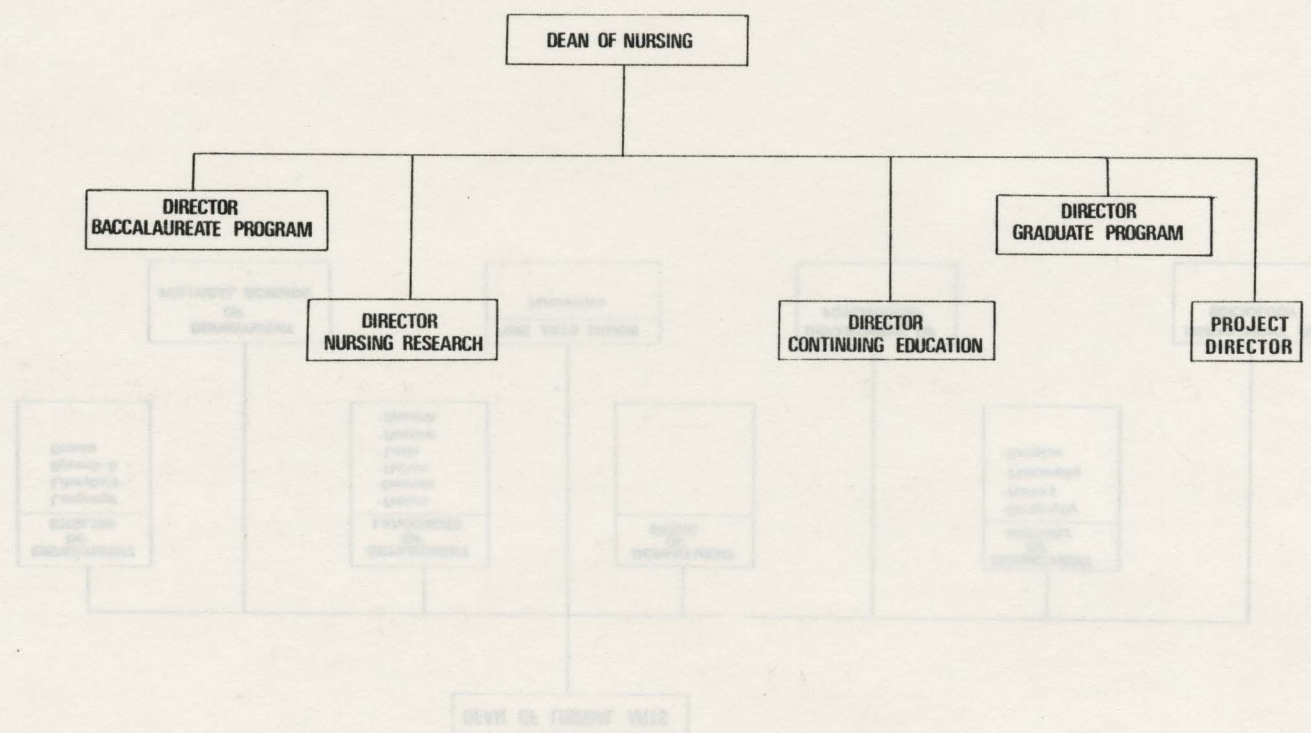


A:17



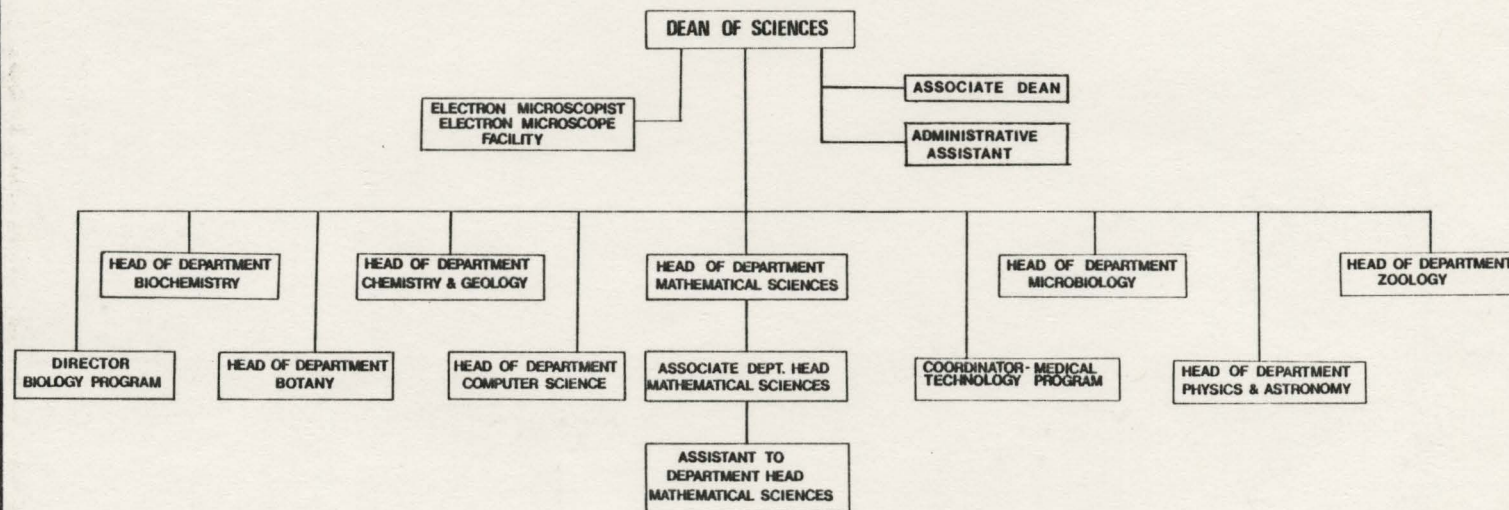


CLEMSON UNIVERSITY
College of Nursing Organizational Chart



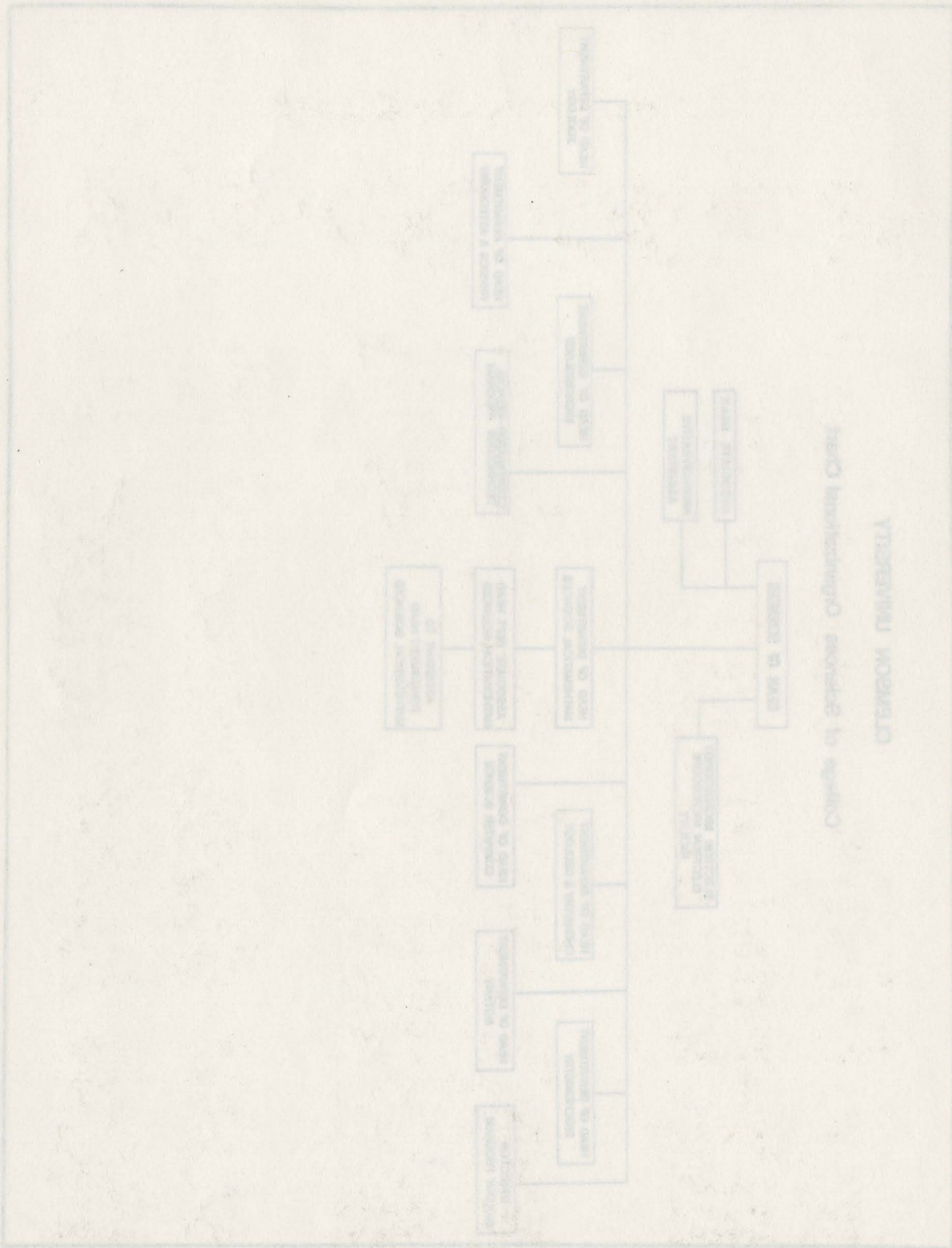
CLEMSON UNIVERSITY

College of Sciences Organizational Chart





4-16-82





4-16-82

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).

<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>
i	4-16-82	II:19	8-01-79	III:21	4-16-82
ii	4-16-82	II:20	8-01-79	III:22	4-16-82
iii	4-16-82	II:21	8-01-79		
iv	4-16-82	II:22	4-16-82		
		II:23	4-16-82	IV:1	4-16-82
