



Part-Time Faculty Handbook

2014-2015

The *University of South Carolina Aiken Part-Time Faculty Handbook* contains academic policies and procedures approved by the administration and Board of Trustees of the University of South Carolina. The policies and procedures herein do not necessarily stand alone and may duplicate and/or support others in force in other forms in personnel and administrative documents. The policies and procedures herein contained do not therefore abrogate other duly approved policies and procedures in force in the USC System. Policies and procedures herein may periodically be amended or supplemented by other policies and procedures as recommended by the Faculty Assembly and approved by the administration. Revision dates are noted as appropriate. Reference the USC Aiken HomePage for the most up-to-date version of the handbook.

Policies, procedures, requirements, and descriptions contained in this handbook are subject to change without notice and may be obtained via consultation with the Office of the Executive Vice Chancellor for Academic Affairs.

The University of South Carolina Aiken does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, or veteran status. The University of South Carolina Aiken has designated as the ADA Title II, Section 504 and Title IX Coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Columbia, SC; telephone (803) 777-3854.

The University of South Carolina Aiken is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the status of the accreditation of the University of South Carolina Aiken.

Any person who feels they qualify for special accommodations due to physical, learning or psychological disability should contact the Office of Disability Services at (803) 643-6816 for a free, confidential interview.

Produced by the USC Aiken Office of Academic Affairs.

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USC AIKEN MISSION STATEMENT

Founded in 1961, the University of South Carolina Aiken (USC Aiken) is a comprehensive liberal arts institution committed to active learning through excellence in teaching, faculty and student scholarship, research, creative activities, and service. In this stimulating academic community, USC Aiken challenges students to acquire and develop the skills, knowledge, and values necessary for success in a dynamic global environment.

The University offers degrees in the arts and sciences and in the professional disciplines of business, education, and nursing. All courses of study are grounded in a liberal arts and sciences core curriculum. USC Aiken also encourages interdisciplinary studies and collaborative endeavors.

Emphasizing small classes and individual attention, USC Aiken provides students with opportunities to maximize individual achievement in both academic and co-curricular settings. The institution challenges students to think critically and creatively, to communicate effectively, to learn independently, and to acquire depth of knowledge in chosen fields. The University values honesty, integrity, initiative, hard work, accomplishments, responsible citizenship, respect for diversity, and cross-cultural understanding.

USC Aiken attracts students of varying ages and diverse cultural backgrounds who have demonstrated the potential to succeed in a challenging academic environment. In addition to serving the Savannah River area, USC Aiken actively seeks student enrollment from all parts of South Carolina as well as from other states and countries.

As a senior public institution of the University of South Carolina, USC Aiken combines the advantages of a smaller institution with the resources of a major university system. Located in beautiful, historic Aiken, South Carolina, USC Aiken is an institution of moderate size (2,500-5,000 students) that offers baccalaureate degrees in a number of disciplines, completion baccalaureate degrees at University of South Carolina regional campuses, and master's degrees in selected programs.

USC Aiken endeavors to apply knowledge, skills and wisdom in ways that promote the common good. Accordingly, the University seeks to build strong community ties. The institution enriches the quality of life not only on campus but also throughout the surrounding region through a variety of activities including the fine and performing arts, athletics, continuing education, distance learning, and community service. In fulfilling its role as an institution of higher learning, the University of South Carolina Aiken is a community of individuals engaged in broadly based educational experiences necessary for an enlightened society.

April 5, 2002 (Assembly)
June 27, 2002 (B.O.T.)
February 25, 2005 (Assembly)
June 23, 2005 (B.O.T.)

USC AIKEN VALUES STATEMENT

USC Aiken embraces the following values:

1. A High Quality Learning Environment

- We seek to impart a broad range of skills, knowledge, and wisdom
- We aim to maximize each student's potential
- We expect and value high quality teaching and individualized attention from faculty and staff
- We expect and value high quality scholarship and creative endeavors by faculty
- We encourage
 - § Critical thinking
 - § Independent learning
 - § An understanding of the connections between the liberal arts and discipline-specific courses
 - § Curiosity and a love of continual learning

2. Collegiality

- We aspire to be a nurturing community where people support one another in their efforts to learn and excel
- We encourage cooperation, collaboration and collegiality

3. Character

- We expect integrity, honesty and taking responsibility for our actions
- We embrace diversity and encourage respectfulness
- We encourage initiative, effort, and pride in hard work and accomplishments

4. Citizenship

- We strive to foster in students an understanding of the rights and responsibilities associated with membership in a community
- We seek to develop responsible citizenship and working for the common good
- We advocate involvement and partnerships with our external constituents to promote meaningful engagement and applied learning

USC AIKEN VISION STATEMENT

USC Aiken's vision for the future flows from its institutional mission, its statement of core values, and its strategic goals and objectives.

The University of South Carolina Aiken ranks among the top comprehensive public institutions in South Carolina and the Southeast. At USC Aiken, we

- Emphasize excellence in teaching and collaborative learning experiences, stressing the connections between the liberal arts and professionally based courses
- Encourage and support high quality scholarly and creative endeavors
- Emphasize collegiality, civility, cooperation and collaboration within a nurturing campus community where there is mutual support to grow and excel

- Honor human diversity and respect differences
- Encourage integrity, honesty, and accountability, and foster responsible citizenship and working for the common good
- Sustain a strong academic support system for all students and offer quality curricular and co-curricular programs that prepare students to be citizen leaders and effective participants and contributors in a dynamic global society
- Maintain a moderately-sized campus where students can expect an optimal faculty-student ratio and individual attention
- Maintain a campus environment that supports creativity and productivity
- Inspire all members of the campus community to participate in supporting the institutional mission
- Demonstrate commitment to the effective and efficient use of resources and the wise use of technology
- Continue to foster and protect strong community ties and to enrich the lives of all community members

ADMINISTRATIVE ORGANIZATION

President

The President of the University shall be the chief executive officer of the University System and shall exercise such executive powers as necessary for its appropriate governance under the authority of the Board. The President shall be the primary spokesperson for the University to the alumni of the institution, the news media, the educational world, and the general public and shall administer University policies as promulgated by the Board, speak for the University as its chief officer, and coordinate all activities of each campus of the institution directly or through designated representatives. The President shall report directly to the Board the current affairs of all components of the University System and shall discuss with the Board basic issues, new or alternative directions, and recommendations on new policies. The President shall direct, coordinate and implement the planning, development, and appraisal of all activities of the University System and shall be directly responsible to the Board for its operation.

The President is assisted in directing the affairs of the University by an executive assistant, the provost and vice presidents, and the chancellors of the senior campuses.

Executive Vice President for Academic Affairs and Provost

The Executive Vice President for Academic Affairs and Provost is the second ranking officer of the University and is empowered to act for the President in the absence of the chief executive officer. The Provost has the responsibility for the overall supervision of academic affairs of the University and for ensuring the integrity of the academic mission of the University. This officer is appointed by the President and confirmed by the Board of Trustees. The Provost is responsible for curriculum development and academic standards in the schools and colleges of the Columbia campus and regional campuses and represents all campuses of the University System on academic issues to the Commission on Higher Education. The Provost oversees the tenure and promotion process; undergraduate and graduate studies; the sabbatical, faculty awards and endowed chairs programs; faculty recruitment and retention; academic leadership development; development and approval of academic programs, university policies and procedures; and university accreditation.

Chancellor

The Chancellor is the chief executive officer of the institution, providing leadership and overseeing all operations of the University, including finances and contracts, academic affairs, international initiatives, physical plant, enrollment, student life, and institutional quality; and is responsible for setting future goals and directions for the University. The Chancellor also serves as a local, state, national and international ambassador for the university community. The Chancellor acts on behalf of the President of the USC System and Board of Trustees, which delegates the chancellor's authority. The Chancellor carries out his/her responsibilities to manage the University and to adopt administrative policies and procedures consistent with Board of Trustees policies. The Chancellor is responsible for institutional planning and the appointment of appropriate academic and administrative personnel necessary for the efficient and stable operation of the University. The Chancellor consults regularly with all of the University's constituencies and is the ultimate presiding officer of the Faculty Assembly, and ex officio member of the Classified Employees Assembly. Additionally, the Chancellor serves on local boards on behalf of the university community and is an ex officio member of the Aiken County Commission for Higher Education.

Executive Vice Chancellor for Academic Affairs

The Executive Vice Chancellor for Academic Affairs is responsible to the Chancellor and, in accordance with the institutional mission, exercises supervisory authority over the two colleges of the campus: the College of Humanities and Social Sciences and the College of Sciences; as well as the Schools of Business, Education, and Nursing. The Executive Vice Chancellor also supervises the Office of Institutional Effectiveness, the Library, the Center for Teaching Excellence, Sponsored Research, Enrollment Management, Distance Learning, Veteran and Military Student Affairs, and all academic support services and programs. With the assistance of the Deans and Department Chairs, the Executive Vice Chancellor assigns instructional responsibility; recruits faculty; recommends promotions, tenure and salaries for the

faculty; recommends academic budget requests and controls budgeted funds for those areas under his/her supervision; and is responsible for the academic excellence of the campus. The Executive Vice Chancellor is a member of the Chancellor's senior staff and an ex officio member of specified faculty committees. In the absence of the Chancellor, the Executive Vice Chancellor serves as the campus chief administrator.

Vice Chancellor for Finance and Administration/Chief Financial Officer

The Vice Chancellor for Finance and Administration/Chief Financial Officer reports to the Chancellor and, in accordance with the institutional mission, is responsible for oversight of the USC Aiken budget and exercises supervisory authority over the following functions: Business Services and Grant Accounting (Controller's Office); Human Resources; Campus Support Services (Purchasing, Supply, Print Services, Mail Services, Food Services and Vending); Operations and Maintenance; Bookstore; Budget; Children's Center; Convocation Center; and University Police.

Vice Chancellor for Student Life and Services

The Vice Chancellor for Student Life and Services reports to the Chancellor and exercises supervisory authority, in accordance with the institutional mission, over the following areas: Orientation, Athletics, Student Life, Housing, Judicial Affairs, Counseling Services, Disability Services, Health Center, Wellness Center, and NCAA Compliance. The Vice Chancellor is responsible for matters related to policies and procedures which affect students and the general quality of life for USC Aiken students.

Vice Chancellor for University Advancement

The Vice Chancellor for University Advancement reports to the Chancellor and, in accordance with the institutional mission, is responsible for the leadership of a comprehensive advancement program for USC Aiken including fundraising and relationship building, alumni relations, marketing/communication and community relations, and web development efforts. The Vice Chancellor organizes annual solicitations and communication efforts for the public and alumni into a strategic and comprehensive campaign.

Vice Chancellor for Information Technology

The Vice Chancellor for Information Technology reports to the Chancellor and, in accordance with the institutional mission, is responsible for advising the Chancellor and senior management on information technology issues and trends and evaluating and creating technology priorities and projects that support the strategic direction of the University. The Vice Chancellor is also responsible for the day-to-day operation and management of the Computer Services Division (campus computer system support and telephone services) and Instructional Services.

Reporting to the Executive Vice Chancellor for Academic Affairs:

Associate Vice Chancellor for Enrollment Management

The Associate Vice Chancellor for Enrollment Management is responsible to the Executive Vice Chancellor for Academic Affairs and, in accordance with the institutional mission, exercises supervisory responsibility over the offices of Admissions, Career Services, Financial Aid, and Records. The Associate Vice Chancellor also serves as an ex officio member of specified faculty committees.

Assistant Vice Chancellor for Academic Affairs

The Assistant Vice Chancellor for Academic Affairs is appointed from the full-time tenured faculty and, in accordance with the institutional mission, is charged with working collaboratively with faculty and staff to enhance and improve a variety of academic projects including the Inter-curricular Enrichment Program and the Center for Teaching Excellence. The Assistant Vice Chancellor for Academic Affairs also serves as the Academic Judicial Officer for cases pertaining to violations of the academic code of conduct and for academic grievances.

Coordinators of College Councils

A department chair will be appointed by the Executive Vice Chancellor for Academic Affairs as coordinator for each of the two colleges – the College of Humanities and Social Sciences and the College of Sciences. The coordinator, in accordance with the institutional mission, will be responsible for scheduling

college council meetings and setting the agendas for the meetings; coordinating all requests requiring input from the college as a whole; arbitrating interdepartmental issues in the college; coordinating college awards to be presented at the annual Academic Convocation, including public presentation of those awards; confirming all course and curricula deliberations at the college level; and serving as a liaison between the college and external constituencies, both on and off campus. The individual's term as college coordinator will coincide with his/her three-year term as department chair and is subject to renewal.

Deans of Professional Schools

The dean is the chief academic administrator of the school and reports directly to the Executive Vice Chancellor for Academic Affairs. In general, the dean, in accordance with the institutional mission, is responsible for the implementation of University policies as they apply to the affairs of the school, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging school meetings, administering the school budget, advising majors, scheduling classes, administering the summer program for the school, conducting assessment, and planning for the future of the school. In addition, the dean has responsibility for external accreditation of the professional program. Specific duties are assigned by the Executive Vice Chancellor. A dean is evaluated by the Executive Vice Chancellor with input from school faculty and serves contingent upon satisfactory evaluation. In regard to salary supplement and teaching load, deans shall be compensated fairly and equitably.

Department Chairs

In general, the department chair, in accordance with the institutional mission, is responsible for the implementation of University policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the departmental budget, advising majors, scheduling classes, administering the summer program for the department, conducting assessment, and planning for the future of the department. Specific duties are assigned by the Executive Vice Chancellor. A department chair is evaluated by the Executive Vice Chancellor with input from department faculty and serves contingent upon satisfactory annual evaluation. In regard to salary supplement and teaching load, department chairs shall be compensated fairly and equitably.

Director of the Library

The Director of the Library, in accordance with the institutional mission, is responsible to the Executive Vice Chancellor for Academic Affairs for the supervision of all aspects of library operations, including recruiting and evaluating faculty and staff, administering the department budget, managing the facility, conducting assessment, and planning for the future of the Library.

Director of the Academic Success Center

The Director of the Academic Success Center reports to the Executive Vice Chancellor for Academic Affairs. In accordance with the institutional mission, the Director is responsible for developing, implementing, and evaluating academic success programs, and comprehensive advising and First-Year Experience programs. The Director also prepares annual program reviews and budget reports, and conducts outcomes assessment for academic success and first-year programs in the department.

Director of Distance Learning

The Director of Distance Learning reports to the Executive Vice Chancellor for Academic Affairs. In accordance with the institutional mission, the Director holds responsibility for leading the professional development of online learning. The Director provides support to faculty in course design for online and blended learning by incorporating best practices in instruction and instructional design.

Director of the Etheredge Center

The Director of the Etheredge Center reports to the Executive Vice Chancellor for Academic Affairs and, in accordance with the institutional mission, is responsible for coordination of the calendar, technical/logistical support for the theatre and other non-academic uses of the building, with primary responsibility for sponsored events in the facility.

Director of the Honors Program

The Director of the Honors Program is appointed by and reports to the Executive Vice Chancellor for Academic Affairs. In accordance with the institutional mission, the Director is responsible for consulting with the Director of Admissions on selection of students for the Honors Program; consulting with the Honors Program Steering Committee and with unit heads to arrange honors courses and colloquia for each academic year; serving as advisor to honors students concerning honors program requirements; reviewing honors students' performance each semester to ensure compliance with established continuation standards; chairing the Honors Program Steering Committee; attending national and regional honors program conferences; preparing annual program review and budget reports; and conducting outcomes assessment of the Honors Program.

