10.4

Academic Governance

The institution (a) publishes and implements policies on the authority of faculty in academic and governance matters, (b) demonstrates that educational programs for which academic credit is awarded are approved consistent with institutional policy, and (c) places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.

Judgment

☑ Compliant   ☐ Non-Compliant   ☐ Not Applicable

Narrative

Publication and Implementation of Policies on the Authority of Faculty in Academic and Governance Matters

The University of South Carolina policies that delineate the responsibilities and authority of faculty in academic governance matters are published in the University of South Carolina Columbia *Faculty Manual*, the regional Palmetto College campuses *Faculty Manual* and the University of South Carolina Policies and Procedures Manual. Each of these publications is periodically reviewed by the faculty and administration and is readily available online.

University of South Carolina Columbia Faculty Manual

The University of South Carolina Columbia *Faculty Manual* embodies the essential elements of the employment relationship between the faculty, individually and collectively, and the University. It establishes the terms of employment, the manner of appointment, the procedures and standards for tenure and promotion, the duties of faculty members, and the procedures and standards for termination of employment. It delineates faculty organization and confirms the authority of the faculty to participate in the governance of the University, especially in regard to academic affairs. Amendments to the *Faculty Manual* are generally presented for the consideration and approval of the faculty and the administration before submission to the Board of Trustees. Through the years, information of interest and importance to the faculty has been added to the *Faculty Manual* as appendices to clarify what material is part of the essential contract between the faculty and the University. Non-substantive edits to these appendices may be made in appropriate cases by the university without faculty or trustee approval.

The Faculty Senate Bylaws and Standing Rules are included as appendices of the *Faculty Manual.* The Faculty Senate of the University of South Carolina, having been created by direction of the University Faculty to act by and for that body, is endowed with all the powers and authority of the university faculty except for those powers specifically reserved by that body to itself, and the university faculty may amend or repeal any general policy decisions adopted by the Faculty Senate. Each college, school or Regional Campus chooses 10% of its faculty to serve in the Senate. Evidence of the authority of faculty in academic and governance matters is presented in the Faculty Senate bylaws and meeting minutes. Implementation of policies of such authority is also evident in the meeting minutes.

Regional Palmetto College Campuses Faculty Manual

The regional Palmetto College campuses *Faculty Manual* describes the university's administrative organization, the composition and functions of the faculty organization, regulations and policies; establishes the terms of employment, the duties of faculty members, the manner of appointment, the procedures and standards for tenure and promotion; and provides the procedures and standards for termination of employment. It provides information on research policies, benefits and privileges and confirms the authority of the faculty to participate in the governance of the University particularly in regard to academic matters. The regional Palmetto College campuses' *Faculty Manua*l also outlines their representation on University of South Carolina Columbia Faculty Committees. Amendments to the manual are presented for consideration and approval of the faculty and administration before submission to the Board of Trustees.

As new clarifying and supplemental material has been added to manual, it has been placed in appendices. These appendices may be amended administratively for non-substantive changes with approval from the Executive committee and without faculty or trustee approval. The exception to such amendment is the Faculty Senate Bylaws and Standing Rules, which contain their own rules for how they can be modified by the Senate. Any changes to the appendices, once approved by the Executive Committee, must be reported to the regional Palmetto College Campuses Faculty Senate at its next meeting.

University of South Carolina Policies and Procedures Manual

The Office of the Provost maintains the official Policies and Procedures Manual for the university, and coordinates review and approval of all university policies that have campus- and system-wide application. The Office of the Provost uses a standard policy format and a uniform review and approval process for university policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws and state and regional accreditation requirements. A new or revised policy must follow the approval process in order to be properly vetted and approved. The policy UNIV 1.00 *Policy on Policies: Development and Oversight of University Policies* governs the development and oversight of all formal university policies.