		II:24	4-16-82	IV:2	4-16-82
I:1	4-16-82	II:25	4-16-82	IV:3	4-16-82
I:2	4-16-82	II:26	4-16-82	IV:4	4-16-82
I:3	4-16-82	II:27	4-16-82	IV:5	4-16-82
I:4	4-16-82	II:28	4-16-82	IV:6	4-16-82
I:5	4-16-82	II:29	4-16-82	IV:7	4-16-82
I:6	4-16-82	II:30	4-16-82	IV:8	4-16-82
I:7	4-16-82	II:31	4-16-82	IV:9	4-16-82
I:8	4-16-82	II:32	4-16-82	IV:10	4-16-82
				IV:11	4-16-82
II:1	4-16-82	III:1	4-16-82	IV:12	4-16-82
II:2	4-16-82	III:2	4-16-82	IV:13	4-16-82
II:3	4-16-82	III:3	4-16-82	IV:14	4-16-82
II:4	4-16-82	III:4	4-16-82	IV:15	4-16-82
II:5	4-16-82	III:5	4-16-82	IV:16	4-16-82
II:6	4-16-82	III:6	4-16-82	IV:17	4-16-82
II:7	4-16-82	III:7	4-16-82	IV:18	4-16-82
II:8	4-16-82	III:8	4-16-82	IV:19	4-16-82
II:9	4-16-82	III:9	4-16-82	IV:20	4-16-82
II:10	4-16-82	III:10	4-16-82		
II:11	4-16-82	III:11	4-16-82	V:1	4-16-82
II:12	4-16-82	III:12	4-16-82	V:2	4-16-82
II:13	4-16-82	III:13	4-16-82	V:3	4-16-82
II:14	4-16-82	III:14	4-16-82	V:4	4-16-82
II:15	4-16-82	III:15	4-16-82	V:5	4-16-82
II:16	4-16-82	III:16	4-16-82	V:6	4-16-82
II:17	4-16-82	III:17	4-16-82	V:7	4-16-82
II:17a	4-16-82	III:18	4-16-82	V:8	4-16-82
II:17b	1-16-81	III:19	4-16-82		
II:18	1-16-81	III:20	4-16-82		