Director of Institutional Effectiveness

The Director of Institutional Effectiveness reports to the Executive Vice Chancellor for Academic Affairs. In accordance with the institutional mission, the Director is responsible for the coordination and direction of the institutional self-study, and assists with long-range institutional planning and research. The Director coordinates the University's overall program of assessment—serving as primary assessment consultant, developing and administering surveys, maintaining databases of assessment results, and providing analysis of assessment data; and prepares reports for internal departments and external agencies.

Director of the Ruth Patrick Science Education Center

The Director of the Ruth Patrick Science Education Center reports to the Executive Vice Chancellor for Academic Affairs through the Dean of the School of Education. In accordance with the institutional mission, the Director is responsible for overseeing the operation of the Center, including hiring, training, and supervising staff; developing and delivering programs; managing the budget; establishing short and long-term goals; and assessing the effectiveness of the Center's programs and activities.

Director of Sponsored Research

The Director of Sponsored Research reports to the Executive Vice Chancellor for Academic Affairs. In accordance with the institutional mission, the Director holds responsibility for working with external organizations/foundations to cultivate the development of grants and contracts, and for coordinating efforts in the preparation of grants and contracts.

Director of Veteran and Military Student Affairs

The Director of Veteran and Military Student Affairs reports to the Executive Vice Chancellor for Academic Affairs and, in accordance with the institutional mission, provides leadership and assistance for the programs of the USC Aiken Veteran Student Success Center. The Director leads efforts to recruit and retain veteran students, coordinates campus services for veteran students, and builds programs and partnerships with outside groups to benefit veteran students.

Reporting to the Vice Chancellor for Finance and Administration/Chief Financial Officer:**Budget Manager**

The Budget Manager reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer. In accordance with the institutional mission, the Budget Manager oversees day-to-day efforts to manage and report University resources. The Budget Manager also plays a key role in the annual budget development process.

Controller

The Controller reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer. In accordance with the institutional mission, the Controller is responsible for campus and student accounts receivables and coordinates various accounting, reporting and audit activities.

Director of the Pacer Shoppe (Bookstore)

The Director of the Pacer Shoppe reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer and, in accordance with the institutional mission, provides management of the institutional bookstore, providing books, course materials, supplies, and other items.

Director of Campus Support Services

The Director of Campus Support Services reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer and, in accordance with the institutional mission, is responsible for management of campus procurement, supply, inventory control, mail service, insurance, vending services, and printing services. The Director also serves as campus liaison with contracted food and custodial services through Aramark.

Director of the Children's Center

The Director of the Children's Center reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer. In accordance with the institutional mission, the Director is responsible for overseeing the operation of the Children's Center, a nationally-accredited program for ages six weeks to five years.

Director of Human Resources

The Director of Human Resources reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer and, in accordance with the institutional mission, is responsible for the management of the Human Resources Office and direction of the USC Aiken personnel program. The Director of Human Resources serves as the campus Equal Employment Opportunity Officer and coordinates the affirmative action plan and ensures compliance with AA/EO policies and regulations.

Director of University Police/Chief of Police

The Director of University Police/Chief of Police reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer. In accordance with the institutional mission, the Director supervises the University Police Department and oversees efforts to protect the campus community and facilities, including providing medical first response and coordinating emergency action plans.

Director of the USC Aiken Convocation Center (Contracted through Global Spectrum)

The Director of the USC Aiken Convocation Center is an employee of the contracted Partner and functionally reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer. In accordance with the institutional mission, the Director is responsible for overseeing the operation of the USC Aiken Convocation Center, the largest indoor facility in Aiken County.

Senior University Facilities Executive

The Senior University Facilities Executive reports to the Vice Chancellor for Finance and Administration/Chief Financial Officer and, in accordance with the institutional mission, is responsible for planning and coordination of building projects, for maintenance and operations functions on campus, for environmental health and safety compliance, landscaping maintenance, as well as the motor vehicle fleet.

Reporting to the Vice Chancellor for Student Life and Services:**Assistant Vice Chancellor of Student Life**

The Assistant Vice Chancellor of Student Life reports to the Vice Chancellor for Student Life and Services and, in accordance with the institutional mission, directs the leadership development, community service, Greek life, recreation, and activities programs for students. In addition, the Assistant Vice Chancellor administers the USC Aiken non-academic discipline system, and trains and provides support to the University Judicial Board (UJB) and faculty Judicial Procedures Advisors (JPA). The Assistant Vice Chancellor also supervises the Director of Global Studies and Multicultural Engagement.

Director of Athletics

The Director of Athletics reports to the Vice Chancellor for Student Life and Services and is responsible for the development and implementation of the University's intercollegiate athletic program, in accordance with the institutional mission.

Director of Counseling, Student Health and Disability Services

The Director of Counseling, Student Health and Disability Services reports to the Vice Chancellor for Student Life and Services and, in accordance with the institutional mission, is responsible for programs and

services provided by the Counseling Center and the Student Health Center. In addition, the Director supervises the Coordinator of Disability Services, who assists students with disabilities in securing appropriate accommodations.

Director of Global Studies and Multicultural Engagement

The Director of Global Studies and Multicultural Engagement reports to the Assistant Vice Chancellor for Student Life. In accordance with the institutional mission, the departmental staff members provide support services to international and minority students; assist faculty members with study abroad and related programs; and provide programs designed to increase international and diversity awareness on campus.

Director of Housing

The Director of Housing reports to the Vice Chancellor for Student Life and Services. In accordance with the institutional mission, the Director serves as the primary administrator responsible for housing and residence life facilities and programs.

Director of the Wellness Center

The Director of the Wellness Center reports to the Vice Chancellor for Student Life and Services. In accordance with the institutional mission, the Director is responsible for overseeing the operation of the Wellness Center, including the natatorium, the cardiac rehabilitation program, and the development and deployment of student-focused fitness and wellness programs.

Associate Director of Athletics and NCAA Compliance Officer

The Associate Director of Athletics and NCAA Compliance Officer reports to the Vice Chancellor for Student Life and Services. In accordance with the institutional mission, the Associate Director monitors compliance with NCAA and Peach Belt Conference rules and regulations and monitors the academic progress of USC Aiken student-athletes.

Reporting to the Vice Chancellor for University Advancement:

Director of Alumni Relations and Community Partnerships

The Director of Alumni Relations and Community Partnerships reports to the Vice Chancellor for University Advancement and, in accordance with the institutional mission, is responsible for informing and involving the alumni of USC Aiken in the educational process of the campus while supporting the interests of the University. The Director works closely with the USC Aiken Alumni Association to encourage interaction and fellowship among alumni, students, faculty, staff and the community through ongoing programs and social events. The Director also coordinates community partnerships such as the equestrian initiative.

Director of Major Gifts

The Director of Major Gifts reports to the Vice Chancellor for University Advancement and, in accordance with the institutional mission, is responsible for identifying prospects and cultivating individual and corporate donors to make gifts benefiting the University.

Director of Marketing

The Director of Marketing reports to the Vice Chancellor for University Advancement and, in accordance with the institutional mission, is responsible for developing and implementing a comprehensive integrated communications plan to convey the value of USC Aiken to internal and external constituencies. The Director coordinates the production of print and electronic communications, provides publications consultation for the campus community, and works proactively to promote the University to the media.

Reporting to the Vice Chancellor for Information Technology:

Director of Instructional Services

The Director of Instructional Services reports to the Vice Chancellor for Information Technology and is responsible for promoting and supporting teaching effectiveness at USC Aiken, in accordance with the institutional mission. The Director also supervises the staff of Instructional Services who supply and maintain audio-visual equipment, the production studio, distance education classrooms, and other related facilities.

Reporting to the Associate Vice Chancellor for Enrollment Management:

Registrar

The Registrar reports to the Associate Vice Chancellor for Enrollment Management and is responsible for conducting the registration of students, keeping an accurate record of all academic transactions, printing and distributing schedules of classes, verifying student graduation, producing the academic calendar, producing the *Bulletin*, and managing the space and scheduling activities—all in accordance with the institutional mission.

Director of Admissions

The Director of Admissions reports to the Associate Vice Chancellor for Enrollment Management. In accordance with the institutional mission, the Director is responsible for directing the Office of Admissions and providing leadership and coordination for on-going programs and special projects to improve student recruitment and shaping the freshman and new transfer classes.

Director of Career Services

The Director of Career Services reports to the Associate Vice Chancellor for Enrollment Management and, in accordance with the institutional mission, provides management services and facilitates the development and implementation of a comprehensive plan for activities in the areas of career development, on-campus student employment, and job search/placement.

Director of Financial Aid

The Director of Financial Aid reports to the Associate Vice Chancellor for Enrollment Management and, in accordance with the institutional mission, is responsible for the comprehensive, strategic deployment of various financial aid and scholarship programs and assists in coordinating the tuition deferment program.

ADMINISTRATIVE OFFICE TELEPHONE NUMBERS

Chancellor	Sandra Jordan	Ext. 3434
Executive Vice Chancellor for Academic Affairs	Jeffrey Priest	Ext. 3201
Vice Chancellor for Finance and Administration/ Chief Financial Officer	Joe Sobieralski	Ext. 3310
Vice Chancellor for Student Life and Services	Deborah Kladvko	Ext. 3588
Vice Chancellor for University Advancement	Deidre Martin	Ext. 3448
Vice Chancellor for Information Technology	Ernest Pringle	Ext. 3345
Associate Vice Chancellor for Enrollment Management	Daniel Robb	Ext. 3487
Assistant Vice Chancellor for Academic Affairs	Tim Lintner	Ext. 3564
Assistant Vice Chancellor of Student Life	Ahmed Samaha	Ext. 3411
Director of Admissions	Andrew Hendrix	Ext. 3490
Director of Financial Aid	Linda Higgins	Ext. 3476
Registrar	Vivian Grice	Ext. 3550
Senior University Facilities Executive	Brian Enter	Ext. 3254
Controller	Kevin Crawford	Ext. 3495
Director of the Academic Success Center	Stacie Williams	Ext. 3321
Director of Alumni Relations and Community Partnerships	Randy Duckett	Ext. 3480
Director of Athletics	Randy Warrick	Ext. 3406
Director of the Bookstore	Heidi DiFranco	Ext. 3397
Director of Campus Support Services	Jeff Jenik	Ext. 3258
Director of Career Services	Corey Feraldi	Ext. 3280
Director of the Children's Center	Lynn Williams	Ext. 3352
Director of Counseling, Student Health and Disability Services	Cynthia Gelinis	Ext. 3609
Director of Distance Learning	Veronica Outlaw	Ext. 3389
Director of the Etheredge Center	Jack Benjamin	Ext. 3327
Director of Global Studies and Multicultural Engagement	Andy Kabalese	Ext. 3671
Director of the Honors Program	Chad Leverette	Ext. 3291
Director of Housing	Deri Wills	Ext. 3787
Director of Human Resources and Affirmative Action Officer	Maria Chandler	Ext. 3318
Director of Institutional Effectiveness	Lloyd Dawe	Ext. 3338
Director of Instructional Services	Keith Pierce	Ext. 3513
Director of the Library	Jane Tuten	Ext. 3460
Director of Major Gifts	Linda Evans	Ext. 3342
Director of Marketing	Patti McGrath	Ext. 3569
Director of the Ruth Patrick Science Education Center	Gary Senn	Ext. 3558
Director of Sponsored Research	William Pirkle	Ext. 3395
Director of University Police/Chief of Police	Kevin Liles	Ext. 3581
Director of Veteran and Military Student Affairs	Robert Murphy	Ext. 3582
Director of the Wellness Center	Mila Padgett	Ext. 3230

FACULTY ORGANIZATION

FUNCTIONS

The Board of Trustees is the governing body of the University and the powers of the President and the faculty are delegated by the Board in accord with its policies. The faculty of the Aiken campus, subject to the review and approval of the Chancellor, the President and the Board of Trustees, has legislative powers in all matters pertaining to the standards of admission, registration, requirements for and the granting of degrees, curricula, instruction, research, extracurricular activity, discipline of students, educational policies and standards of the University, and all other matters pertaining to the conduct of faculty affairs, including the discipline of its own members.

As such occasions arise, the faculties will have the opportunity to consider the election or appointment to the office of the President of the University and all pertinent academic officers and, through an appropriate committee, communicate their views thereon to the Board of Trustees.

Spring 1990

FACULTY ASSEMBLY

Membership

The Faculty Assembly will consist of the Chancellor, Executive Vice Chancellor, Vice Chancellors, all full-time faculty regardless of rank, Director of Financial Aid, Registrar, and such other persons as the Assembly sees fit to elect.

Spring 1990
March 24, 2006 (Assembly)
June 29, 2006 (B.O.T.)

Voting

Official voting members of the Assembly will include the Chancellor, Executive Vice Chancellor, all tenured or tenure-track faculty, and other Assembly members the Assembly sees fit to elect (see Standing Rule 7, Assembly Bylaws). Faculty Assembly members who are on leave or sabbatical should remove their names from the list of voting members during their absence by notifying the Chairperson of the Faculty Assembly. Individuals who are not voting members of the Assembly are not eligible to serve on standing Faculty Assembly committees.

September 9, 2004 (Assembly)
June 23, 2005 (B.O.T.)
March 24, 2006 (Assembly)
June 29, 2006 (B.O.T.)
November 30, 2007 (Assembly)
June 27, 2008 (B.O.T.)

Officers

The elected officers of the Assembly will be a chairperson, a vice chairperson, a secretary, and a parliamentarian. These officers will perform the duties prescribed in the Faculty Constitution and Bylaws and by parliamentary authority adopted by the Assembly.

Meetings

Regular meetings will be held once a month during the regular academic year with the exceptions of December and May. When it is more convenient, the November meeting may be held in early December or the April meeting in early May, but in either semester, the meeting must be held before final exams begin.

January 30, 2008 (Assembly)
June 27, 2008 (B.O.T.)

Special meetings can be called by the Chancellor, the Chairperson, or the Vice Chairperson in the absence of the Chairperson, or by written request of twenty (20) percent of the official voting members.

At least three (3) days written notice will be given prior to any meeting except in cases of emergency.

Conduct of Business

The rules contained in the most recent edition of Robert's Rules of Order will govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Assembly and any special orders the Assembly may adopt.

The guidelines for distributing the minutes of Assembly meetings, establishing the order of business, preparing the agenda, conducting elections, and defining non-voting members (visitors) are outlined in the Standing Rules of the Assembly.

A quorum for meetings of the Faculty Assembly is forty percent (40%) of the eligible voting faculty. The Chair of the Faculty Assembly, in consultation with the Parliamentarian of the Assembly, will determine the quorum for each semester prior to the first meeting of the semester.

May 1, 2001 (Assembly)
June 22, 2001 (B.O.T.)

Faculty Committees

The Assembly will establish, abolish, or modify Assembly committees as it deems necessary. Committee membership will be as diversified as possible according to academic rank and gender. Each committee will meet on a regular basis and report all action concerning policy formulation to the Assembly for approval. In instances of routine business, committees are empowered to act as deputies of the Assembly.

Committee membership will include official voting faculty with a chairperson to be elected annually by the committee members. Ex officio members and student members will be present on specified committees. The term ex officio designates non-voting status on faculty committees.

