



Faculty Manual

2020-2021



WINTHROP UNIVERSITY FACULTY MANUAL

The Winthrop University *Faculty Manual* serves as a source of information for faculty about campus governance, academic policies and procedures, workplace policies, and campus resources, facilities, and services. The *Faculty Manual* links users to the sites where information is housed in the Winthrop University Policy and Procedures Repository and other locations on the campus website. Policies included were developed by, among others, the Faculty Conference, Graduate Faculty Assembly, and Academic and Graduate Councils; Academic Leadership; and Senior Leadership. Policies included have been recommended to and approved by the Provost, President, and where approval is not delegated to the President, by the Board of Trustees. Winthrop University's policies, benefits and procedures are subject to applicable state and federal law.

1. Winthrop University and its Governance

- 1.1. [Mission Statement](#)
- 1.2. [Board of Trustees](#)
- 1.3. [Organizational Charts](#)
 - 1.31 [Office of the President](#)
 - 1.32 [Division of Academic Affairs](#)
 - 1.33 [Division of Student Affairs](#)
 - 1.34 [Division of Finance and Business](#)
 - 1.35 [Division of Access and Enrollment Management](#)
 - 1.36 [Division of Institutional Advancement](#)
 - 1.37 [Division of Human Resources, Employee Diversity, and Wellness](#)
 - 1.38 [Winthrop Athletics](#)
- 1.4. [Faculty Governance](#)

2. Faculty Appointments, Awards, and Supports

- 2.1. [Academic Rank](#)
- 2.2. [Administrative Protocol: Internal Candidates for Instructional and administrative academic positions](#)
- 2.3. [Adjunct Appointments](#)
- 2.4. [Changes within a Faculty Member's Primary Assignment](#)
- 2.5. [Compensation Policy – Academic and Unclassified Staff](#)
- 2.6. [Consulting/Outside Employment for Faculty Members](#)
- 2.7. [Dual Employment](#)
- 2.8. [Emeritus Faculty](#)
- 2.9. [Employee Education Assistance Program](#)
- 2.10. [Faculty Awards](#)
- 2.11. [Faculty Marshal Selection Process](#)
- 2.12. [Faculty Recruitment: Policy and Procedure for Hiring](#)
- 2.13. [Fluency in English](#)
- 2.14. [H1B Visa Sponsorship for International Faculty Recruitment](#)
- 2.15. [Letter of Appointment](#)
- 2.16. [Visiting Scholars and Artists](#)
- 2.17. [Sabbatical Leave](#)
- 2.18. [Salary – Summer Session and Summer Session Pay](#)
- 2.19. [Termination of Appointment](#)

3. Faculty Roles and Responsibilities

- 3.1. General Standards for Evidence of Faculty Student Intellectual Development, Scholarship, and Professional Stewardship
- 3.2. Academic Freedom and Tenure (definition)
- 3.3. Academic Advising
- 3.4. Ethics
- 3.5. Evaluation of Faculty Performance
- 3.6. Program Review
- 3.7. Annual Report
- 3.8. Academic Procession and Regalia
- 3.9. General Conduct Policy

4. Tenure and Promotion

- 4.1. Calendar for Tenure and Promotion
- 4.2. Tenure: Conditions and Procedures
- 4.3. Promotions – Faculty
- 4.4. Post-tenure Review – Effective 2019-2020
- 4.5. Interfolio User Guide

5. Teaching

- 5.1. Accessibility
 - 5.1.1. Accommodations and Services for Students with Disabilities
 - 5.1.2. ADA Compliance Policy for Students
- 5.2. Faculty Absence from Class/cancelling classes
 - 5.2.1. Weather
- 5.3. Center for Professional Excellence
- 5.4. Classroom Assignment
- 5.5. Evaluation and Grading
- 5.6. Final Examination
- 5.7. Grading
 - 5.7.1. Posting Grades
 - 5.7.2. Grade Reports
 - 5.7.3. Change of Grades
- 5.8. Office Hours
- 5.9. Online Training and Certification
- 5.10. Privacy of Educational Records (FERPA)
- 5.11. Student Academic Complaints
- 5.12. Student Academic Integrity Procedures
 - 5.12.1. Procedures for Academic Conduct at Graduate Level
- 5.13. Student Class Attendance Policy
- 5.14. Student Handbook
- 5.15. Syllabus Policy
- 5.16. Tablet Policy
- 5.17. Teaching Load