4-16-82

<u>Page</u>	<u>Date</u>	<u>Page</u>	<u>Date</u>
VI:1	4-16-82	VIII:1	4-16-82
VI:2	4-16-82	VIII:2	4-16-82
VI:3	4-16-82	VIII:3	4-16-82
VI:4	4-16-82	VIII:4	4-16-82
VI:5	4-16-82	VIII:5	4-16-82
VI:6	4-16-82	VIII:6	4-16-82
VI:7	4-16-82		
VI:8	4-16-82		
VI:9	4-16-82	A:1	4-16-82
VI:10	4-16-82	A:2	4-16-82
VI:11	4-16-82	A:3	4-16-82
VI:12	4-16-82	A:4	4-16-82
VI:13	4-16-82	A:5	4-16-82
VI:14	4-16-82	A:6	4-16-82
VI:15	4-16-82	A:7	4-16-82
VI:16	4-16-82	A:8	4-16-82
VI:17	4-16-82	A:9	4-16-82
VI:18	4-16-82	A:10	4-16-82
VI:19	4-16-82	A:11	4-16-82
VI:20	4-16-82	A:12	4-16-82
VI:21	4-16-82	A:13	4-16-82
VI:22	4-16-82	A:14	4-16-82
VI:23	4-16-82	A:15	4-16-82
VI:24	4-16-82	A:16	4-16-82
VI:25	4-16-82	A:17	4-16-82
VI:26	4-16-82	A:18	4-16-82
VI:27	4-16-82	A:19	4-16-82
VI:28	4-16-82	A:20	4-16-82
VI:29	4-16-82	A:21	4-16-82
VI:30	4-16-82	A:22	4-16-82
VI:31	4-16-82		
VI:32	4-16-82		
		i	4-16-82
		ii	4-16-82
VII:1	4-16-82	iii	4-16-82
VII:2	4-16-82	iv	4-16-82
VII:3	4-16-82	v	4-16-82
VII:4	4-16-82	vi	4-16-82
VII:5	4-16-82	vii	4-16-82
VII:6	4-16-82	viii	4-16-82
VII:7	4-16-82	ix	4-16-82
VII:8	4-16-82	x	4-16-82
VII:9	4-16-82		
VII:10	4-16-82		
VII:11	4-16-82		
VII:12	4-16-82		
VII:13	4-16-82		
VII:14	4-16-82		

INDEX

AAUP (American Association of University Professors), VIII:1
AAUP Council, Declaration of the, II:3
AAUP Statement of Principles on Academic Freedom and Tenure, II:1
AAUP Statement on Professional Ethics, II:3
Absences, Teaching Faculty, III:2
Academic Administrators, Review of, VI:31
Academic Administrators, Selection of, II:11, VI:29
Academic Freedom, II:1, II:15, II:24
Academic Grievance Committee, Student, III:7, VI:14
Accident Insurance, IV:1, IV:3, IV:8
Adjunct Faculty, II:6, II:13, II:16
Administration, Non-academic, V:8
Administration, University, I:8, V:3
Administrators, Academic, Review of, VI:31
Administrators, Academic, Selection of, II:11, VI:29
Admissions and Continuing Enrollment Committee, VI:13
Admissions and Registration, Dean of, V:6, VI:13, VI:22
Advising and Course Placement Committee, VI:13
Advising, Student, III:7
Advisory Committee, Departmental Faculty, II:9, II:11, VI:25
Advisory Committee, Faculty Senate, II:26, VI:8
Affirmative Action, II:11, II:26
Affirmative Action Committee, VI:20
Alcohol and Drug Abuse Committee, VI:17
Alumni Center, VII:6, VIII:4
Alumni Loyalty Fund, VII:6
Alumni Master Teaching Award, II:10
Alumni Professorships, II:8, II:10
Alumni Relations Office, VII:6
Alumni Visiting Professorships, II:10
Animal Facilities, VII:14
Animal Welfare Committee, Laboratory, VI:23
Annual Leave, IV:12, IV:13
Annuities, Tax Deferred, IV:10, IV:11
Appointment, Procedures for, II:14
Appointments, Faculty, Qualifications for, I:4, II:12, II:13
Appointments, Faculty, Regular, II:5, II:11, II:13
Appointments, Faculty, Special, II:6, II:11, II:13, II:15
Appointments, Probationary Periods for, II:5, II:15, II:16
Appointments, Renewal of, II:15
Appointments, Terms of, II:13, II:16
Art Exhibits, VIII:3
Assistant Professor, Rank of, II:5, II:15
Associate Professor, Rank of, II:6



4-16-82

Athletic Council, VI:22
Athletic Tickets, VIII:5
Athletics, Intercollegiate, VIII:5
Athletics, Intramural, VIII:6
Audio-Visual Resources, VII:5
Auditor, Internal, V:8
Automobile Registration, IV:17, IV:18