April 30, 2002 (Assembly)
June 27, 2002 (B.O.T.)

Faculty may serve a maximum of three (3) consecutive years on a committee and approximately one-third of committee members will rotate off August 15. Vacancies created by unexpired terms will be filled by special elections. No faculty member may serve on more than two (2) committees at any one time. Faculty elected to the Promotion and Tenure Committee will not be required to serve on additional committees. Committee membership for new faculty will be optional for two (2) semesters.

Spring 2008 (Assembly)
June 27, 2008 (B.O.T.)

A complete description of the purpose and membership of faculty committees may be found in the Bylaws.

UNDERGRADUATE FACULTY

FACULTIES OF COLLEGES AND SCHOOLS

The academic programs at USC Aiken are administered by two colleges, comprised of disciplinary departments, and three schools. Faculty of each department or school will consist of all of its members having the rank of professor, associate professor, assistant professor, senior instructor, instructor, or adjunct faculty. However, voting members within a department or school must be full-time faculty who have voting rights in the Faculty Assembly.

Within the limits established by the Board of Trustees and the policies and rules of the Assembly, the voting members of a department or school will determine the educational policies of that department or school.

March 26, 1993

Academic Departments

College of Humanities and Social Sciences:

Department of Communications

Department of English

Department of History, Political Science, and Philosophy

Department of Languages, Literatures and Cultures

Department of Sociology

Department of Visual and Performing Arts

College of Sciences:

Department of Biology and Geology

Department of Chemistry and Physics

Department of Exercise and Sports Science

Department of Mathematical Sciences

Department of Psychology

School of Business Administration

School of Education

School of Nursing

DEPARTMENTS AND SCHOOLS

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Department of Communications
Chairperson, Dr. Charmaine Wilson
Ext. 3546

Department of English
Chairperson, Dr. Thomas Mack
Ext. 3479

Department of History, Political Science, and Philosophy
Chairperson, Dr. David Dillard-Wright
Ext. 3339

Department of Languages, Literatures and Cultures
Chairperson, Dr. Victor Durán
Ext. 3616

Department of Sociology
Chairperson, Dr. Douglas Kuck
Ext. 3210

Department of Visual and Performing Arts
Chairperson, Prof. Jack Benjamin
Ext. 3327

SCHOOLS

School of Business Administration
Dean, Dr. Clifton Jones
Ext. 3549

School of Education
Interim Dean, Dr. Jeffrey Priest
Ext. 3201

School of Nursing
Interim Dean, Dr. Thayer McGahee
Ext. 2823

COLLEGE OF SCIENCES

Department of Biology and Geology
Chairperson, Dr. William Jackson
Ext. 3601

Department of Chemistry and Physics
Chairperson, Dr. Chad Leverette
Ext. 3291

Department of Exercise and Sports Science
Chairperson, Dr. Chris DeWitt
Ext. 3711

Department of Mathematical Sciences
Chairperson, Dr. Mohammad Hailat
Ext. 3451

Department of Psychology
Chairperson, Dr. Edward Callen
Ext. 3218

GRADUATE FACULTY

M.S. in Applied Clinical Psychology
M.Ed. in Educational Technology

FACULTY CRITERIA

Faculty who teach at the graduate level within the USC Aiken School of Education and the Department of Psychology are expected to be experts in their fields of specialization and must meet the following criteria:

1. hold the credentials required to be a member of the regular teaching faculty;
2. hold an earned doctorate;
3. have a major or equivalent experience in the field of the course to be taught;
4. have on file in the Office of Academic Affairs an official transcript reflecting all post-secondary work. Current vitae are available in individual schools or departments.

Spring 2000

PROFESSIONAL GROWTH

Faculty members teaching at the graduate level are expected to demonstrate a high level of competence in teaching and scholarship. Continued professional development is essential for this to occur. It is expected that individual faculty members take the initiative, supported by the University, in promoting and enhancing their own growth as teachers, scholars, practitioners and professionals. Faculty members should consider, among other strategies, taking additional graduate work in the discipline, attending professional meetings and inservice training, and writing and presenting scholarly works in their fields.

FACULTY LOAD

The institution recognizes the importance of establishing reasonable faculty assignments with respect to instruction, advisement, committee membership, guidance of student organizations, and research and service to the public. The determination of instructional load considers such factors as number of preparations, number of advisees, number of students taught, the nature of the subject and help available from clerical personnel. Faculty teaching load when one or more graduate courses are taught is nine credit hours of instruction per semester.

Faculty who teach graduate course work should be skilled in instruction; should be productive, creative scholars; and should be readily accessible to their students. The scholarly stimulation that occurs when students interact with faculty is significant to successful graduate study. Faculty are expected to have established office hours and these hours should be communicated to students.

Spring 2000

FACULTY RESPONSIBILITIES

USC Aiken is a center of learning whose primary purpose is high quality undergraduate and graduate education. To this end, it is the responsibility of a member of the faculty to be a model scholar who is, at the same time, able to disseminate knowledge, participate actively in his/her chosen academic field, and to otherwise render professional service to the institution and the community at large.

February 27, 1996

INSTRUCTION

A member of the USC Aiken faculty must be able to communicate the current knowledge of an academic discipline, organize and manage a course, clearly present course content, fairly assess students' academic progress, and provide academic advisement for students. Effective teaching requires that faculty continue to learn about their subject matter and to enhance their communication skills.

The USC Aiken administration will support the faculty in reaching its goal of superior teaching by supplying the necessary resources for implementation of excellent teaching and innovation in instruction.

Instructional staff members must refrain from engaging in any romantic or sexual relations with students over whom they have academic or supervisory control, either currently or in the reasonable expectation of such in the future.

Faculty should avoid circumstances where they would assign course grades to family members (as defined in the Nepotism Policy). In situations where assigning course grades to family members is considered unavoidable, the faculty member must discuss the situation with the immediate supervisor prior to the first day of classes to determine a course of action that will minimize the potential for real or perceived bias.

March 26, 2014 (Assembly)
June 30, 2004 (B.O.T.)
October 26, 2009 (Assembly)
June 25, 2010 (B.O.T.)

ACADEMIC FREEDOM

The University of South Carolina adheres in principle to the American Association of University Professors' Statement on Academic Freedom and it will be its policy to defend academic freedom against any encroachment. A university as the center of learning depends upon the free search for truth and its free exposition. The University has adopted the following statement on academic freedom:

1. A faculty member of the University of South Carolina is entitled to full freedom in research and in publication of the results, subject to the adequate performance of other academic duties, but research for pecuniary return will be based upon an understanding with the authorities of the institution.
2. The faculty member is entitled to freedom in the classroom in discussing his/her subject but will be careful not to introduce into teaching controversial matter which has no relation to the subject.
3. The faculty member is a citizen, a member of a learned profession, and an officer of the institution. When speaking or writing as a citizen, he/she will be free from institutional censorship or discipline, but the faculty member's special position in the community imposes special obligations. As an

individual of learning and an educational officer, he/she will remember that the public may judge the profession and the institution by his/her utterances. Hence, the faculty member will at all times be accurate, will exercise appropriate restraint, will show respect for the opinions of others, and will make every effort to indicate that he/she is not speaking for the institution.

Part-time faculty are encouraged to discuss concerns or conflicts with the appropriate academic unit head. However, no formal grievance rights are available for faculty employed on a part-time, temporary basis.

COURSE OPERATION PROCEDURES

Classroom Assignments

The official class schedule lists the room location for all classes and laboratories. Instructors are expected to meet their classes in the assigned classrooms or areas. Changes should be made only for good reason and with approval. Any changes in meeting place (other than temporary) must be requested by the dean/department chair and scheduled by the Office of the Registrar.

Meeting Times

Instructors are expected to meet their classes at the assigned times. Any changes in meeting times must have the approval of the dean/department chair and the Registrar's Office.

Transition Period Between Classes

As a general rule, all instructors should leave their classroom at the designated time for their classes to end. Of course, a few minutes are often necessary to collect materials and make any appointments needed by students. It is also a courtesy to erase the boards for the next instructor. However, these activities should be accomplished in a short period of time, and the next class should not be delayed from starting on time because of inconsiderate behavior.

Bringing Children to Campus

It may be occasionally necessary for a professor or staff member to bring a child to the University because of an emergency situation; children should not be brought to work on a regular basis. At no time should a young child be taken into a class by the instructor except for educational purposes. Also, children should be kept for only a limited time in offices. Other faculty should not have to vacate their offices in order to find quiet time for reading and class preparation.

Faculty Interaction With Administrative Assistants

Each department's administrative assistant is expected to help all members of the academic area meet their faculty responsibilities; to do so effectively, however, professional courtesies should be observed. All faculty members should try to avoid last minute demands, providing at least one day's notice on work requests. All faculty should remember that the departmental office is primarily a work place and not a place for impromptu socializing.

Temporary Rolls

For the first day of classes, faculty can obtain a copy of a temporary class roll from Self Service Carolina (SSC).

Official Rolls

Approximately one week after the beginning of classes, a memo regarding official class rolls is distributed to all faculty for each course and section they teach. The memo lists specific instructions from the Registrar for obtaining class roll information from SSC and for reporting discrepancies. The official class roll is the official list of students enrolled for the course and section. An instructor must not permit a student to attend class unless the student is listed on the official roll. The Registrar's Office will notify the instructor of any names that should be officially added to or deleted from the official class roll. If a student's name is not included on the roll or if there is a mistake in the student's listing, the instructor must call the student's attention to the matter. It is the student's responsibility to notify the Registrar's Office of the discrepancy. If there are errors in the listing of the course (e.g., course title or instructor's name) the instructor should notify the dean/department chair or Registrar.

Mid-Term Rolls

During each fall and spring semester, mid-term class roll information will be distributed to all faculty with any discrepancies to be reported back to the Registrar by a stipulated deadline. This is the last opportunity for enrollment problems to be resolved prior to the assignment of grades. Students are notified in writing of any enrollment problem and must contact the Registrar's Office to make the correction. Failure on the part of the student to make such corrections could result in an academic penalty at the end of the semester.

Enrollment After Registration Period

The academic calendar for each semester is advertised in a variety of formats including the *USC Aiken Bulletin*, the Schedule of Classes on the web, and various other websites. The Office of the Registrar will not register a student after these advertised deadlines unless prior preliminary approval has been given by the Executive Vice Chancellor for Academic Affairs. Should such preliminary permission be granted, the student will then need to obtain written permission from all faculty involved in the late additions, along with the concurrence of the academic unit head(s). Approval form (Addition of Course After Last Day to Add) is available on the Registrar's website.

Faculty Attendance

Faculty are expected to meet all their scheduled class engagements. Faculty who expect to be absent from any of their classes should obtain permission from their dean/department chair and then notify the departmental administrative assistant. In the event of an emergency (unplanned) absence, the faculty member should notify the department administrative assistant immediately. The administrative assistant will then either dismiss the class or arrange with another faculty member to dismiss or to hold the class. In any case, the person dismissing the class should identify himself/herself to the class. During evening hours, in the absence of previous arrangements with the department administrative assistant, the faculty member should call the switchboard operator who will arrange for University personnel to dismiss the class.

Should an emergency delay any instructor from meeting class at the appointed hour and in the absence of any information regarding class dismissal, students are required to wait fifteen (15) minutes before assuming that the class will not meet.

Student Attendance

When students enroll in a particular course, they obligate themselves for all the work which may be assigned. Punctual and regular attendance is vital to the discharge of this obligation.

The faculty of the department or school will determine the attendance policy for courses taught under its authority and for its faculty, full-time faculty as well as part-time instructors. The department or school may establish one uniform policy for all of its faculty, set unit policies for certain courses only, or leave it up to individual faculty members to determine attendance policy for their own classes. In the latter case the department or school will review the individual policies and modify them as the unit sees fit.

The unit's attendance policy must be made known in writing to all teaching faculty within the unit. Copies will be forwarded to the Executive Vice Chancellor for Academic Affairs. All instructors must include the policy they intend to follow in each course syllabus, which will be distributed to all students in the course.

Each policy, whether departmental or individual, will clearly lay out the rules and limits regarding class attendance and absences. The policy may establish an allowable number of class absences which students may accumulate without penalty. If a policy limits the number of absences allowed, it should also list reasons for excused absences (for example, documented incapacitating illness, official representation of the University, death of a close relative, religious holidays, jury duty). Excused absences do not absolve a student of responsibility for the completion of all assigned work in the class. A student should inform the instructor of any anticipated absence. It is the responsibility of the student to complete any work missed during an absence.

In the event of impasse between the student and instructor on whether an absence will be excused, or on any other issue related to attendance, the student may appeal the instructor's decision to the dean of the school or chair of the department in which the course is taught. If the conflict cannot be resolved at that level, the student or the instructor may appeal the decision through the established University procedure.

Student Department

It is the instructor's right to remove from the classroom any student who disrupts or disturbs the proceeding of the class. Disruption of the class includes but is not limited to the use of any portable electronic devices, including cell phones, MP3 players, iPods, etc., unless prior approval has been given to a student or unless required for the course. The faculty member also has the right to request assistance from university police. If the student who has been ejected causes similar disturbances in subsequent meetings of the class, he/she may be denied admittance to the class for the remainder of the semester and assigned a grade of F.

May 1, 2007 (Assembly)
August 10, 2007 (B.O.T.)
November 30, 2007 (Assembly)
June 27, 2008 (B.O.T.)

Distribution of Course Syllabi or Class Outlines

Within two weeks of the first day of classes, full- and part-time faculty members must turn in a copy of the syllabus or class outline for each class they are teaching during that semester. The copy will be filed in the department or school office. All course syllabi should also be posted on the USC Aiken website.

A syllabus or course outline should contain at least the following information:

1. Course instructor information:
 - course number, name, credit hours;
 - semester and year;
 - instructor name, office number, office hours;
 - information on required laboratories, field trips, etc.

2. Course goals/objectives
 - a specification of the goals and requirements for each course, including the objectives, competencies, and abilities which indicate achievement of each goal and the methods by which these will be evaluated.
3. Required and recommended texts, protective clothing, equipment or supplies, special fees, etc.
4. Organization of course: whether by dates, topics, units, chapters, pages, or some other means.
5. Attendance policy: allowable absences and penalties.
6. Grading policy: frequency and weighting of exams, quizzes, papers, lab exercises, improvement, etc.
7. Statement of expectations and penalties consistent with the academic code of conduct described in the *Student Handbook*.
8. Following statement:
 - If you have a physical, psychological, and/or learning disability that might affect your performance in this class, please contact the Office of Disability Services, 134 B&E, (803) 643-6816, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.*
9. Policy for Portable Electronic Devices: The use of any portable electronic devices, including cell phones, pagers, MP3 players, iPods, etc., during class is not allowed for any reason unless prior approval has been given to a student from the instructor or unless required for the course. If you are planning to have any of these devices in class, they must be turned off and stowed away for the duration of the class period. If you use a portable electronic device during a test, quiz, or other assessment, you are eligible to receive a failing grade on that assignment.
10. Any other information which the instructor deems appropriate.
11. Syllabi should contain a statement noting that potentially hazardous materials are used in a course, when applicable.
 - [Reference: AFCMN 106, *USC Aiken Policies and Procedures Manual*]

Spring 1992
 February 29, 2000 (Revised)
 November 30, 2007 (Assembly)
 June 27, 2008 (B.O.T.)
 September 30, 2010 (Assembly)
 June 30, 2011 (B.O.T.)

