



Part-Time Faculty Handbook



2021-2022

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 [UofSC Aiken Home Page](#) 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 UofSC Aiken Office of Academic Affairs.

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MISSION, ORGANIZATION & POLICIES

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UNDERGRADUATE AND GRADUATE FACULTY

FACULTIES OF COLLEGES AND SCHOOLS

The academic programs at UofSC 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.

DEPARTMENTS AND SCHOOLS

- [Academic Departments & Schools Overview](#)
- [College of Arts, Humanities & Social Sciences](#)
- [College of Sciences & Engineering](#)
- [School of Business Administration](#)
- [School of Education](#)
- [School of Nursing](#)

GRADUATE PROGRAMS

- [M.S. in Applied Clinical Psychology](#)
- [M.Ed. in Educator Leadership](#)
- [Master of Business Administration](#)

FACULTY CRITERIA

Faculty who teach at the graduate 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.

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 RESPONSIBILITIES

INSTRUCTION

A member of the UofSC 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.

ACADEMIC FREEDOM

The University of South Carolina Aiken 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 Aiken 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. 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.

➤ **Bringing Children to Campus**

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.

➤ **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.

➤ **Temporary Rolls**

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

➤ **Mid-Term Grades**

Faculty who teach 100-200 level classes are required to enter mid-term grades onto Self Service Carolina by date specified by the Office of Academic Affairs.

➤ **Enrollment After Registration Period**

The academic calendar for each semester is advertised in a variety of formats including the *UofSC 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.

➤ **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.

➤ **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 Executive Vice Chancellor for Academic Affairs requires all faculty who teach 100-200 level classes to take and report attendance in TutorTrac for the first eight weeks of classes each semester.

➤ **Student Deportment**

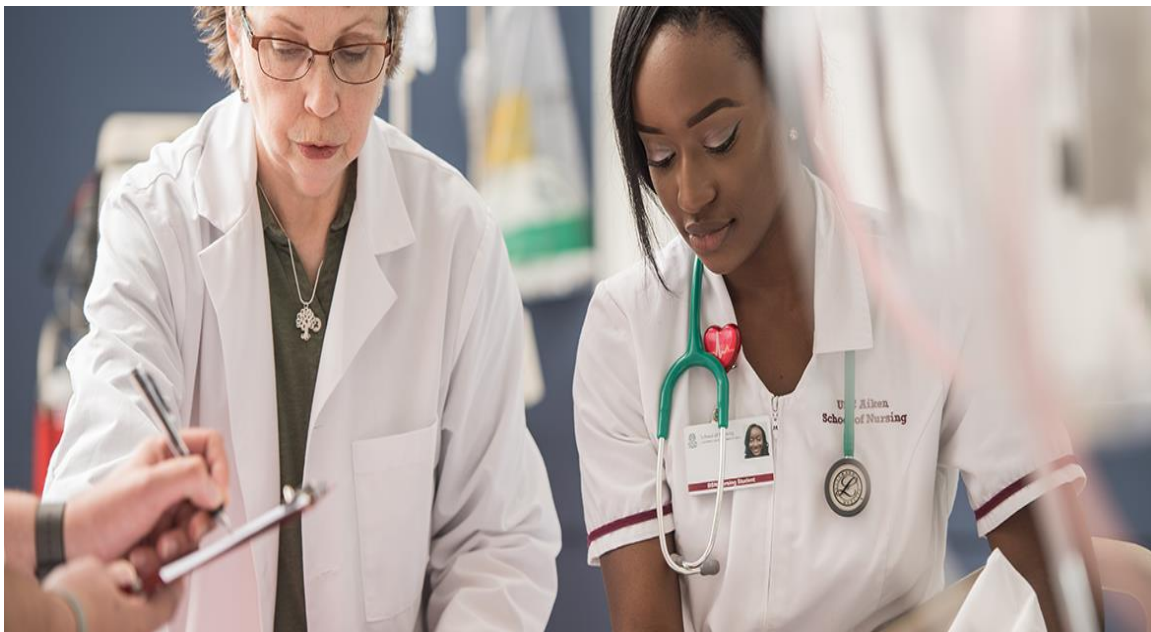
It is the instructor's right to remove from the classroom any student who disrupts or disturbs the proceeding of the class.