Baruch Institute, VII:12
Basketball Courts, VIII:5
Bicycle Code, IV:20
Biomedical Research Support Grant Committee, VI:22
Biosafety Committee, Institutional, VI:23
Blue Cross/Blue Shield, IV:1, IV:2, IV:3
Board of Trustees, V:3, I:1, I:7, II:1, II:8, II:23, II:28, V:2, VI:3,
VI:29, A:1
Boating, VIII:3
Bookstore, University, VII:2

Calhoun Mansion, V:2, VIII:4
Calhoun, John C., I:2
Camp Hope, VII:12
Campus Master Planning Committee, VI:20
Cancer and Special Disease Insurance, IV:8
Charitable Contributions, Payroll Deductions for, IV:11
Cinema Series, VIII:2
Class Meetings, III:2
Class Attendance, III:3, III:4
Clemson Guide, VIII:6
Clemson Messenger, VIII:6
Clemson Players, VIII:2
Clemson, Thomas G., I:1, I:6
Clemson, Town of, VIII:6
Clemson University Foundation, VII:7
Clemson Will, I:1, I:3, I:6, I:7, V:1
Clemson World, VII:6
Collegiate Faculties, I:8, II:14, VI:10, VI:26
Commissions, Terms of Membership, VI:12
Committee Work by Faculty, II:4
Communications, Internal, VII:5
Computer Advisory Committee, VI:22
Computer Facilities, VII:2, VII:11
Concert Series, VIII:2
Conflict of Interest, III:12, III:13
Constitution, Faculty, I:8, VI:2
Consulting, III:13, III:14
Continuing Education, III:9, III:10
Contract, Faculty, II:13



4-16-82

Cooperative Education Committee, VI:14
Copyright Policy, III:15
Council of Academic Deans, V:5, VI:23
Counsel, University, V:8
Course Assignments, III:1
Course, Dropping, III:3
Course Requirements, III:4
Course, Repeating, III:4
Course Scheduling, III:2
Court, Leave for Attendance at, IV:15
Credit Union, S.C. State Employees', IV:10, IV:12
Curriculum, I:8, II:1, V:5, VI:1, VI:3, VI:10, VI:26, VI:28
Curriculum Committees, College, VI:27
Curriculum Committees, University, I:8, VI:10

Dean of Admissions and Registration, V:6, VI:13, VI:22
Deans of the Colleges, V:6, III:10, III:14, VI:12, VI:15, VI:20, VI:23, VI:30, VI:31
Dean of the Graduate School, V:6, III:12, VI:12, VI:15
Deans, Associate and Assistant, V:6, VI:29
Death Benefit, State Retirement System, IV:4, IV:6
Degree Requirements, I:8, VI:3
Department Heads, V:7, II:14, II:17, II:22, III:1, III:7, III:10, III:12, III:14, VI:12, VI:15, VI:28, VI:29, VI:31
Departmental Governance, VI:28
Depositories Committee, VI:14
Development Office, VII:6
Disability Compensation, IV:15
Disability Insurance, IV:2, IV:4, IV:6, IV:8
Disability leave, IV:14
Discontinuance of Programs, II:25
Dishonesty, Academic, III:6, III:7
Dismissal of Faculty, II:23, II:25
Duplicating Services, VII:7

Electron Microscopes, VII:10, VII:13
Electronic and Photographic Services, Office, VII:5
Electronics Shops, VII:10, VII:14
Emeritus Faculty, II:6, III:21
Employment, Dual, III:15
Employment, Private Outside, II:4, III:13, IV:12
Endowed Chairs, II:8
Energy Research and Development Center, V:8
Equal Employment Opportunity, II:12
Ethics, II:3, II:4
Evaluation of Faculty, II:17, II:21
Evaluation of Teaching by Students, III:7

4-16-82

Examinations, III:4

Executive Assistant to the President, V:8, VI:12, VI:24

Executive Officer, President's Office, V:8, VI:12, VI:24, VI:25

Extension Committee, VI:20

Faculties, Collegiate, I:8, VI:10, VI:26

Faculties, Departmental, I:8, II:14, VI:28

Faculty Affairs, Commission on, VI:16

Faculty Development Committee, VI:16

Faculty Manual, I:1, II:27

Faculty Manual, Changes in, I:2

Faculty Manual, Master List of Page Issue Dates, I:2, A:21

Faculty Manual Revision Committee, I:2

Faculty Meetings, College, VI:26

Faculty Meetings, Departmental, VI:28

Faculty Meetings, University, VI:4

Faculty Salaries and Fringe Benefits Committee, VI:16

Faculty Senate, I:1, I:2, II:30, V:5, VI:5

Faculty Senate, Allocation of Seats, VI:6

Faculty Senate, Committees, VI:5, VI:9

Faculty Senate, History, I:5

Faculty Senate, Meetings, VI:8

Faculty Senate, Officers, VI:7

Faculty Senate, President, II:27, VI:7, VI:12, VI:15, VI:22, VI:23, VI:24,
VI:26, VI:32