EVALUATION AND GRADING

Tests and Papers

The following principles are intended to serve as guides around which instructors should shape their testing procedures.

A number of evaluations of students' achievements should be made throughout any given semester. The instructor in each class is encouraged to have at least four major items on which to base the student's final grade. The instructor may require a combination of one-hour tests, written reports, oral reports, or appropriate performances or projects. Tests should be returned to students within a reasonable time. Students have a right to examine their own tests regularly in order to understand which items were answered incorrectly or inadequately and why their responses were inadequate.

Evaluation of Students

Grades are generally recognized as comparative ratings of student achievement.

In all courses taught at USC Aiken, some form of student evaluation such as a test, quiz, report, paper or the equivalent should be administered, graded and returned prior to the withdrawal deadline.

It is the responsibility of the instructor, reasonably early in each course, to inform the students of the quality of their work to date. Thereafter, periodic updates on their standing should be furnished the students. It is also the responsibility of the instructor to assign to each student a fair grade based on evaluations relevant to the content and purposes of the course.

August 25, 1993

Early Warning

Faculty should submit an Early Warning Form if a student is not meeting classroom standards or expectations. This process allows the professor to indicate specific areas in the course where the student needs improvement. These areas can include excessive absences, poor performance on tests, lack of necessary skills, etc. Upon receipt of an Early Warning Form, the Academic Success Center staff will contact the student and encourage them to seek appropriate resources. The early warning process is intended to reach students prior to the last day to withdraw, allowing students the opportunity to withdraw from the class should that be the best option.

The Early Warning Form is accessible online and may be submitted electronically. Reference: <http://web.usca.edu/asc/early-warning>.

Grading System

The grading system outlined below became effective for all students at the University beginning with the Fall Semester, 1978. Under this system undergraduate and graduate course credit is granted only for earned grades of A, B(+), C(+), D(+), or S. Any of the following symbols (except **NR**) will become a permanent part of a student's academic records when assigned.

February 27, 1996

Grade Values: A (4.0) B (3.0) C (2.0) D (1.0) F (0)

The addition of a "+" to a letter grade adds .5 to the value of that grade. Thus, a grade of B valued at 3.0 will be valued at 3.5 if designated B+.

The following grades carry no value: F, **FN**, WF, W, I, **NR**, T, S, U, **AUD**.

Summer 2014 (Editorial)

A, B, C, D, and F carry the traditional academic connotations of excellent, good, average, poor and failing performance, respectively.

S and U indicate, respectively, Satisfactory (passing) and Unsatisfactory (failing) performance in courses carried under Pass-Fail. The use of the Pass-Fail grading option in such courses is indicated in their catalog descriptions. No course carried under the Pass-Fail option will affect a student's grade point ratio or the evaluation of suspension conditions.

W is assigned for withdrawal from a course during the first eight weeks of a semester (excluding the late registration period). Courses dropped during the late registration period (as published in the University's academic calendar) will not be recorded on a student's permanent record. In summer sessions and other shortened semesters, the withdrawal period will be one-half the total number of class days instead of eight weeks. In exceptional cases, the grade W will be used after the first eight weeks of a semester primarily in cases of withdrawal from the University or from a course for medical reasons. (See regulations for dropping a course.) A grade of W will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student's

permanent record. A W cannot be recorded for a student unless the student has completed the proper paperwork for the withdrawal. The grade of F will be administratively assigned by the Registrar until the issue of withdrawal can be resolved with proper documentation from the student.

WF is assigned for withdrawal from a course after the first eight weeks of a semester, the deadline prescribed in the University academic calendar for withdrawal without penalty. In summer sessions and other shortened semesters, the withdrawal period will be one-half the total number of class days instead of eight weeks. (See regulations for withdrawals.) The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.

March 26, 2004 (Assembly)
June 30, 2004 (B.O.T.)

FN indicates failure due to attendance/never attended.

Summer 2014 (Editorial)

I, Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the unanticipated event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to twelve (12) months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not be permitted, nor can the student sit in on class during a subsequent semester. A USC Aiken Incomplete Grade Contract must be completed by the instructor and submitted to the Office of the Registrar explaining the reason for the I and conditions for completing the course. Forms must be signed by the student and dean/department chair. Faculty are not authorized to sign on behalf of the student. Incompletes are not computed in the student's grade point average until the final grade is assigned. After 12 months, an I which has not been made up is changed permanently to a grade of F unless the I was erroneously recorded. It is the responsibility of the student to insure that all required work is completed by the deadline specified on the Incomplete form. [Reference Incomplete Contracts, p. 28.]

November 29, 2000 (Assembly)
April 27, 2004 (Assembly)
May 2005 (System)

AUD indicates a course was carried on an audit basis.

NR, No Report. The faculty contract includes reporting of final grades to the Registrar's Office no later than the deadline published in the Schedule of Classes and the *USC Aiken Bulletin*. Under no circumstances will a student listed on the grade sheet not be assigned a grade. Because all enrollment problems must be resolved prior to the grading period, any student not assigned a grade, either deliberately or inadvertently, by the instructor will receive an automatic F. The Registrar only has the authority to administratively assign the grade of NR in those very rare instances when it is known that the student cannot complete the work in question and likewise is unable to sign the Incomplete Grade Contract. The NR is a temporary mark on the transcript and must be replaced by a grade of A, B(+), C(+), D(+), F, WF, W, S, U, or I. The Registrar will provide written notice of the assignment of all NRs to the student, the course instructor, the department head, and the Executive Vice Chancellor for Academic Affairs. If replacement of the NR is not made by the instructor before the last week of the full semester following the term for which the NR was recorded, a grade of F will be assigned.

T (In Progress). Courses numbered 799 are restricted to thesis work (variable credit, 1-5 hours). Satisfactory progress in the thesis will be indicated by the grade of T. Unsatisfactory progress in the thesis will be indicated by the grade of U. Completion of the thesis will also be indicated by the grade of T. In addition, a Clearance Recommendation for Graduate Degree Applicants form will be submitted to the Office of the Registrar to indicate successful completion (oral defense and final written paper) of the thesis.

Reading Days

Reading days are intended to provide an opportunity for students to prepare for final exams. At least two days, falling on weekdays, will be designated as reading days between the last day of classes and the first day of exams. No exams or make-up tests may be given during reading days unless requested by a student and accepted by the instructor. Faculty also will not schedule events or assignments on reading days. Exceptions may be considered by the Faculty Advisory Committee.

Prior to the occasional semester when the requirement of two weekdays for reading days creates a demonstrable hardship in processing grades and appeals to the Financial Aid Office or Scholastic Standing and Petitions Committee, the Executive Vice Chancellor for Academic Affairs may recommend a more limited reading period of not less than one calendar day. That recommendation would be made in writing to the Faculty Advisory Committee, which will report its decision and rationale to the Faculty Assembly at the first meeting following that decision.

March 26, 2010 (Assembly)
June 25, 2010 (B.O.T.)

Final Examination Policy

Final exams will be administered during the scheduled period (five days - spring and fall; two days - summer; one day - Maymester). Final exams for laboratory sections may be administered during the last scheduled meeting of the lab. No Saturday exams will be given unless the class normally meets on Saturday. In case of emergency, the Executive Vice Chancellor may propose the scheduling of Saturday exams for non-Saturday classes, subject to the approval of the Faculty Advisory Committee. No exams or make-up tests may be given during reading days unless requested by a student and accepted by the instructor. Each exam period runs for three hours. A professor may use any or all of that period for the exam, and the exam may start at any time within the period, as long as all students in the course are notified of the starting time if it is not the beginning of the period.

Spring 1990
December 2, 2005 (Assembly)
June 29, 2006 (B.O.T.)
March 26, 2010 (Assembly)
June 25, 2010 (B.O.T.)

Attention is directed to the fact that final examinations each semester are given in accordance with a schedule published well in advance of the examination period. In coordination with the Registrar's Office, the Executive Vice Chancellor for Academic Affairs will announce the final examination schedule each semester to all faculty members. No deviation from this printed schedule is permitted unless specific prior approval has been secured from the dean or department chair. All such deviations will be reported to the Executive Vice Chancellor. Changes in the exam schedule will be approved only under extenuating circumstances. An exam may be rescheduled for an entire class only if each student in the class signs a form confirming that he/she understands the new exam time and does not have another exam scheduled for the new exam time. An exam rescheduled for an entire class must be approved by the dean/department chair and the Executive Vice Chancellor for Academic Affairs.

Any student who is scheduled for more than two exams on the same day has the right to take one of these exams on another day of the exam week. Students must obtain approval from the appropriate instructor no later than the last regularly scheduled class meeting for the relevant course. This change in the exam schedule must be coordinated through the dean/department chair.

It is recommended that all faculty retain, for a minimum of one year after grades are submitted for the semester, any graded work not returned to students. After one year, all such retained materials should be destroyed in an appropriate manner.

February 10, 1997 (FAC)
Summer 2003 (Editorial)
March 26, 2004 (Assembly)
June 30, 2004 (B.O.T.)
April 23, 2012 (Assembly)
June 29, 2012 (B.O.T.)

Final Grade Reporting

All grades must be submitted by using Self Service Carolina (SSC) no later than the published deadline as advertised by the Office of the Registrar. This deadline will be no less than 48 hours after the last scheduled examination period. Faculty must coordinate with the Office of the Registrar on the entry of any grades of I or NR prior to entering the final grades themselves on SSC. Every student must have a grade entered on SSC, or the entire grade roll will be rejected by the system.

Incomplete Contracts

An Incomplete Grade Contract must be turned in to the Registrar's Office for each Incomplete assigned by a faculty member. The contract must be signed by the student, the faculty member, and the dean/department chair in order to be valid. The faculty member will specify on the contract the work required to complete the course and, as appropriate, an early deadline. The student's signature means that the requirements and the deadline are understood and accepted. The Incomplete grade contract should be delivered to the Registrar as soon as possible.

November 29, 2000 (FAC)
Summer 2003 (Editorial)
June 30, 2004 (B.O.T.)

Grade Changes

Once grades have been reported, any change of grades must be approved as hereinafter provided. In case of error in reporting of final grades, the instructor will complete the form provided and send it, through the Registrar's Office, to the chairperson of the Scholastic Standing and Petitions Committee at the undergraduate level or the Graduate Advisory Council at the graduate level, no later than one year after the original assignment of the incorrect grade. Grades approved at these respective levels are considered final, with changes to the permanent record and notification to the student made by the Registrar's Office.

Should the Scholastic Standing and Petitions Committee or Graduate Advisory Council decline to recommend the grade change request, the instructor will have the right to appeal the decision to the Committee or Council (as appropriate). Should the Committee or Council still not recommend the grade change request, the instructor will have the opportunity to bring the matter directly to the Faculty Assembly for approval. In cases where the instructor is not available to present to the entire Assembly, any voting member of the Assembly may be permitted to introduce the motion on the instructor's behalf. Such votes taken to the Faculty Assembly floor will be considered final, with the Registrar's Office receiving the results for appropriate updating and student notification.

In all cases involving grade changes, only the instructor of record is able to initiate and sustain the request for a grade change. Students with questions concerning grades must use the procedure outlined in the *USC Aiken Student Handbook*. The Faculty Assembly will vote on each grade change and have

final authority on the matter. Faculty Assembly action will be communicated to the Registrar, who is responsible for updating the grade. Special makeup work or examinations to change grades already recorded are not permitted.

October 24, 2003 (Assembly)
June 30, 2004 (B.O.T.)

Note: Faculty cannot change grades on SSC. Grade changes can only be made by obtaining the grade change form from the Registrar's Office and submitting it appropriately to the Scholastic Standing and Petitions Committee or the Graduate Council.

Course Grade Forgiveness

It is the policy of the University of South Carolina that every currently enrolled fully-admitted, degree-seeking undergraduate earning a **D+**, **D**, **F**, **FN** or **WF** in a USC course beginning Fall 2007 may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked. For the complete policy, see the *USCA Undergraduate and Graduate Programs Bulletin*.

Summer 2014 (Editorial)

Posting Grades

The Buckley Amendment (Family Education Rights and Privacy Act) prohibits posting of grades by social security number or "personally identifiable information" contained in a student's record. Final grades are available to students by means of Self Service Carolina (SSC).

Transcript Evaluation Policy

Transfer credit is determined by the appropriate dean/department chair or his/her designee for each course a student seeks to transfer. Application of transfer credits to a specific curriculum or degree program is determined by the degree requirements for each major as set forth in the *Bulletin* current at the time of the student's initial enrollment. Therefore, transfer credits awarded will not necessarily fulfill specific degree requirements. Advisors and students are urged to use the DegreeWorks to review the application of transfer credit.

Evaluation of transfer credit awarded and the application of that credit to a degree program are valid only at the time the evaluation is conducted and may not apply if the student elects to change curriculum, major, degree, or university.

Students who wish to appeal a transcript evaluation may request to take appropriate placement examinations. Information about earning course credit through challenge, advanced placement, or CLEP examinations may be obtained from the Registrar.

CONFIDENTIALITY OF STUDENT RECORDS

Faculty are responsible for protecting the privacy of student records. Individual grades should never be announced or posted (online or in print), and graded work should not be left outside offices for students to retrieve.

The University adheres to the provisions of FERPA (Family Education Rights and Privacy Act, 1974). In accordance with FERPA, University students have the right to review, inspect and challenge the accuracy of information kept in a cumulative file by the institution unless the student waives this right. The Act also ensures that records cannot be released in other than emergency situations without the written consent of the student, except in the following situations:

1. to other school officials, including faculty within the educational institution or local educational agency who have legitimate educational interests;
2. to officials of other schools or school systems in which the student intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record desired and have an opportunity for a hearing to challenge the contents of the record;
3. to authorized representatives of the U.S. Department of Education, U.S. Department of Defense, U.S. Attorney General, INS, the Comptroller General of the United States, and state and local educational authorities, in connection with certain state and federally supported education programs, organizations conducting studies for or on behalf of the University, and accrediting organizations;
4. in connection with a student's application for, and receipt of, financial aid;
5. to parents of an eligible student who claim the student as a dependent for income tax purposes. Upon receipt of the parents' most recent federal income tax return listing the student as a dependent, USC Aiken will give access to the student's records. The student will be notified in writing through certified mail that this access has been given.
6. if required by a state law requiring that disclosure was adopted before November 19, 1974;
7. to comply with a judicial order or a lawfully issued subpoena. The student will be notified in writing sent certified mail that this access has been given;
8. to appropriate parties in a health or safety emergency;
9. the results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime;
10. the results of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law;
11. to students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion;
12. where the information is classified as "directory information." The following categories of information have been designated by the University as directory information: name; ID photograph; local and permanent mailing addresses and telephone numbers; email address; semesters of attendance; enrollment status (full-time or part-time); date of admission; date of expected or actual graduation; school, major and minor fields of study; whether or not currently enrolled; classification (freshmen, etc.); type of degree being pursued; degrees, honors, and awards received (including scholarships and fellowships); weight and height of members of athletic teams; and whether the student has participated in officially recognized activities and sports sponsored by the University. Students who do not wish such information released without their consent should notify the Registrar's Office prior to the first day of classes.

Questions concerning this law and the University's policy concerning release of academic information may be directed to the Registrar's Office.