➤ **Distribution of Course Syllabi or Class Outlines**

Within two weeks of the first day of classes, full- and part-time faculty members must submit a copy of the syllabus or class outline for each class they are teaching during that semester to the chair or dean of the department or school. The copy will be filed in the department or school office to their respective department chair or dean.

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

1. Course instructor information:
 - a. course number, name, credit hours
 - b. semester and year
 - c. instructor name, office number, office hours
 - d. 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. 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.*
8. Policy for Portable Electronic Devices: The use of any portable electronic devices, including cell phones, 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.
9. Any other information which the instructor deems appropriate.
10. Statement noting if potentially hazardous materials are used in a course, when applicable.



EVALUATION AND GRADING

➤ **Tests and Papers**

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 tests, written reports, oral reports, or appropriate performances or projects. Tests should be returned to students within a reasonable time.

➤ **Evaluation of Students**

Grades are generally recognized as comparative ratings of student achievement. In all courses taught at UofSC 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.

➤ **Early Warning**

Faculty should submit an [Early Warning](#) form if a student is not meeting classroom standards or expectations. Upon receipt of an Early Warning Form, the [Center for Student Achievement](#) staff will contact the student and encourage them to seek appropriate resources.

➤ **Grading System**

The grading system outlined below became effective for all students at the University. 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.

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.

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 will appear on the student's transcript after either: a) the student self-initiates a withdrawal through Self-Service Carolina, or b) contacts a university administrator to withdraw on his/her behalf.

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.

FN indicates failure due to attendance/never attended. If a student never attended, or stopped attending, you must enter the last date of attendance on your final grade roll. If the student never

attended, enter the first day of the term as the last date of attendance. Assigning an accurate date is crucial to reporting financial aid calculations (Title IV).

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 UofSC 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.]

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 *UofSC 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.

➤ **Final Examination Policy**

Final exams will be administered during the scheduled period. Final exams for laboratory sections may be administered during the last scheduled meeting of the lab. Each exam period runs for three hours. 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. 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.

➤ **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.

➤ **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.

➤ **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.

➤ **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 course 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 permanent record, but only the second grade will be used in computing the University of South Carolina Aiken cumulative grade point average.

➤ **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 should use DegreeWorks to review the application of transfer credit.

CONFIDENTIALITY OF STUDENT RECORDS

Faculty are responsible for protecting the privacy of student records.

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, UofSC 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 UofSC 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. Information regarding grievances and the grievance procedure is contained in the [UofSC Aiken Student Handbook](#).

ACADEMIC DISHONESTY (ACADEMIC CODE OF CONDUCT)

➤ Academic Integrity

It is the responsibility of every student at UofSC 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. The principle of academic integrity prohibits all forms of academic dishonesty – including cheating, lying, bribery and plagiarism.

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.

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

➤ **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

➤ **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.
3. In addition to the consequences listed above, the faculty member or dean/department chair has the right to refer the violation to the [University Judicial Board](#) for possible disciplinary penalties. These disciplinary penalties include:
 - a) Expulsion—dismissal from the University without the possibility of re-admittance
 - b) Suspension for a period of time
 - 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.

➤ **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 a copy sent to the Assistant Vice Chancellor for Academic Affairs who will notify the academic advisor. 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 letter sent to the Assistant 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.

Faculty members are encouraged to meet with any student to whom they are assigning a Q 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 the Assistant Vice Chancellor for Academic Affairs.

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 [UofSC Aiken Student Handbook](#).

➤ **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.

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.

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 from the [UofSC Aiken Bookstore](#).

STUDENT EVALUATION OF TEACHING (SET)

[SETs](#) are distributed to all classes except those in which the faculty-student ratio is one-to-one.

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.

BEHAVIORAL INTERVENTION

The [UofSC 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 [UofSC 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.



REGULATIONS, POLICIES AND PROCEDURES

EQUAL OPPORTUNITY POLICY

This [policy](#) sets forth the University of South Carolina Aiken 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. It is the policy of the University of South Carolina Aiken 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).

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 UofSC Aiken guidelines regarding the employment of temporary part-time faculty, as well as 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. English fluency will be evaluated for all candidates who are interviewed for UofSC Aiken teaching positions.
- Qualifications and Credentials
Qualifications and credentials of temporary part-time faculty employed at UofSC 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.