A new or revised policy is drafted and vetted within the division first. Then, the responsible officer or policy liaison forwards the new or revised policy to the Office of the Provost, which coordinates internal review for all policies. According to the amount and/or type of edits made to the policy, the Office will determine if a revised policy is substantive or non-substantive. All substantive and new polices will be posted on the Office of the Provost's draft new and revised policies webpage, and distributed to the University's Executive Council and Council of Academic Deans for a two week reviewing period. The University community is encouraged to comment on the posted policies. All comments are sent to the responsible officer of the division, unless otherwise specified, to be considered by the division for finalization of the policy. The responsible officer or policy liaison forwards the final version of the policy to the Office of the Provost and the Provost forwards the final version to the president. If approved, the president will send the approved policy to the Office of the Provost, which will notify the responsible officer and policy liaison and add the final version of the policy to the online Policies and Procedures Manual. The policy is forwarded to the Board of Trustees when appropriate. Non-substantive polices will be reviewed by the Office of the Provost and sent for presidential approval.

Educational Programs for which Academic Credit is awarded are Approved Consistent with Policy

University of South Carolina Columbia policy requires that each educational program offered for academic credit at any of its eight campuses be approved by the appropriate faculty governance body and the administration. Academic Affairs policy ACAF 2.00 *Creation and Revision of Academic Programs* states that

> *"the faculty of the university has legislative authority over matters pertaining to the curriculum on the campus where they serve. The Office of the Provost oversees the system-wide approval process through the Board of Trustees and the South Carolina Commission on Higher Education (SC CHE), and ensures that ongoing academic program development on the Columbia and regional Palmetto College campuses is in compliance with SACSCOC regulations and in alignment with University strategic goals and priorities."*

ACAF 2.00 *Creation and Revision of Academic Programs* delineates the approval process and distinguishes the steps required at the Columbia and regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, Union).

Consistent with institutional policy, the Office of Academic Programs coordinates the development, revision, and termination of degree programs and courses for the University of South Carolina system. The Office of Academic Programs manages curriculum approval flow through faculty governance, the Office of the Provost and the Office of the President, the Board of Trustees, SC CHE and SACSCOC. The Office of Academic Programs outlines the procedures and approval processes on its website and manages the Academic Programs Proposal System (APPS), a web-based submission and approval system developed to facilitate the process. The Office of Academic Programs is currently underway in working with the Office of the Registrar to implement a new system to integrate curriculum approval with the academic bulletins. The Office of Academic Programs is also responsible for monitoring program accreditation, review, and reporting to SC CHE and SACSCOC on program holdings, delivery methods, and offering sites. The Office of Academic Programs is advised by the Academic Program Liaison (APL) Committee, which is comprised of individuals who have been appointed by their deans to serve as the main informational resource on academic program actions within their campus, college or school in addition to representatives from the Office of the University Registrar, the library system, the Office of Institutional Research, Assessment, and Analytics (OIRAA) and others.

Program development begins in a department or academic unit of a campus, college or school and is vetted by that unit's academic affairs official and relevant committees prior to review by the appropriate faculty governance committee. University of South Carolina Columbia undergraduate programs, including regional Palmetto College campuses, are reviewed by the Faculty Senate's Committee on Curricula and Courses and then the Faculty Senate. University of South Carolina Columbia graduate programs are reviewed by the appropriate Graduate Council curriculum committee (Science, Math, and Related Professional Programs Committee or Humanities, Social Sciences, Education, and Related Professional Programs Committee) and then the Graduate Council. In addition, regional Palmetto College campus programs are reviewed by the System Affairs Committee of the regional Palmetto College campuses Faculty Senate and then the regional Palmetto College campuses' Faculty Senate.

Upon faculty governance approval, all new program proposals across the eight University of South Carolina system campuses require the endorsement of the Provost, President, and Board of Trustees. The Office of Academic Programs coordinates the processing of all proposals through the University of South Carolina Board of Trustees. Upon Board of Trustee approval, the Office of Academic Programs submits the program proposals to the CHE as required by South Carolina Code of Laws 59-103-35. At SC CHE, program proposals are considered by the Advisory Committee on Academic Programs (ACAP), the Committee on Academic Affairs and Licensing (CAAL), and then the full Commission. If required, proposals are then submitted to SACSCOC. Programs are entered into the appropriate Academic Bulletin only after the Office of the Provost receives formal notification of approval from SC CHE and SACSCOC.