STUDENT GRIEVANCE PROCEDURE

Students enrolled at USC Aiken are provided with a standardized, formal process for seeking a resolution when, in the student's judgment, the student has been treated unfairly or improperly. This includes a situation in which a student's academic progress has been adversely affected due to problems in the instructor's ability to write or speak English. Information regarding grievances and the grievance procedure is contained in the *USC Aiken Student Handbook*.

**ACADEMIC DISHONESTY
(ACADEMIC CODE OF CONDUCT)**

Academic Integrity

It is the responsibility of every student at USC Aiken to be familiar with the academic code of conduct, to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic requirements.* Any student who violates this principle, attempts to violate it or who knowingly assists another in violating it shall be subject to discipline. As members of the USC Aiken community, it is also the responsibility of every student, faculty and staff member to report violations of academic integrity to the faculty member in whose course these violations took place or to another person of authority such as a dean/department chair.

The principle of academic integrity prohibits all forms of academic dishonesty – including cheating, lying, bribery and plagiarism. The following examples illustrate conduct that violates academic integrity, but this list is not exhaustive.

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance in connection with the performance of any academic work.
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
4. Use of another person’s work without proper acknowledgment of source, i.e., plagiarism.
5. Intentional misleading of any person in connection with any academic work (including the scheduling, completion, performance, or submission of any such work).
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
7. Conduct intended to interfere with an instructor’s ability to evaluate accurately a student’s competency or performance in an academic program.

Only the appropriate faculty member can “authorize” assistance, use of materials, etc. Whenever a student is uncertain as to whether conduct would violate academic integrity, it is the responsibility of the student to seek clarification from the appropriate faculty member prior to engaging in such conduct.

Honor Pledge

As a commitment to maintain academic integrity and accept academic responsibility, the following statement should appear on all major examinations and assignments:

On my honor as a University of South Carolina Aiken student, I have completed my work according to the principle of academic integrity. I have neither given nor received any unauthorized aid on this assignment/examination.

Signature

Date

* *Academic requirements include works submitted for academic progression or graduation or any graduate or undergraduate course work.*

Student Responsibility

- a) To conduct all academic work within the letter and the spirit of academic integrity, which prohibits giving or receiving unauthorized aid in all academic endeavors.
- b) To sign the honor pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
- c) To consult with faculty and other sources to clarify the meaning of plagiarism and to learn the recognized techniques of proper attribution of sources used to prepare assignments.
- d) To consult with faculty to identify allowable resource materials or aids to be used during examinations or completion of any graded work.
- e) To maintain the confidentiality of examinations by divulging no information, directly or indirectly, to another student who has not yet taken that same examination.
- f) To report observed academic integrity violations in a timely manner. When possible, violations should be reported to the faculty member in whose course these violations took place.

Consequences for the Violation of Academic Integrity

1. If the violation pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may assign a 0 on the assignment or an F in the course.
2. If the violation pertains to a non-course degree requirement (Junior Writing Portfolio, Praxis exam, etc.), the student may fail to receive credit for the degree requirement for which the violation occurred. The consequence for the violation of a non-course degree requirement may be imposed by the appropriate dean/department chair.
3. In addition to the consequences listed above, the faculty member or dean/department chair has the right to refer the violation to the UJB for possible disciplinary penalties. These disciplinary penalties include:
 - a. Expulsion
Dismissal from the University without the possibility of readmittance.
 - b. Suspension for a Period of Time
Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for readmission upon termination of the period may be granted with or without qualifications.
 - c. Sanction
Sanctions may include (but are not limited to) attendance at or participation in a program or community service, program development, and researching and writing a paper on a topic related to the violation.

The consequences listed in number three above (a through c) may be imposed by the University Judicial Board or at higher levels in the judicial process. These consequences are intended to be disciplinary only, and nothing in these procedures, including the imposition of any disciplinary penalty, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the academic code of conduct. If an instructor determines that, because of academic dishonesty, a student's performance in an academic program merits a grade reduction or a failing grade, the instructor's authority to award such an appropriate grade is not limited by the imposition of any penalty under this section.

May 1, 2007 (Assembly)
August 10, 2007 (B.O.T.)

Record of Violations

Violations are recorded as follows:

1. When a faculty member assigns a student a 0 or F for a violation as the final grade of record on an exam, assignment or requirement or an F in the course, the faculty member must notify the student within ten (10) class days of assigning the grade through a letter delivered as specified under the definition of "delivery of written notice," with copies to the dean/department chair of the faculty member making the charge, to the dean/department chair of the student's major, and to the Executive Vice Chancellor for Academic Affairs. The letter must state the violation, the sanction imposed and the student's right to appeal. Documentation of the violation (i.e., copies of tests, papers, etc.) should be included with the copies of the letter sent to the unit head and to the Executive Vice Chancellor for Academic Affairs.
2. Records of violations for cases which have been resolved with a sanction of less than suspension will be maintained by the Executive Vice Chancellor for Academic Affairs for a period of seven (7) years from the last offense. Records may be retained by the University beyond the normal seven (7) year period in special circumstances including, but not limited to, situations when legal action is taken by any party involved.
3. When the date for purging records has been reached, records in all formats are to be destroyed. Note: Statistical data may be retained but all information that would identify an individual will be removed.
4. Records where the discipline sanction was suspension will be maintained for a period of at least ten (10) years from the date of the last incident.
5. Persons who are not directly involved with 1) a discipline case, 2) an appellate review of a decision, or 3) the enforcement of a sanction will not have access to the records or results of a hearing or sanctioning authorization of the charged party.

March 30, 2011 (Assembly)
June 30, 2011 (B.O.T.)

1. Faculty members are encouraged to meet with any student to whom they are assigning a 0 or F for an assignment or a final grade as a result of a violation of academic integrity, or who is being charged with any other violation that will result in a letter being sent to the student and copied to the unit head and the Executive Vice Chancellor for Academic Affairs.
2. In writing the letter, faculty are encouraged to include the following:
 - a. a specific description of the violation
 - b. a brief narrative of the conversation with the student regarding the incident
 - c. a description of the sanction
 - d. a statement informing the student that he or she has the right to appeal the decision as outlined in the academic code of conduct
 - e. an explanation that copies of the letters are maintained by the Executive Vice Chancellor and that upon the accumulation of three violations, a hearing of the UJB shall be convened.

When possible, supportive evidence should accompany the letter to the student. The letter should be delivered as outlined in the *USC Aiken Student Handbook*.

3. Copies of the letter and the supporting evidence should be submitted for the Vice Chancellor's files. This will allow for fair, complete presentation of the violations should a hearing occur.

Recurring Violations of Academic Integrity

To insure that students do not continue to violate academic integrity, confidential files for violations shall be maintained by the Office of Academic Affairs and a University Judicial Board (UJB) hearing shall be held upon the accumulation of three violations. The purpose of the UJB hearing is to consider the pattern of a student's behavior. When three violation letters have been received, the Academic Judicial Officer shall:

1. Request a hearing by the University Judicial Board (UJB). The request must be made within ten (10) class days from receipt of the third letter;
2. Notify the student in writing of the request and deliver the letter as specified under the definition of "delivery of written notice"; and
3. Forward these letters to the UJB Chair for use during the hearing.
4. The receipt of any subsequent letter charging the student with a violation of academic integrity would prompt another hearing by the UJB.

Due Process for Cases of Alleged Violations of Academic Integrity

Faculty Options:

After imposing one of the "Consequences for the Violation of Academic Integrity," the faculty member or dean/department chair may also seek further sanctions within ten (10) class days by:

1. requesting a hearing by the University Judicial Board through the UJB Chair; and
2. informing the student in writing (and delivering the letter as specified under the definition of "delivery of written notice," with a copy to the unit head) of the request for a hearing.

If the request is made by the faculty member, a copy of the letter will be sent to the faculty member's dean/department chair and to the dean/department chair for the student's major.

Student Options:

A student may accept the penalty imposed by the faculty member for violating academic integrity or he/she may appeal the penalty to the University Judicial Board. The student must request a hearing by the UJB in writing. The student's written request for a hearing should be sent by certified mail or hand-delivered to the Campus Judicial Officer. Such a request must be submitted within seven (7) class days of the student's being made aware of a penalty for violating academic integrity.

January 21, 2005 (Assembly)
June 23, 2005 (B.O.T.)
March 30, 2011 (Assembly)
June 30, 2011 (B.O.T.)

COURSE MATERIALS (TEXTBOOKS)

Part-time faculty should consult the head of the unit in which they are teaching for information on selecting, ordering, and obtaining desk copies of textbooks for their classes.

STUDENT EVALUATION OF TEACHING

1. Online SETs shall be distributed to all classes except those in which the faculty-student ratio is one-to-one. MOI codes and definitions of one-on-one classes are as follows:

04	Independent Study	One-on-one instruction for which a contract must be on file
05	Thesis	One-on-one (graduate/undergraduate)
07	Practice Teaching	One-on-one in an off-campus K-12 school
08	Internship/ Cooperatives	One-on-one within USC Aiken or externally at employer or agency site
10	Private Instruction	One-on-one in performance (music, theatre, etc.)

2. In team-taught courses the evaluation shall be distributed for each faculty member.
3. Guidelines for distribution and results are as follows:
 - online SETs will be distributed to students two weeks before the end of classes for the fall and spring semesters and one week before the end of classes in summer semester;
 - classes with shorter time frames (e.g., half semester) will be handled according to need. Faculty with special circumstances can contact Institutional Effectiveness for options;
 - student access to online SETs will end before university-scheduled final exams begin;
 - faculty will be notified when their SETs will be distributed to students at least one week prior to SET distribution;
 - faculty will read standardized instructions, provided by the Executive Vice Chancellor for Academic Affairs, to their classes prior to distribution;
 - the Office of Institutional Effectiveness will use the most current student roster possible at the time of SETs distribution;
 - for full-time faculty, the following data will be made available to the faculty member:
 - the frequency, mean, median and standard deviation of the standardized questions,
 - response rate for each section (percentage and number of respondents),
 - comparative overall USC Aiken mean, median and standard deviation, the overall mean, and median and standard deviation for the faculty member's unit,
 - transcripts of responses to open ended questions, and
 - distribution of responses to the standardized questions;
 - for part-time faculty, the above data will be made available to both the faculty member and the appropriate supervisor; and
 - SET results will not be made available until final grades have been submitted to the Registrar.
4. Students should have a mechanism to confidentially inform administrators of instructors who fail to follow procedures.

The results of student evaluations are only one source of evidence of teaching effectiveness. Faculty are encouraged to include a comprehensive catalog of activities and documents that demonstrate teaching effectiveness.

Other evidence may include, but are not limited to the following:

- peer evaluations and/or observations of teaching;
- teaching portfolios;

- additional in-course assessments of teaching and learning;
- dean/department chair observation;
- publications regarding teaching or assessment of teaching;
- documented presentations and/or attendance at conferences devoted to teaching;
- documented participation and/or attendance at workshops presented by the USC Aiken Center for Teaching Excellence or other venues;
- responses to SETs data including how the instructor has used it to improve the course;
- details of course development, redesign, or improvements made in the last year;
- details of innovative teaching strategies used;
- letters from individuals (including students) familiar with one's teaching;
- honors or awards received for teaching; and
- evidence of teaching in other contexts (independent studies, mentoring student research, clinical supervision, honors-enriched courses, Academy for Lifelong Learning, and others).

April 29, 2014 (Assembly)
June 20, 2014 (B.O.T.)

ADVISEMENT AND COUNSELING

FACULTY OFFICE HOURS

Faculty members are required to maintain office hours and to post the hours on their respective office doors. Each faculty member will maintain regular office hours which will be convenient and adequate for student conferences and advisement.

February 27, 1996

BEHAVIORAL INTERVENTION

The USC Aiken Behavioral Intervention Team (BIT) handles serious behavioral issues exhibited by students. This process is not meant to replace the normal care and concern routinely provided to students by faculty, staff and other students. Typically, behaviors that pose a threat to safety or that cause a significant community disruption should be referred to the Behavioral Intervention Team, while students who experience other mental health issues should be referred to the USC Aiken Counseling Center.

The Behavioral Intervention Team identifies and coordinates appropriate action to respond to student behavior that is erratic, self-injurious, or potentially threatening to others. The goal of any action taken by the Team is to protect the campus community while optimizing the outcome for the individual student. When possible, attempts will be made to engage the student in a positive way rather than ostracize him/her because of the behavior exhibited. Any disciplinary action taken will be based on the actual behavior exhibited rather than on projections about possible future behavior.

Process:

The Behavioral Intervention Team will review information and incident reports from University Police, Housing, and Judicial Affairs about on and off-campus incidents involving students. In addition, any member of the USC Aiken community can report erratic, threatening, or potentially self-injurious (such as suicidal threats or abuse of alcohol or drugs) behavior by a student to the BIT.

The following procedure should be used to make a referral to the BIT:

- If an emergency situation or a situation that needs immediate attention exists, University Police should be called at 6111 (or 648-4011 from a cell or off-campus phone).
- If the situation does not need to be addressed immediately, the Chair or any member of the BIT should be called OR a BIT Incident Report should be completed online. Reference online form at: web.usca.edu/behavioral-intervention-team/incident-report.dot.

If requested and feasible, the identity of the person who reported the behavior can be withheld from the student exhibiting the behavior. If judicial or legal charges are made as a result of an investigation of the incident, statements from witnesses may be necessary.

The BIT will discuss information received about student behavior and develop an appropriate course of action on a case-by-case basis. Potential courses of action include:

- Follow-up contact with the student by professional staff
- Mandatory referral to the Counseling Center or outside mental health professional
- Disciplinary charges

- Continued police investigation and/or criminal charges
- Voluntary or involuntary transport to hospital
- Removal from University housing
- Summary suspension
- No further action

Other possible follow-up includes:

- Communication with victim or person forwarding BIT Incident Report, when appropriate
- Review and/or revision of policy or services to better meet student needs

Members of the BIT Team:

- Vice Chancellor for Student Life and Services (Chair)
- Chief of University Police
- Assistant Vice Chancellor of Student Life
- Director of Counseling, Student Health and Disability Services
- Associate Director of Housing

Other members will be assigned as needed.

REGULATIONS, POLICIES AND PROCEDURES

EQUAL OPPORTUNITY POLICY

This policy sets forth the University of South Carolina policy for equal opportunity and affirmative action for academic and non-academic personnel matters and the education of students, pursuant to the South Carolina Human Affairs law and applicable federal laws and regulations pertaining to affirmative action and equal employment opportunity in educational opportunities and access.

Affirmative action and equal education and employment opportunity are integral parts of the mission and purpose of the University of South Carolina. The University has established the goal that the proportion of black employees and white female employees should be equal to their representation in the relevant labor markets for faculty, administrative, professional and non-academic positions.

It is the policy of the University of South Carolina to recruit, hire, train, promote, tenure, and otherwise make educational and personnel decisions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, genetics, or veteran status (except where sex or age is a bonafide occupational qualification).

[Reference: USC Policy EOP 1.00, Equal Opportunity and Affirmative Action
USC Policy HR 1.27, Nepotism]

PART-TIME FACULTY APPOINTMENTS

Classification of Faculty Covered by This Policy

Temporary part-time faculty: A faculty member who does not occupy a state-slotted position and whose duties are primarily limited to teaching.

Authority in Matters Related to Non-Tenured Faculty

The deans and department chairs will be responsible for abiding by and executing USC Aiken guidelines regarding the employment of temporary part-time faculty. The deans/department chairs will also be responsible for formulating specific departmental policies and establishing practices pertaining to temporary part-time faculty employment.