Faculty, University, II:5, VI:3

Family Educational Rights and Privacy Act, III:5, III:6

Fike Recreation Center, VIII:5

Film Series, VIII:2

Financial Aid, Student Employment, and Placement Committee, VI:18

Financial Exigency, II:25

Fine Arts Committee, VI:20

Forest, Clemson, VII:11

Fort Hill, V:2, VIII:4

Four-H Camps, VII:11

Freedom of Information Act, III:6

Freedom, Academic, II:1, II:15, II:24

Fringe Benefits, II:7, IV:1-IV:9

Funeral Leave, IV:15

General Assembly of South Carolina, I:1, I:3, I:7, II:22, II:23, V:1

Glass Shop, VII:13

Governance, College, VI:26

Governance, Departmental, VI:28

Governance, University, I:7, VI:1

Government, Student, VI:19

Grading, III:3, III:4



4-16-82

Graduate School, Dean, V:6, III:12, VI:12, VI:15
Graduate Studies Advisory Committee, VI:15
Graduate Studies and Research, Commission on, VI:15
Graduate Study by Faculty, II:3, III:12
Greek Affairs Committee, VI:17
Grievance Board, Faculty Senate, II:30, VI:9
Grievance Committee, Student Academic, III:7, VI:14
Grievance Committee, Student Non-Academic, VI:18
Grievance Procedure I, Faculty, II:23
Grievance Procedure II, Faculty, II:29
Grievance Procedures, State Employees, II:23
Group Medical Insurance, IV:2

Handball Courts, VIII:5
Handicapped Students, III:7
Handicapped Students Committee, VI:16
Hanover House, VIII:4
Health Insurance, IV:1, IV:2, IV:3, IV:4, IV:8
Hobcaw Barony, VII:11
Holidays, IV:12, IV:13, IV:15
Honorary Degrees, VI:31
Honors Program Committee, VI:13
Housing Committee, VI:17
Housing, Faculty and Staff, IV:17
Human Resources Office, II:12
Human Subjects, Committee for Protection, VI:24
Human Subjects Policy, III:18

Identification Cards, IV:17
Information and Public Service Office, VII:5
Instructor, Rank of, II:5, II:15
Insurance Plans, Optional, IV:8
Insurance Programs, Changing Coverage, IV:3, IV:9
Insurance Programs Guide, IV:1
Intramural Athletics, VIII:6

Laboratory Animal Welfare Committee, VI:23
Land Grant Act, I:6
Landscape and Site Development Committee, VI:23
Leave, Annual, IV:12
Leave for Attendance at Court, IV:15
Leave, Disability, IV:14
Leave, Emergency Annual, IV:13
Leave, Funeral, IV:15
Leave, Maternity, IV:14



4-16-82

Leave, Military, IV:15
Leave, Sabbatical, III:10, III:11, IV:6
Leave, Sick, IV:13
Leave Without Pay, IV:3, IV:6, IV:14, IV:15, IV:16
Leave for Voting, IV:15
Lecture Series, VIII:2
Lecturer, Rank of, II:7, II:13, II:16
Liability Insurance, IV:7
Library, University, VII:1
Librarians, II:4, II:6, II:15, II:23, II:25, II:29, III:1, III:3
Life Insurance, IV:2, IV:4, IV:8

Mailroom, University, VII:8
Major Medical Insurance, IV:3
Marshal's Committee, VI:16
Marshal, University, VI:16
Master Teaching Award, Alumni, II:10
Maternity Leave, IV:14
Media Board, Student, VI:19
Medical Expense Insurance, IV:1, IV:2
Medical Technology Committee, IV:14
Military Leave, I:15
Minority Council, VI:19
Mission Statement, University, II:6
Motor Pool, VII:8
Music, Record and Score Collection, VII:12