The qualifications and credentials considered 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
- Affirmative Action and Other Fair-Employment Regulations
According to South Carolina and UofSC Aiken employment policies, affirmative action regulations do not apply to temporary faculty employment. It is, however, the policy of UofSC 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;
- i) Request for a written acceptance of these terms.

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**

1. UofSC 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.
2. 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.

DUTIES, OBLIGATIONS, RESPONSIBILITIES AND RIGHTS

The *UofSC Aiken Part-Time Faculty Handbook* is published by the Office of the Provost 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 *UofSC Aiken Part-Time Faculty Handbook*.

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.

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 UofSC 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.

TERMINATION OF TEMPORARY EMPLOYMENT

The employment of temporary faculty ends with the expiration of the employment term specified in the hiring letter. 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. Temporary faculty DO NOT enjoy grievance rights with the University.

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. For further information or questions regarding a workers' compensation claim, the employee should visit [Worker's Compensation Overview](#) or contact the UofSC Aiken Human Resources.

➤ SALARY CHECKS

All employees are paid semi-monthly, on the fifteenth and the last working day of the month. The employee may contact the UofSC Aiken Human Resources Office for additional information. Direct deposit of paychecks to designated bank accounts is mandatory for new hires. Visit [Payroll Procedures](#) for more information.

➤ 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 UofSC Aiken Human Resources Office.

INSTRUCTIONAL SUPPORT SERVICES

➤ CENTER FOR STUDENT ACHIEVEMENT

The [Center for Student Achievement](#) encourages the academic success of UofSC Aiken students by assisting them in developing educational plans, connecting them to campus resources, and promoting engaged learning and personal responsibility.

➤ 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.

➤ TECHNOLOGY SERVICES DIVISION

The mission of the [Technology Services Division \(TSD\)](#) 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 TSD are committed to providing a reliable, state-of-the-art campus computing environment. All academic computing is supported in the Windows and Macintosh environments. TSD manages several Windows servers providing the campus community with electronic mail, network printing, file sharing, and network applications.

➤ COUNSELING SERVICES

The [Counseling Center](#) provides professional short-term counseling for UofSC Aiken students. A counselor is available to provide free, confidential assistance to UofSC Aiken students on issues such as study skills, decision making, anxiety, depression, relationship difficulties, and drug and alcohol problems.

➤ DISABILITY SERVICES

A wide range of services is available through the [Office of Disability Services](#) to ensure that UofSC Aiken programs and activities are accessible to students with disabilities. Students with disabilities are responsible for contacting the Office regarding their individual needs.

➤ **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

➤ **Math Lab**

The mission of the [Math Lab](#) is to provide support for students enrolled in mathematics courses at UofSC Aiken, and ultimately to enable students to be successful in the classes that use mathematics. The Math Lab is located on the first floor of the Gregg-Graniteville Library.

➤ **Writing Center**

The mission of the [Writing Center](#) 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.

INSTRUCTIONAL SERVICES CENTER

The [Instructional Services Center \(ISC\)](#) 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.

LIBRARY

The UofSC Aiken faculty is supported in its academic pursuits by a modern library facility, the [Gregg-Graniteville Library](#). Materials not available locally may be requested through interlibrary loan or PASCAL Delivers. UofSC 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.

MEDIA RELATIONS

The Director of Marketing coordinates news [media](#) publicity for UofSC Aiken. 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. 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.

PACER SHOPPE (BOOKSTORE)

The [UofSC Aiken Bookstore](#), located in the Student Activities Center, offers a variety of UofSC Aiken clothing, gifts, and regalia; snacks and beverages as well as discounted software. All faculty and staff personnel receive a discount on select purchases.

PRINTING

[Convenience Copiers](#) are located in various administrative areas and usually are used by multiple departments. UofSC 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](#)
- [Behavioral Intervention Team](#)
- [Children's Center](#)
- [Convocation Center](#)
- [Dining Services](#)
- [Facilities Maintenance](#)
- [Identification Card](#)
- [Parking](#)
- [Student Health Center](#)
- [University Police](#)
- [Wellness Center & Natatorium](#)

CAMPUS MAP