The ultimate authority in matters pertaining to temporary part-time faculty will be the Executive Vice Chancellor for Academic Affairs, exercising the same range of authority as exercised in matters pertaining to permanent, tenure-track faculty.

Recruitment

Part-time Positions and Emergencies. All temporary part-time appointments should be reviewed under the same policies as full-time positions. However, it is recognized that emergencies may necessitate faculty hiring within a very short time. In such cases, the dean/department chair should consult with all available members of the department to reach a hiring decision. All such emergency appointments should be made on a temporary (one semester, if possible) basis and should be subject to review by the department as soon as possible. Each department should try to avoid such hurried decisions by keeping an active file of candidates previously approved by the members of the department after a review of the candidates' credentials.

Faculty will possess spoken and written English skills so as to adequately deliver instruction. English fluency will be evaluated for all candidates who are interviewed for USC Aiken teaching positions. Deans/department chairs will be responsible for determining that candidates for part-time and temporary faculty appointments are proficient in spoken and written English.

Qualifications and Credentials

Qualifications and credentials of temporary part-time faculty employed at USC Aiken should correspond as closely as possible to the qualifications and credentials of permanent, tenure-track faculty. Each department, through its dean/department chair, will determine the necessary qualifications and credentials required of temporary part-time faculty employed within that department.

The qualifications and credentials considered by the department will include, but will not be limited to:

- a) academic degrees and education levels;
- b) teaching experience;
- c) teaching effectiveness, as documented by some form of evaluation, as determined by the dean/department chair.

Each department will determine a process by which the qualifications of each temporary part-time faculty member can be evaluated as objectively as possible.

Affirmative Action and Other Fair-Employment Regulations

According to South Carolina and USC Aiken employment policies, affirmative action regulations do not apply to temporary faculty employment. It is, however, the policy of USC Aiken to abide by the principles and spirit of affirmative action in all employment considerations.

Hiring Procedure

Once an individual has been selected for a temporary teaching position, the dean/department chair will write the prospective temporary part-time faculty member a letter stating all of the following:

- a) Title of position;
- b) Basis of employment;
- c) Term and dates of employment (semester, with beginning and termination dates);
- d) Duties (teaching, office hours, syllabus preparation);
- e) Course(s), section(s);
- f) Class schedule, with days and hours, as well as a copy of the academic calendar for the semester, and room location, if available;
- g) Salary and benefits;
- h) Statement regarding the conditions of employment:
*The appointment is contingent upon sufficient enrollment in the class(es)
and upon the non-availability of full-time faculty to teach the class(es);*
- i) Request for a written acceptance of these terms. This acceptance will be kept on file by the dean/department chair in lieu of a formal contract.

Spring 1991

If enrollment does not warrant the class being offered, or if a full-time faculty member becomes available to teach the class initially offered to the prospective temporary part-time faculty member, the latter will be notified in writing.

The Executive Vice Chancellor for Academic Affairs will approve the appointment and the salary of all temporary part-time faculty and will forward the approval to the Human Resources Office.

Salaries and Benefits

USC Aiken will establish through written communication with deans/department chairs a standard salary range for temporary part-time faculty. Because the duties and responsibilities assigned to temporary part-time faculty can vary greatly between departments, and due to differences in the availability of competent instructors from one discipline to another, exceptions may be necessary. The Executive Vice Chancellor is responsible for determining salaries of temporary part-time faculty with the department. Exceptions to the standard salary range must be approved by the Executive Vice Chancellor.

Temporary part-time faculty members are eligible only for those benefits afforded by the University: ID card (for use at the library, etc.), parking, unemployment compensation, and workers' compensation benefits.

March 26, 2004 (Assembly)
June 30, 2004 (B.O.T.)

DUTIES, OBLIGATIONS, RESPONSIBILITIES AND RIGHTS OF TEMPORARY PART-TIME FACULTY

The *USC Aiken Part-Time Faculty Handbook* is published by the Office of the Executive Vice Chancellor for Academic Affairs and is updated annually. Each part-time faculty member will be informed by the dean/department chair at the time of the initial appointment or reappointment of the availability of the most recent *USC Aiken Part-Time Faculty Handbook*. The handbook introduces part-time faculty to USC Aiken's mission, vision and values and provides information on faculty responsibilities, USC Aiken academic policies and procedures, instructional support services and campus resources.

Duties, obligations, and responsibilities of temporary part-time faculty correspond to and are limited to those of permanent tenure-track faculty only in regard to classroom activities. Temporary part-time faculty are not included as members of the voting faculty and do not serve on faculty committees. Unless specified by contractual agreement they should not be expected to participate in student advisement for registration, although counseling related to classroom work remains a primary responsibility. Temporary part-time faculty must adhere to standards published in the *Bulletin* and *USC Aiken Part-Time Faculty Handbook* regarding student attendance, assignment of grades, course content, and any other matters related to classroom teaching. They must conform to all departmental standards and regulations regarding textbook selection, course content and similar stipulations.

Temporary part-time faculty members will enjoy full use of the USC Aiken facilities which support their classroom responsibilities during their term of employment. Other rights and privileges, such as assistance in research or other activities outside the classroom, may be granted at the discretion of the deans/department chairs or the Executive Vice Chancellor. Such assistance will be determined by the availability of resources. Temporary part-time faculty are not eligible for USC Aiken faculty grants.

March 26, 2004 (Assembly)
June 30, 2004 (B.O.T.)

EVALUATION OF PART-TIME FACULTY

It is the responsibility of the deans/department chairs to evaluate all temporary part-time faculty employed in their departments by the end of the first semester of teaching at USC Aiken and annually thereafter. The evaluation will be based on a review of syllabi, sample tests and assignments; reports of classroom observations; and results of student evaluations of teaching submitted each semester for every course taught. The deans/chairs will keep records of these evaluations on file, as documentation of the temporary part-time faculty member's performance of those duties specified in the contract letter, and will provide a

copy to the faculty member being evaluated. Since the primary responsibility of temporary part-time faculty is teaching, the areas of service to the school and community, and professional achievement (scholarship) should play little, if any, part in the evaluation.

Process for Classroom Observation of Temporary Part-Time Faculty

- The dean/department chair or his/her designee will conduct at least one announced classroom visit during the temporary part-time faculty member's first semester of teaching at USC Aiken. This is the minimum expectation. A unit head may choose to visit more frequently classes taught by temporary part-time faculty.
- A second classroom visit will be conducted if significant weaknesses are observed or if the teaching assignment of the faculty member changes.
- Faculty observers will be tenured faculty or senior instructors who have agreed to serve as peer observers and who have successfully participated in the peer observers' workshop offered by the Office of the Executive Vice Chancellor for Academic Affairs. Peer observers normally should be in the same field as or in a field closely related to that of the faculty member to be observed. The faculty member whose class is being observed will provide copies of the syllabus, handouts, and any other material needed to prepare for the class to be observed at least two business days prior to the scheduled observation.
- The observer will make an announced visit on a date that is agreed upon with the faculty member being observed. The observer will remain for the duration of a 50- or 75-minute class and for at least one hour of a longer class.
- The observer will provide a copy of the written report on the visit to the faculty member whose class was observed and will meet with the faculty member to discuss the report within two weeks of the day the observation is conducted.
- The faculty member being observed has a right to attach a rejoinder to the observation report and/or may request an additional observation.
- The results of classroom observations will become part of the temporary part-time faculty member's file maintained by the unit head and will be incorporated by the unit head into his/her evaluation/recommendation for reappointment of that faculty member.
- To further their development as teachers, faculty members are strongly encouraged to observe classes taught by colleagues, both in and outside their academic unit. All such class visits should be coordinated in advance with the faculty member to be observed.

The process outlined above will be applicable to all faculty who teach at USC Aiken for the first time on or after August 16, 2005.

April 27, 2005 (Assembly)
June 23, 2005 (B.O.T.)
January 27, 2006 (Assembly)
June 29, 2006 (B.O.T.)

TERMINATION OF TEMPORARY EMPLOYMENT

The employment of temporary faculty ends with the expiration of the employment term specified in the hiring letter. USC Aiken is under no obligation, implied or otherwise, to rehire any temporary faculty beyond the agreed upon teaching term. Employment in any one semester, or consecutive semesters, does not imply automatic future rehiring for any upcoming semesters. However, the dean/department chair should inform temporary faculty members as to the prospects of future employment or intentions to hire them.

The process of terminating employment prior to the completion of the contracted term will follow the prescribed practices of USC Aiken. Preliminary discussions and actions regarding the termination should follow the prescribed chain of authority outlined above for all matters dealing with temporary faculty matters.

Temporary faculty DO NOT enjoy grievance rights with the University.

SEXUAL HARASSMENT POLICY

I. Policy

Academic and employment discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, genetics, gender or veteran status violates federal law, state law, and University policy. “Sexual harassment” is a particular form of gender discrimination, distinctive in both characteristic and quality.

The University of South Carolina will not tolerate the sexual harassment of any member of the University community. Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well-being of all members of this community. It undermines the University’s deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance.

The University, however, is also committed to freedom of speech and to the liberty of academics to teach, publish, and profess matters that others may find offensive.

The purpose of this policy is to define “sexual harassment” in both the University employment and academic contexts, to provide procedures for the investigation of sexual harassment claims, and to insure that violations are fully remedied, while also protecting the constitutional and academic rights of every member of this community.

The standards mandated by this policy represent the bare minimum of acceptable behavior. The University’s commitment to civility, mutual respect, and tolerance should cause the members of this community to adhere to an even higher standard of behavior in these matters—not because we are required to do so, but because conscience dictates it.

In addition to those relationships expressly forbidden (see p. 20), consensual relationships among members of the University community in which one party exercises academic or administrative control over the other are deemed unwise and are strongly discouraged. If a charge of sexual harassment is lodged regarding a once-consenting relationship, the burden may be on the alleged offender to prove that this Sexual Harassment Policy was not violated.

January 27, 2006 (Assembly)
June 29, 2006 (B.O.T.)

II. Sexual Harassment

A. Coverage

This policy covers sexual harassment by and among all members of the University community--including faculty, staff, and students. The prohibited harassment may arise between employment supervisors and subordinates, between instructors and students, between peers, or between any of the foregoing persons and persons who do business with the University.

B. Definitions

1. “Members of the University community” includes all faculty, adjuncts, visiting faculty, teaching assistants, administrators, staff, students, and persons engaged in research.
2. “The University EOP” is the Executive Assistant to the President for Equal Opportunity Programs (hereafter referred to as University EOP), or his or her designee, with special responsibilities to carry out the provisions of this Sexual Harassment Policy.

3. The “Campus Sexual Harassment Representative” is the person designated by the Chancellor or Regional Campus Dean to have special responsibilities to carry out the provisions of this Sexual Harassment Policy in conjunction with the University EOP.
4. The “Unit Liaison” is an informational resource person selected by the President, Chancellor, or Regional Campus Dean to serve the respective academic or employment unit in matters related to sexual harassment.
5. “Employment benefits” include the job itself, the duties of the job, compensation, rank privileges and opportunities associated with the job, the tools and working environment necessary to do the job, and any other term or condition of employment.
6. “Academic benefits” include grades, scholarships and other honors, class enrollment and research opportunities, job recommendations, and letters of recommendation for further studies or employment.
7. Sexual harassment of employees or students at the University is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes but is not limited to the following:
 - a. threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities;
 - b. demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits;
 - c. promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities;
 - d. unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct;
 - e. indecent exposure;
 - f. invasion of sexual privacy;
 - g. sexual advances, requests for sexual favors, sexual comments and questions, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection;
 - h. conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant’s employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant’s gender.

C. Education and Prevention

1. Education is an essential component in the prevention and elimination of sexual harassment. A claim of ignorance is not a defense.
2. To accomplish an adequate educational program the President will:
 - a. Inform members of the University community of the Sexual Harassment Policy and programs to assure their implementation.

- b. Mandate each unit head to make available to all persons within the unit a training program on sexual harassment at least every two years.
 - c. Assure that the Office of the University EOP has sufficiently trained staff to carry out educational programs on sexual harassment policy.
 - d. Appoint Unit Liaisons as channels for communication, education, and advice on sexual harassment policy content, procedures and claims. On campuses other than Columbia, Unit Liaisons will be appointed by the Chancellor or Regional Campus Dean.
- D. Subcommittee of the Affirmative Action Advisory Committee
- 1. This policy establishes the Affirmative Action Advisory Committee as the committee charged with monitoring educational functions such as:
 - a. Developing educational materials;
 - b. Training appropriate administrative officials and Unit Liaisons;
 - c. Providing educational programs for special audiences within the University community, such as orientation seminars on sexual harassment for new faculty and students;
 - d. Providing education directed to the special needs of identified groups and individuals, such as foreign students, or in response to specific requests;
 - e. Providing educational programs for the community at large.
 - 2. The University EOP shall serve as custodian of confidential documents of the Affirmative Action Advisory Committee related to sexual harassment.
 - 3. The Affirmative Action Advisory Committee will monitor compliance with all aspects of the Sexual Harassment Policy.
- E. Prohibited Conduct
- 1. A member of the University community will not engage in the sexual harassment of another member of the University community.
 - 2. A member of the University community will not encourage, condone, or fail to take reasonable steps within this person's power to stop the sexual harassment of another member of the University community, regardless of whether the harassment is by another member of the University community or by persons doing business with the University.
 - a. A member of the University community will not retaliate, threaten to retaliate, or attempt to cause retaliation against any person (1) who reasonably protests against sexual harassment practices within the University or (2) who becomes involved in any capacity in the procedures established in this Sexual Harassment Policy.
 - b. However, discipline may be imposed on a member of the University community who abuses the procedures established in this Sexual Harassment Policy (1) by making claims of sexual harassment knowing them to be false or in reckless disregard of their truth or falsity, or (2) by making claims involving conduct that this person knows or has reason to know are not prohibited by this policy.
 - 3. A member of the University community will not refuse to cooperate in the investigation of a sexual harassment complaint, but may assert whatever testimonial and evidentiary privileges available to that person by law.

F. Sanctions

1. Persons who violate the Sexual Harassment Policy are subject to appropriate discipline by the University. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for the most serious violations may be termination from employment (and revocation of tenure) if the violator is an employee, or permanent expulsion if the violator is a student.
2. Persons who violate this policy may also be subject to civil damages or criminal penalties.

G. Enforcement Procedures

1. Sexual Harassment Resources Within the University

- a. Sources of advice and assistance with the procedures of the Sexual Harassment Policy are available to all members of the University community. They include the Unit Liaison; Campus Sexual Harassment Representative; Vice President for Student Affairs; Vice President for Human Resources; Unit Chairs or Directors; Chair of the Affirmative Action Advisory Committee; Chair of the Equity Oversight Subcommittee of the Faculty Welfare Committee; and the University EOP.
- b. The Division of Human Resources and Office of Equal Opportunity Programs will provide the above named with training in prevention, education, and the law of sexual harassment.

2. Informal Resolution Procedures (Optional)

A person who believes that he or she has been the victim of sexual harassment should initially attempt to discuss the matter with the person(s) thought to have engaged in the harassment. This procedure may be the most effective and least burdensome manner of resolving the problem.