Nepotism, III:20
News Services, VII:5
Non-Renewal of Faculty Appointment, II:5, II:15, II:24

Off-Campus Programs, III:9
Outdoor Recreation Laboratory, VII:12
Outside Employment, Private, II:4, III:13, IV:12
Outstanding Research Scientist Award, II:10

Parking Decals, IV:17
Parking, IV:18, VI:25
Part-Time Faculty, II:7, II:13, II:16
Patent Committee, IV:24
Patent Policy, III:16
Payroll Deductions, IV:3, IV:8, IV:10, IV:11, IV:12
Payroll Procedures, IV:11



4-16-82

Peer Review, Faculty, II:5, II:14, II:31
Performing Artists Series, VIII:2
Personal Property Insurance, IV:7
Personnel Office, I:1, II:4
Phi Kappa Phi, VIII:1
Photo Laboratory, High Speed, VII:11
Photographic Services, VII:5
Physical Plant Division, VII:9
Picnic Facilities, VIII:3
Planning Committee, Campus, VI:20
Policy Committee, Faculty Senate, VI:9, VI:12, VI:16
Political Activity, III:19
Pre-Professional Health Committee, VI:15
Pre-Veterinary Medicine Committee, VI:15
President of the University, V:4, I:8, II:16, II:18, II:22, II:28,
II:32, III:10, VI:3, VI:12, VI:24, VI:29, VI:31, VI:32
President's Cabinet, VI:24
President's Council, VI:12
Privacy Act, III:5
Professional Development, III:9
Professor, Rank of, II:6
Programs, Discontinuance of, II:25
Promotion, I:8, II:5, II:17, II:22
Protection of Human Subjects, Committee, III:19, VI:24
Provost and Vice President for Academic Affairs, V:4, I:1, II:8,
II:10, II:12, II:14, II:17, II:22, II:28, II:30, VI:3, VI:4,
VI:10, VI:11, VI:12, VI:23, VI:24, VI:26, VI:29, VI:31
Public Programs, Commission on, VI:19
Public Service, Commission on, VI:20
Public Service, I:7, II:4, II:5
Purchasing and Supply Services Division, VII:9

R.O.T.C. Faculty, II:6, II:13
Racquetball Courts, VIII:5
Ranks, Faculty, II:4-II:11
Reappointment of Faculty, II:14
Receiving, University, VII:9
Recreation Advisory Committee, VI:18
Recruitment of Faculty, II:11
Regulatory Committee, VI:21
Research, I:7, II:4, III:1
Research Advisory Committee, VI:15
Research Associate (Faculty Rank), II:7, II:13, II:16
Research Committee, VI:21
Research Committee, Faculty Senate, VI:9, VI:12, VI:15
Research, Communication of, II:2
Research Freedom of, II:2
Research Grant Committee, University, VI:26
Research Office of University, III:19, VII:4
Research for Pecuniary Return, II:2



4-16-82

Research, Summer, III:8, III:14
Resignation by Faculty, II:4, II:22
Resources Development, Office of, VII:6
Responsibilities and Duties of Faculty, I:7, II:1, II:23, II:31, VI:1
Responsibilities, Student, III:4, III:5
Retirement, Eligibility for, IV:5
Retirement System Death Benefits, IV:4, IV:6
Retirement System, S.C. IV:2, IV:3, IV:4, IV:16
Rights, Student, III:4, III:5
Rules of Conduct...for Public Officials and Employees, II:4

Sabbatical Leave, III:10, III:11, IV:6
Safety and Fire Prevention Committee, VI:25
Salaries, Faculty, II:22, II:29, II:31
Schedule, Work, III:2, III:3
Schedule Committee, VI:25
Scheduling, Course, III:2
Scholarships and Awards Committee, VI:13
Scholastic Policies Committee, Faculty Senate, VI:9, VI:12, VI:13
Search-and-Screening Committee, II:8, II:11, VI:29
Security and Lighting Committee, VI:19
Senate, Faculty-See Faculty Senate
Shipping, University, VI:9
Short Courses, III:9
Sick Leave, IV:13
Sigma Xi, II:10, VIII:1
Small Business Development Center, III:10
Social Security, IV:2, IV:6
Soil Testing, VII:10
Southern Association of Schools and Colleges, I:5, II:1
Speakers, Campus, II:3, VIII:2
State Employees' Association, IV:9
State Ethics Commission, II:4
Stores, Maintenance, VII:9
Student Academic Grievance Committee, VI:14
Student Affairs Commission, VI:16
Student Alumni Council, II:10
Student Government, VI:19
Student Health and Welfare Committee, VI:17
Student Non-Academic Grievance Committee, VI:18
Student Records, Access, III:5, III:6
Student Rights and Responsibilities, III:4, III:5
Summer Pay, IV:11
Summer Research, III:8, III:14
Summer School Committee, VI:14
Summer Teaching, III:8, III:9, III:14
Support Services and Equipment, VII:10
Swimming, VIII:3, VIII:5