Primary Responsibility for the Content, Quality, and Effectiveness of the Curriculum is with the Faculty

The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty in Academic Affairs policy ACAF 2.00 *Creation and Revision of Academic Programs*, which states that "the faculty of the University has legislative authority over matters pertaining to the curriculum on the campus where they serve." The faculty of each academic unit are responsible for the development, approval, implementation, evaluation, and improvement of the

curriculum for the degree programs and courses of that unit.

Faculty in academic units originate and develop curriculum and courses. Similar to the review of academic programs noted above, courses must also be approved by the appropriate faculty governance body as specified in Academic Affairs policy ACAF 2.03 *Creation and Revision of Academic Courses*. Course actions for undergraduate courses (courses numbered 499 and below) are reviewed by the Faculty Senate's Curriculum and Courses Committee and then the Faculty Senate. Course actions for advanced undergraduate/graduate courses (courses numbered 500-699) are reviewed by the Committee on Curriculum and Courses with a representative of the Graduate Council participating in the review to report the outcome to the Graduate Council; upon approval by this committee, such courses are considered by the Faculty Senate. Course actions for graduate courses (courses numbered 700 and above) are reviewed by the appropriate curriculum committee of the Graduate Council and then the Graduate Council for review and approval. Course actions for courses offered exclusively as part of professional degree (e.g., J.D., M.D., or Pharm.D.) are approved by the faculty of the professional college/school.

Both ACAF 2.00 *Creation and Revision of Academic Programs* and ACAF 2.03 *Creation and Revision of Academic Courses* address distributed learning programs and courses. ACAF 2.03 *Creation and Revision of Academic Courses* states that "for Distributed Learning Courses, the syllabus is expected to articulate the estimated time commitments of instructional time and course activity time consistent with course credit hours as defined." Furthermore, if course actions involve the inclusion or addition of pedagogy such that 50% of more of the course may be delivered by distributed learning methods, then the proposal is also reviewed by the Office of Distributed Learning; such courses numbered 100 to 699 are also reviewed by the Faculty Senate's Committee on Instructional Development.

New or revised regional Palmetto College campus courses must be reviewed in the same way as University of South Carolina Columbia undergraduate courses and also be approved by the appropriate campus faculty and then reviewed and approved by the regional Palmetto College Campuses Faculty Senate.

Faculty members evaluate the quality and effectiveness of academic program curricula on an ongoing basis as part of discussions about program learning outcomes. Each unit submits an assessment report through Assessment Plan Composer (username: **sacsuser**; password: **s4c5u53r**) to the Office of Institutional Research, Assessment, and Analytics using learning outcome data collected during the specified assessment cycle. This report also contains plans for the upcoming year, and if need be, curricula are adjusted to more effectively achieve desired learning outcomes. Curricula may also be adjusted as a result of professional accreditation reviews or external reviews for those programs not subject to professional accreditation. The Office of the Provost maintains a schedule of program review dates for professional accreditation and external reviews.

Sources

ACAF 2.00 Creation and Revision of Academic Programs
ACAF 2.03 Creation and Revision of Academic Courses
Academic Program Liaisons
Academic Programs Proposal System
Assessment Plan Composer
Code of Laws - Title 59 - Chapter 103 - State Commission On Higher Education
Curricula & Courses Committee
Draft and Revised Policies
Faculty Manuals
Faculty Senate Meetings
Faculty Senate Minutes
Faculty_Manual_Columbia
Faculty_Manual_Palmetto_College
Graduate Council
Instructional Development Committee
Office of Academic Programs
Palmetto College Faculty Manual Website
Palmetto College Faculty Senate
Policies and Procedures Manual
Policy Liaisons
Policy Making and Review

Program Accreditation and Review

UNIV 1.00 Policy on Policies Development and Oversight of University Policies