3. Complaints

- a. To initiate an investigation of an alleged violation of this policy, a person must file a sexual harassment complaint.
- b. The complaint must be filed with the Office of the University EOP, or the Campus Sexual Harassment Representative who will forward it to the University EOP.
- c. The complaint must be sworn to and filed within 180 calendar days of the last occurrence of the alleged event.
- d. The complaint must be submitted in writing to the University and signed by the complainant.
- e. The University EOP, or Campus Sexual Harassment Representative, will assist the complainant in completing the Sexual Harassment Complaint form. In order to insure the prompt and thorough investigation of a sexual harassment complaint, the complainant should be prepared to provide as much of the following information as is possible:
 - 1) the name, department, and position of the complainant;
 - 2) the name, department, and position of the person or persons allegedly causing the harassment;

- 3) the specific acts complained of, including dates and location;
 - 4) the effect this has had on the complainant's employment or academic pursuits;
 - 5) the names of any witnesses to the harassment;
 - 6) the names of other members of the University community who might have been subjected to the same or similar harassment;
 - 7) what steps the complainant has already taken to stop the harassment; and
 - 8) any other information the complainant believes relative to the harassment complained of.
- f. The Sexual Harassment Complaint form will contain a provision informing the complainant that the information contained in the complaint will be kept as confidential as possible, but that the identity of the complainant will be revealed to the alleged harasser, potential witnesses, and other persons within the University with a need to know.
- g. The University EOP or the Campus Sexual Harassment Representative will provide the complainant a written acknowledgement of the complaint.
4. Investigation
- a. The University EOP will appoint an investigator and schedule an investigation of the complaint within ten (10) working days after receipt of a complaint.
 - b. The University EOP will contact the charged party, give that party a copy of the complaint, solicit that party's response to the complaint, inform that party that a recommendation and report will be completed within the time limits provided for in this policy (regardless of whether the charged party chooses to respond), and advise that party of the right to be represented by counsel.
 - c. If both parties are agreeable, the University EOP will attempt to mediate the complaint. If the parties agree to a resolution of the matter, a settlement agreement will be prepared.
 - 1) The settlement agreement must:
 - (i) be voluntary and be in writing;
 - (ii) be signed by both parties;
 - (iii) contain a provision in which the party against whom the complaint was made gives assurances that the offensive behavior will stop and not be repeated, and that no retaliation will be taken against the complainant;
 - (iv) contain a provision in which the party who makes the complaint gives assurances that no further complaints will be made, providing the offensive behavior is stopped and does not re-occur;
 - (v) contain any other provision the University EOP deems necessary to insure full compliance with this policy.
 - 2) The University EOP will provide a copy of the settlement agreement to both parties, and will file the original in the Equal Opportunity Programs Office and a copy will be maintained by the Office of Human Resources.
 - 3) The University EOP will recommend to the appropriate Vice President, Chancellor, or Campus Dean restoration of any academic or employment benefits lost by the complainant as a result of the alleged sexual harassment.
 - d. In the event the parties do not reach a voluntary settlement agreement, the University EOP will conduct a full investigation which may include obtaining oral and/or written

statements from any person either the complainant or the charged party has listed as a witness, as well as from any other person who might have knowledge about the alleged offense.

- e. If during the investigation the University EOP believes that harassment or retaliation is occurring, the University EOP may recommend to the appropriate University officer that immediate steps be taken to stop any further harassment or retaliation.
 - f. The University EOP will attempt to complete the investigation within thirty (30) working days. Except in the most unusual circumstances, all investigation will be completed within sixty (60) working days. The sexual harassment investigative process is a non-adversarial procedure and there will be no cross-examination of witnesses by either the charged party or the complainant.
 - g. The University EOP will treat all information received during the investigation as confidential and will make it available only to appropriate University officials who have a need to know.
5. Report and Recommendation
- a. The University EOP will prepare a written Report and Recommendation immediately following the completion of the investigation. Except in the most unusual circumstances, the report must be completed within fifteen (15) working days after the completion of the investigation.
 - b. The Report and Recommendation shall contain the following:
 - 1) a summary of the complaint;
 - 2) a summary of the response by the party against whom the complaint was made;
 - 3) a summary of the statements and evidence obtained during the investigation;
 - 4) a finding of whether a violation of this policy, including the prohibition against reckless false accusation, has occurred. The findings will include a statement about the severity of the violation, if any, and an explanation that supports the finding;
 - 5) a summary of prior settlements or substantiated complaints against the charged party;
 - 6) a recommendation of a sanction, if appropriate, made in consultation with the System Legal Department and the Division of Human Resources;
 - 7) a recommendation as to the restoration of any academic or employment benefits lost as a result of the alleged sexual harassment; and
 - 8) an appendix containing the complaint, sworn statements, and other tangible evidence obtained during the investigation.
 - c. The Report and Recommendation will be sent to the Vice President for Human Resources, General Counsel, and to the appropriate University officer for decision. The Deciding Officer is the appropriate Vice President, Chancellor, or Regional Campus Dean. A copy of the Report and Recommendation will then be provided to the complainant and the charged party.
 - d. Either party may respond in writing to the Report and Recommendation. This response must be sent to the Deciding Officer within ten (10) working days.
6. Decision and Imposition of Sanction
- a. On the basis of the Report and Recommendation and any responses that are filed to it, the Deciding Officer may:

- 1) Dismiss the complaint, if it is found to be without merit. The Deciding Officer will also determine if discipline against the complainant is warranted in the case of a frivolous or malicious complaint and, if so, will impose appropriate discipline.
 - 2) Order further investigation, for a period not to exceed ten (10) working days, and require a Supplementary Report and Recommendation.
 - 3) Sustain the complaint, order the harassment to stop, impose sanctions, recommend the initiation of tenure revocation, recommend restoration of any employment or academic benefits the complainant lost because of the harassment, and provide whatever other relief is necessary to remedy the situation. Determination of a sanction will be made in consultation with the System Legal Department and the Division of Human Resources.
- b. If the charged party has alleged that the conduct is constitutionally protected, the Deciding Officer must obtain the written opinion of University counsel concerning this issue. University counsel will provide that opinion within ten (10) working days after being requested to do so.
 - c. The Deciding Officer will render a final written decision within twenty (20) working days from the expiration of the time the parties have for filing responses to the University's EOP's original or Supplementary Report and Recommendation, as the case may be, and will serve a copy of that decision on both the complainant and the charged party.
 - d. The Deciding Officer will inform the charged party's unit head of the decision. If the violation is found to have occurred, the unit head will be advised of the sanction being imposed. The Deciding Officer will send a copy of all decisions to the University EOP.
 - 1) If the charged party is a faculty or staff member and the Deciding Officer concludes that a violation has occurred, the Deciding Officer will also include a copy of the decision in the employee's system personnel file.
 - 2) If the charged party is a student and the Deciding Officer concludes that a violation has occurred, the Deciding Officer will forward a copy of the decision to the Campus Chief Academic Officer.

7. Grievance Procedures

This policy leaves intact all grievance procedures available to the charged party pursuant to University policy and applicable law.

8. Monitoring Compliance

If the parties have reached an agreement or a complaint has been sustained by the Deciding Officer, the University EOP will for a period of at least three (3) months monitor compliance with the agreement or decision to insure that the harassment does not re-occur and that the complainant is not subjected to retaliation.

9. Other Available Procedures

The procedures available under this policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of sexual harassment under the University grievance process, the State employee grievance process, the State Human Affairs Law, the state or federal law, the United States Constitution, or any other applicable law.

H. Dissemination of the Policy

A copy of this policy will be contained in the University Policies and Procedures. The name, phone number, and location of the University EOP, Campus Sexual Harassment Representative, Unit Liaison, and Chair of the Affirmative Action Advisory Committee, will be posted on appropriate bulletin boards.

[USC Policy EOP 1.02, Sexual Harassment]

CAMPUS COMPUTER POLICY

Acceptable Use of Information Technology [USCA Policy, AIT 107]

I. Policy

All users of University information technology resources must adhere to applicable state and federal laws, statutes, and regulations; must comply with applicable policies, standards and procedures as defined by the University; must understand and acknowledge that information technology assets and data are for authorized use only; and must not compromise the confidentiality, integrity and availability of these assets and data.

The University provides information technology resources for use by faculty and staff for University-related duties and responsibilities. The use of information technology resources for personal or other non-university purposes that results in costs to the university is strictly prohibited.

A. Policy Statement

The Office of Information Technology has established this policy regarding access to, and acceptable use of, these assets. In order to successfully carry out its mission, the University will act to protect the confidentiality, integrity and availability of information technology assets in accordance with applicable policies, standards and procedures; or as appropriate.

The University operates and maintains many information technology assets, including but not limited to: voice, video, and data systems. These assets are connected by networks and communications systems of many types. Connections are maintained to University sites and to non-University networks such as the Internet.

B. Definitions

1. The University's voice, video, and data systems, as described above, and those systems as defined below, will be referred to generally as "University information technology assets" in this document.
2. The term "user(s)" refers to any person(s) accessing University information technology assets, including but not limited to: students, faculty, staff, contractors, clients, consultants, invited guests, and others working at or for the University.
3. The phrase "University information technology assets" includes University owned, operated or maintained: workstations, servers, printers, telephones, switches, routers, wiring and hubs; wireless and cellular components; mobile devices such as smart phones, tablets, laptops and other portable computing devices; or any University owned, operated or maintained technology, software, components or devices that store, process or transmit information or data.

4. Personally owned technology such as mobile devices (e.g., smart phones, tablets, portable computing devices, etc.) or home computers that interface with University information technology assets will be subject to this policy.
5. The “University Information Security Office” is defined as the group assigned to implement University-wide information security strategy and is led by the senior information security person as appointed by the University.
6. The term “access credentials” refers to the user identification, logon/login identification, or other system-specific means granted to a user permitting access to University information technology assets or data.
7. The term “authentication” is defined as a means to determine whether a user attempting to gain access to University information technology assets by means of particular access credentials is in fact the user those credentials were officially assigned to.
8. The term “authorization” is defined as a means to determine whether a user is permitted access to specific University information technology assets.
9. The term “consumable software” refers to University-purchased software that provides insignificant business value, as determined by the acquiring department, in terms of overall function relative to the original purchase price of the software or to software that would cost the University more to track, reclaim, or redistribute than the original purchase price.

II. Procedure

A. Procedure for All Campuses

1. The University Division of Information Technology will establish and maintain a set of requirements—in the form of standards and procedures—that must be met for University information technology systems and assets. Information security-specific standards, procedures, and guidelines can be found in the “Information Security Program” section of the University security website (<http://security.sc.edu>); all other information technology standards, procedures, and guidelines can be found in the “Standards, Procedures and Guidelines” section of the University Technology Services website (<http://uts.sc.edu>).
2. All users are responsible for complying with this policy and established IT standards and procedures. Users are responsible and accountable for all activity initiated or conducted through the use of assigned access credentials. Dissemination of unofficial, unsolicited mass communications via University information technology assets is prohibited. Violation of any portion of this policy may result in immediate loss of access to University information technology assets, initiation of legal action by the University, and/or disciplinary action. Users are responsible for reporting any actual or suspected violation of this policy to the University Information Security Office and designated security contact immediately.
3. System administrators or staff assigned the responsibility of maintaining or supporting University information technology systems or assets will be responsible for implementing requirements outlined in this policy and established standards and procedures. This includes monitoring vendor and public disclosure forums that report vulnerabilities, incidents, and other information of interest that could affect the confidentiality, integrity, or availability of the system or assets for which they are responsible and disseminating relevant information and/or recommended actions to their users.
4. NOTE: All levels of management are responsible for ensuring that all users within their area of accountability are aware of responsibilities as defined in this policy and for ensuring a secure office environment. The head of each unit will authenticate the need for individual access to

information technology assets and must request and obtain authorization for access to University data from the appropriate Data Steward. The terms “data” and “Data Steward” are defined in University Policy UNIV 1.50 Data Access.

5. Administrative and academic unit heads are responsible for taking the necessary steps to ensure that access to University information technology assets and data is appropriately limited or restricted for employees who transfer to another department within the University or are no longer employed by the University.
6. Consumable software shall not be tracked, reclaimed or redistributed, unless otherwise directed by an appropriate authority.

BENEFITS AND PRIVILEGES

WORKERS' COMPENSATION

Any employee has certain benefits under the South Carolina Workers' Compensation Act if he/she sustains an accidental injury or contracts an occupational disease while performing his/her official duties as a University employee. In case of an accident, the following steps should be taken:

1. Notify the immediate supervisor as soon as practicable after the accident.
2. The employee or the employee's supervisor should contact the USC Aiken Human Resources Office immediately to report the accident.
3. Obtain prompt medical attention and tell the doctor that injury occurred on the job. The employee must receive treatment at one of the Family Medcenters locations unless the nature of the injury dictates otherwise.
4. The employee and/or the supervisor should go to the following website for the required forms: <http://hr.sc.edu/forms.html>. Forms to be completed include the Employee Injury Report, the Supervisor's Report, and the Physician's Report. Once forms have been completed, they need to be turned in to the USC Aiken Human Resources Office as soon as possible. Injury forms not submitted in a timely manner can jeopardize the claim.
5. Faculty members who miss work due to a work-related injury must make written election as to whether they will use available leave time or receive workers' compensation for the time lost from work. This election can be selected on the notice of first injury.
6. For further information or questions regarding a workers' compensation claim, the employee should contact the USC Aiken Human Resources Office.

SALARY CHECKS

All employees are paid semi-monthly, on the fifteenth and the last working day of the month. The employee may contact the USC Aiken Human Resources Office for additional information. Direct deposit of paychecks to designated bank accounts is mandatory for new hires.

CREDIT UNION

For the benefit of faculty and staff, the USC System has established a credit union on the Columbia campus to provide a savings and loan service. For employees' convenience, loan forms and payroll deduction cards are available in the USC Aiken Human Resources Office.

INSTRUCTIONAL SUPPORT SERVICES

ACADEMIC SUCCESS CENTER

The Academic Success Center encourages the academic success of USC Aiken students by assisting them in developing educational plans, connecting them to campus resources, and promoting engaged learning and personal responsibility.

Some of the Academic Success programs and services include:

AFYS 101: The First-Year Seminar

This course assists students as they transition to the USC Aiken community and provides the tools and strategies they need to have a successful undergraduate experience. Additional information about the course is available at: <http://web.usca.edu/asc/fye>.

First-Year Reading Experience (FYRE)

The First-Year Reading Experience (FYRE) at USC Aiken is intended to provide first-year students an opportunity to share a common intellectual experience with faculty, staff, and other students. The FYRE will also present opportunities for students to think critically and engage in conversation about topics and issues related to the reading and the first year of college. Additional information about the FYRE is available at: <http://web.usca.edu/asc/fye/fyre.dot>.

Academic Consultations

The Academic Success Center offers academic consultations designed to assist students at any level. Students work one-on-one with professional staff members to improve time management skills, study skills, organizational skills and other academic skills.

Academic Advisement

The Academic Success Center helps connect USC Aiken students to their assigned advisor. Students are required to be advised prior to each registration period. While advisors assist students in pursuing educational goals, it is ultimately the student's responsibility to ensure they are making progress toward degree completion.

The Academic Success Center is located in Penland, Room 108. For more information about the office and other programs, please call the Center or visit: <http://web.usca.edu/asc>.

CENTER FOR TEACHING EXCELLENCE

The Center for Teaching Excellence promotes teaching excellence by providing print and non-print resources, individual consultations, videotaping, workshops on effective teaching strategies, technical assistance and advocacy. The director of the Center works directly with faculty to design and prepare high quality instructional materials for traditional and distance learning classes.