4-16-82

Tax-Deferred Annuities, IV:10, IV:11
Teaching Policies, III:1
Teaching Resources and Effectiveness Committee, VI:14
Tennis Courts, VIII:3, VIII:5
Tenure, II:5, II:8, II:11, II:13-15, II:23, II:25, IV:16
Tenure, Early, II:16
Tenure, Immediate, II:11, II:16
Termination of Faculty Appointment, II:23, II:25
Textbook Orders, VII:2
Titled Professorships, II:8
Traffic and Parking Committee, VI:25
Traffic Code, University, IV:17
Traffic Violations, IV:18
Transfer of Faculty Between Departments, II:11
Travel, III:12
Trustees, Board of -- see Board of Trustees

U. S. Savings Bonds, IV:12
Undergraduate Studies Commission, VI:13
University Club, VIII:4
University Counsel, V:8, VI:12, VI:24
University Marshal, VI:16
University Relations Director, V:8, VI:12, VI:19, VI:24
University Relations Office, VII:5
University Research Office, III:19, VII:4
University Union, VIII:3
University Union Board, VI:18

Vacation, IV:12
Vending Machine Committee, University, VI:26
Vice Presidents, University, V:8, VI:12, VI:16, VI:24, VI:26
Vice Provosts, V:5, VI:10, VI:12, VI:13, VI:25
Visiting Faculty, II:6, II:13, II:16
Volleyball Courts, VIII:5
Voting Leave, IV:15

Weather Office, Agricultural, VII:10
Weight-Lifting Facilities, VIII:5
Welfare Committee, Faculty Senate, VI:9, VI:12, VI:16
Women's Club, University, VIII:4
Work Shedule, III:2, III:3
Workload, Faculty, III:1
Workman's Compensation, IV:1, IV:2, IV:7



4-16-82

X-Ray Laboratory, VII:10, VII:14

YMCA, VIII:3

Trustees, Board of -- see Board of Trustees
Travel, III:11
Transfer of Faculty between Departments, II:11
Traffic Violations, IV:18
Traffic Code, University, IV:17
Traffic and Parking Committee, VI:25
Titled Professorships, II:8
Textbook Orders, VII:2
Termination of Faculty Appointment, II:25, II:26
Tenure, Immediate, II:11, II:16
Tenure, Early, II:16
Tenure, II:5, II:8, II:11, II:13-15, II:25, II:26, IV:1
Tennis Courts, VIII:3, VIII:5
Teaching Resources and Effectiveness Committee, VI:14
Teaching Policies, III:1
Tax-Deferred Annuities, IV:16, IV:17

University Union Board, VI:18
University Union, VIII:3
University Research Office, III:19, VII:4
University Relations Office, VII:5
University Relations Director, V:8, VI:12, VI:19, VI:24
University Marshal, VI:16
University Counsel, V:8, VI:12, VI:24
University Club, VIII:4
Undergraduate Studies Commission, VI:13
U. S. Savings Bonds, IV:12

Voting Leave, IV:15
Volleyball Courts, VIII:5
Visiting Faculty, II:6, II:13, II:16
Vice Provosts, V:5, VI:10, VI:12, VI:13, VI:25
Vice Presidents, University, V:8, VI:12, VI:16, VI:24, VI:26
Vending Machine Committee, University, VI:26
Vacation, IV:12

Weather Office, Agricultural, VII:10
Weight-Lifting Facilities, VIII:5
Welfare Committee, Faculty Senate, VI:9, VI:12, VI:16
Women's Club, University, VIII:4
Work Schedule, III:2, III:3
Workload, Faculty, III:1
Workman's Compensation, IV:1, IV:2, IV:7