COMPUTER SERVICES DIVISION

The mission of the Computer Services Division (CSD) is to provide students, faculty, and staff with the computing, networking and voice communication tools necessary to support the academic and administrative goals of the University. The University of South Carolina Aiken and CSD are committed to providing a reliable, state-of-the-art campus computing environment.

USC Aiken's primary student computing resource lab is located in the Business and Education Building Suite 238. This area contains an open Windows and Macintosh computer lab, and dedicated Macintosh and Windows classrooms. During fall and spring semesters, CSD Help Desk personnel staff this area from 8:00 a.m. until 9:00 p.m. on Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday. During the summer, assistance is available from 8:00 a.m. until 5:00 p.m. on Monday through Friday. Students have access to these facilities and most computing resources 24 hours a day, 7 days-a-week.

All academic computing is supported in the Windows and Macintosh environments.

Network and wireless services are provided through USC Aiken's state-of-the-art Cisco network providing 100 megabit connections to the desktop, gigabit connectivity between buildings, access to the entire University of South Carolina network and the Internet. CSD manages several Windows servers providing the campus community with electronic mail, network printing, file sharing, and network applications. More information about CSD and the services it provides can be found at <http://www.usca.edu/csd>.

COUNSELING SERVICES

The Counseling Center provides professional short-term counseling for USC Aiken students. A counselor is available to provide free, confidential assistance to USC Aiken students on issues such as study skills, decision making, anxiety, depression, relationship difficulties, and drug and alcohol problems. Visit: <http://web.usca.edu/cc/>.

DISABILITY SERVICES

A wide range of services is available through the Office of Disability Services to ensure that USC Aiken programs and activities are accessible to students with disabilities. Students with disabilities are responsible for contacting the Office regarding their individual needs. Visit: <http://web.usca.edu/ds/>.

DISTANCE LEARNING

The Office of Distance Learning offers alternative formats to distance learning. The office supports the needs of distance instruction and facilitates professional development opportunities for faculty. Faculty are provided support in course design for online and blended learning.

INSTRUCTIONAL LABORATORIES

Language Learning Center

Through internet access and the use of video and aural-oral programs, the Language Learning Center's primary function is to provide students enrolled in language courses with opportunities to acquire, develop, and practice effective communication skills in a variety of modern languages and to gain insight into the appreciation of diverse cultures and peoples. The Language Learning Center is located in the Humanities and Social Sciences Building (Room 107) with open hours posted each semester. Visit: <http://web.usca.edu/forlang/languagelab>.

Math Lab

The mission of the Math Lab is to provide support for students enrolled in mathematics courses at USC Aiken, and ultimately to enable students to be successful in the classes that use mathematics. This is

accomplished by providing students with free peer tutoring in any freshman level and selected sophomore level mathematics classes, offering assistance with calculator skills and computer software used with the math classes, etc. The Math Lab is located in Penland Building, Room 221. Visit the Math Lab at: <http://web.usca.edu/asc/tutoring/MathLab.dot>.

Writing Room

The mission of the Writing Room is to provide an open teaching and learning environment for the collaborative discussion of writing so that students may become more aware and independent writers. Writing tutors come from a range of disciplines and are formally trained to provide feedback during all phases of the writing process. The Writing Room is located in Humanities and Social Sciences Building, Room 112. Visit the Writing Room website at: <http://web.usca.edu/asc/tutoring/writing-room.dot>.

INSTRUCTIONAL SERVICES CENTER

Instructional Services (ISC) operates and maintains a fully operational audio-visual production facility, an Education Television closed circuit system, equipment storage areas and an equipment distribution (delivery-pickup) service.

Instructional Services maintains a variety of media equipment intended for faculty and staff use. Items can be picked up from ISC directly or the equipment can be delivered to a pre-determined location. Requests for ISC equipment should be submitted at least twenty-four (24) hours prior to use time. Equipment is distributed on a first come, first served basis and can be reserved in advance for any number of days on one form. Some restrictions on the length of reservation are applied on equipment that is in short supply or unique in nature. To request equipment, go to the following URL to complete the proper form and detailed information: <http://web.usca.edu/cte/services/equipment-request-form.dot>. Requests for duplication of audio and video tapes should be submitted at least five days prior to the time they are needed. Blank media of similar quality must be furnished by the individual requesting the service at the time the request is submitted. If media is not submitted, ISC will furnish the media and charge the department through intercompany transfer.

LIBRARY

The USC Aiken faculty is supported in its academic pursuits by a modern library facility, the Gregg-Graniteville Library. The Gregg-Graniteville Library strives to provide the academic community with the information required for intellectual, professional, and personal development. The Library also serves as an information resource for the University's geographical service area.

USC Aiken full-time faculty members enjoy extended loan privileges from the Gregg-Graniteville Library. Other materials are loaned to faculty in accordance with restrictions provided for various categories of materials. Materials not available locally may be requested through interlibrary loan or PASCAL Delivers. USC Aiken faculty members have loan privileges at all USC System libraries upon presentation of a current bar-coded faculty identification card.

Library faculty offer course-integrated instruction tailored to the needs identified by faculty. They work with faculty in planning assignments involving the use of library materials. Faculty who wish to place materials on reserve should complete the reserve forms, available in hard copy and online, at least one week in advance of a classroom assignment in order to insure availability of items when needed.

The online catalog offers faculty access to the holdings of all USC System libraries. The catalog lists all materials including electronic resources, offering the full text of journals and government documents. For detailed information about the Library and the services it offers, contact any member of the Public Services Department or visit the Library's HomePage at <http://library.usca.edu>.

MEDIA RELATIONS

The Director of Marketing coordinates news media publicity for USC Aiken. Faculty members are encouraged to notify the Office of Marketing of newsworthy events concerning their activities. When special events are planned, the Office of Marketing should be given a three-week notice, if possible, to permit the arrangement of coverage in all appropriate media. Submissions to USC Times, the system-wide newsletter, and PostTime Notes, the USC Aiken internal publication, should also be given to the Office of Marketing. The Office of Marketing also provides photography services; assistance with advertisements and with the production and printing of brochures, flyers and other materials; and assistance with web pages.

The Office of Marketing will assist departments as needed with layout and design, as well as consultation. All publications and material intended for external audiences must be submitted to the Office of Marketing for review prior to printing. Visit: <http://web.usca.edu/marketing/campusresources>.

PACER SHOPPE (BOOKSTORE)

The Pacer Shoppe, located in the Student Activities Center, is owned and operated by USC Aiken. The bookstore operates under a “cost-recovery” model, charging all users for services or products supplied. This ownership model allows the University to control the cost of course materials and offer students, staff and faculty an academically oriented bookstore without depleting the university budget. The primary overall goal of the bookstore is to provide course materials to students at the lowest cost possible. Faculty can help keep course material costs lower by providing adoption information on time and considering the cost of materials when making adoption decisions. The Pacer Shoppe offers a variety of USC Aiken clothing, gifts, and regalia; snacks and beverages as well as discounted software. Additionally, the bookstore offers copying and facsimile services. All faculty and staff personnel receive a 20% discount on all purchases, excluding texts, software, postage, and testing supplies.

The Pacer Shoppe offers a number of faculty support services, including copyright clearance, course packet production, and book adoption research. Faculty may submit book adoption information and access many other faculty services at <http://web.usca.edu/bookstore>.

Book buy back and refund policies are published annually in the student bulletin.

The mission of the Pacer Shoppe is to provide a competitive source for purchases of course materials and other services and merchandise related to campus life, while fostering, enhancing, and supporting the academic and administrative goals of the University of South Carolina Aiken.

PRINTING

Convenience copiers are located in various administrative areas and usually are used by multiple departments. These machines are operated by a control pad that tracks department and individual usage and are designed for copying material up to 50 pages. The Copy Center, located in the Supply and Maintenance Building, maintains a color copier as well as a high-speed copier for material in excess of 50 pages in length. Additional services and rates can be viewed on the USC Aiken Printing website at: <http://web.usca.edu/campus-support/printing-and-copying>.

USC Aiken has partnered with USC Printing (Columbia) to provide a wide range of printing and duplicating services, including pickup and delivery from the Maintenance Building. Departments must work with the Office of University Advancement to obtain printing estimates from local printing companies.

CAMPUS SERVICES

ATHLETIC RECREATIONAL FACILITIES

USC Aiken has several recreational facilities that are open for use by faculty when they are not being used for classes, athletic team practices, or intramural events.

AUTOMATIC TELLER MACHINE

An automatic teller machine is located in the Student Activities Center. Customers of Security Federal bank may use the ATM free of charge. All other bank customers are charged a nominal fee.

BEHAVIORAL INTERVENTION TEAM

The Behavioral Intervention Team serves to identify and coordinate appropriate action to respond to student behavior that is erratic, self-injurious, or potentially threatening to others. Any action taken by the Team serves to protect the campus community while optimizing the outcome for the individual student. Disciplinary actions taken will be based on the actual behavior rather than on projections about possible future behavior. The Team will review information and incident reports relevant to on and off-campus incidents involving students. Any member of the USC Aiken community can report erratic, threatening or potentially self-injurious student behavior by contacting a B.I.T. member directly or through the use of the online B.I.T. incident report at: <http://web.usca.edu/behavioral-intervention-team/incident-report.dot>. The Behavioral Intervention Team handles serious behavioral issues exhibited by students. It is not meant to replace the normal care and concern routinely provided to students. Behaviors that pose a threat to safety or that cause significant community disruption should be referred to the Team. Students experiencing other mental health issues should be referred to the USC Aiken Counseling Center. (Reference Behavioral Intervention, p. 37.) Reference: <http://web.usca.edu/behavioral-intervention-team/index.dot>.

CHILDREN'S CENTER

The USC Aiken Children's Center offers care for the children of faculty, staff, students, and members of the community for a reasonable fee. The Center is nationally accredited by the National Association for the Education of Young Children (NAEYC) and is licensed by the State of South Carolina. The Center employs qualified teachers and students of the University. It is open twelve months a year, and provides full-time care for children ages six weeks through five years.

CONVOCATION CENTER

The USC Aiken Convocation Center, a state-of-the-art facility, serves as home to Pacer men and women's basketball, women's volleyball, and the USC Aiken Athletics Department offices. This multi-purpose facility features rentable space for most functions. The facility has a scalable capacity of 3,400 patrons (for sold-out basketball games) to just over 4,000 guests (for sold-out concerts). A VIP room features amenities to accommodate approximately 140 patrons. The Center also features two full-size practice courts.

DINING SERVICES

Dining services, operated by Aramark, are available in the Student Activities Center. Services feature a full breakfast, lunch, and dinner menu as well as a sandwich menu. Also located in the Student Activities Center (SAC) is a Starbucks. A sandwich menu is available in the Humanities and Social Sciences Building, and a small “convenience store” is located near Pacer Downs. A Pacer Card (cost: \$40; purchasing value: \$44) is available for purchase at the Business Services Office and may be used to purchase food and beverages at various campus locations.

FACILITIES MAINTENANCE

Faculty members may submit maintenance and/or repair requests for campus facilities. General facilities maintenance and repair requests should be submitted via the following link: <http://web.usca.edu/operations/maintenancefleet/physical-plant-work-request-form.dot>. Emergency requests should be reported by telephone to the Operations Office during normal working hours and to University Police at all other times. The following information is required when making such requests: building name and room number or area description, nature of the problem or need (including sketch when required for a special event set up), when the room or area will be available to be worked on, name of the person making the request, and date of the request. Maintenance and repair requests should not be given directly to maintenance, grounds or housekeeping staff.

IDENTIFICATION CARD

All University employees should have a current University ID. USC Aiken ID cards may be obtained from the University Police Office Community Building at Pacer Downs. Presentation of a university ID card will enable faculty to check books from the Library and make full use of campus facilities, including building access.

PARKING

Campus parking is by registered permit only. Parking decals, which are at no cost to faculty and staff, are available from University Police. Faculty and staff must park in the spaces designated by yellow lines and should attempt to avoid student spaces designated by white lines. If on occasion an employee has to drive another vehicle than the vehicle registered with University Police, he/she should transfer their decal from one vehicle to another. [Decals are made to peel and stick for easy transfer.] Questions and/or concerns about parking should be referred to the Chief of University Police.

STUDENT HEALTH CENTER

The Student Health Center (SHC) provides comprehensive primary healthcare services that support the overall health of the USC Aiken community by incorporating physical, psychological, educational, public health and primary prevention services. The Center is staffed by licensed nurse practitioners. Visits to the Student Health Center are free of charge for USC Aiken students only. The Center is located in the Student Activities Center, Room 106.

UNIVERSITY POLICE

University Police services on the USC Aiken campus are provided 24 hours per day by the campus University Police Department. University Police may be contacted from any campus phone by dialing 3319 (office) or 6111 (emergency), or through the use of any emergency/after hours call box located around the campus. [Instructions for use are printed inside call boxes.] To contact University Police from a non-campus phone, dial (803) 641-3319 (office) or (803) 648-4011 (emergency). Faculty are reminded to lock and/or secure their offices when they are not occupied to deter theft and other crimes of opportunity.

WELLNESS CENTER AND NATATORIUM

The USC Aiken Wellness Center is located in the Business and Education Building. The Wellness Center offers physical fitness programs, wellness counseling, and supervised activities for faculty, staff, students and the Aiken community. The Natatorium in the Student Activities Center is also part of the Wellness Center programs. Memberships for faculty and staff are available (annual fee).

UNIVERSITY OF SOUTH CAROLIN AIKEN
BUILDING GUIDE

Robert E. Penland Administration Building

- Academic Success Center
- Admissions
- Business Services
- Career Services
- Computer Services
- Department of Mathematical Sciences
- Department of Psychology
- Economic Development Partnership
- Financial Aid
- Graduate Office
- Human Resources
- Math Lab
- Records

Business and Education Building

- Computer Services Help Desk
- Conference Center
- Continuing Education
- Counseling Center
- Department of Exercise and Sports Science
- Disability Services
- School of Business Administration
- School of Education
- Small Business Development Center
- Wellness Center (entrance to side of B&E building)

Children's Center

Convocation Center

- Athletics
- Global Spectrum

Etherredge Center

- Department of Visual and Performing Arts
- Main Theater
- O'Connell Theatre

Humanities and Social Sciences Building

- Department of Communications
- Department of English
- Department of History, Political Science, and Philosophy
- Department of Languages, Literatures and Cultures
- Department of Sociology
- Institutional Effectiveness
- Language Learning Lab
- The Station (Dining)
- Writing Room

Gregg-Graniteville Library

Natatorium (entrance at rear of SAC building)

Alan Miller Nursing Building

School of Nursing

Pacer Commons

Pacer Crossings

Housing

Pacer Downs

Housing

Pacer Market

University Police

Pickens-Salley House

Advancement

Alumni Relations

Chancellor's Office

Marketing

Ruth Patrick Science Education Center

Center for Teaching Excellence

Distance Learning

DuPont Planetarium

Instructional Services

Student Activities Center

Pacer Shoppe (Bookstore)

Pacer Cafe (Dining)

Starbucks

Student Health Center

Student Life and Services

Sciences Building

Academic Affairs

Department of Biology and Geology

Department of Chemistry and Physics

Supply and Maintenance Building

Copy Center

Environmental Services

Mailroom

Operations

Purchasing