6. Research-Related Policies

- 6.1. Animals in the Classroom

- 6.2. Appropriate Use of Information Technology Resources
- 6.3. Copyright Policy
- 6.4. Disclosure of Financial Interest
- 6.5. Effort Certification
- 6.6. Grant Proposal Process
- 6.7. Institutional Animal Care and Use
- 6.8. Institutional Biosafety Committee Policy and Procedures
- 6.9. Institutional Review Board (IRB)
- 6.10. Intellectual Property Rights
- 6.11. Misconduct in Research
- 6.12. Protection of Human Subjects
- 6.13. Responsible Conduct of Research
- 6.14. Research Council

7. Workplace Policies

- 7.1. ADA Complaint Procedure
- 7.2. Campus Smoking Policy
- 7.3. Drug-free Workplace
- 7.4. Employee Assistance Referral Program
 - 7.4.1. Employee Assistance Program
- 7.5. Equal Opportunity Statement
- 7.6. Family Medical Leave Act
- 7.7. Grievance and Appeals - Faculty
- 7.8. Hazardous Weather
- 7.9. Other Leave With Pay
- 7.10. Personal Leave Without Pay
- 7.11. Reporting Workplace Injuries and Workers Compensation
- 7.12. SC Ethics (Anti-nepotism)
- 7.13. Sexual Harassment and Discrimination Policy
- 7.14. Telecommuting / Remote Employment Policy
- 7.15. Workplace Violence Policy

8. Faculty Governance

- 8.1. Faculty Conference and Constituent Faculty Assemblies
 - 8.1.1. Faculty Conference Bylaws
- 8.2. Academic Council
 - 8.2.1. Academic Conduct
- 8.3. Curriculum Revision
- 8.4. Graduate Faculty Assembly and Graduate Council
- 8.5. Faculty Committees
 - 8.5.1. Academic Freedom, Tenure, and Promotion
 - 8.5.2. Academic Integrity
 - 8.5.2.1. Academic Misconduct (student)
 - 8.5.3. Educator Preparation
 - 8.5.4. Faculty Leadership Committee
 - 8.5.5. Faculty Personnel

- 8.5.6. [Financial Exigency](#)
- 8.5.7. [Honors](#)
- 8.5.8. [Library](#)
- 8.5.9. [Rules](#)
- 8.5.10. [Undergraduate Petitions](#)
- 8.5.11. [University Curriculum](#)
- 8.5.12. [University Life](#)
- 8.5.13. [University Priorities](#)
- 8.6. [University Committees](#)
 - 8.6.1. [Board of Student Publications](#)
 - 8.6.2. [Council of Student Leaders](#)
 - 8.6.3. [Cultural Events](#)
 - 8.6.4. [DiGiorgio Student Union Advisory Board](#)
 - 8.6.5. [Faculty Advisory Committee on University Athletics](#)
 - 8.6.6. [International Advisory Committee](#)
 - 8.6.7. [Judicial Council](#)
 - 8.6.8. [Scholarship Committee](#)
 - 8.6.9. [Student Electronic Media Board](#)
- 8.7. [Committee Responsibilities and Legal Exposure](#)

9. [College of Arts and Sciences](#)

- 9.1. [CAS Faculty Handbook](#)
- 9.2. [Center for Public Opinion and Policy Research](#)
- 9.3. [Eagle STEM Scholars Program](#)
- 9.4. [J. William Click Converged Media Laboratory](#)
- 9.5. [Mathematics Tutorial Center](#)
- 9.6. [South Carolina Broadcaster's Association Hall of Fame](#)
- 9.7. [Student Services Office](#)
- 9.8. [WINR Eagle Air Radio](#)
- 9.9. [Winthrop Closeup \(WU News Now\)](#)
- 9.10. [Writing Center](#)

10. [College of Business Administration](#)

- 10.1. [CBA Faculty Manual](#)
- 10.2. [Accounting Mentoring and Professional Development Program](#)
- 10.3. [Small Business Development Center](#)
- 10.4. [Student Professional Development Program](#)
- 10.5. [Student Services Center](#)

11. [Richard W. Riley College of Education](#)

- 11.1. [COE Guides and Manuals](#)
- 11.2. [Call Me MISTER](#)
- 11.3. [Community Counseling Clinic](#)
- 11.4. [Instructional Technology Center](#)
- 11.5. [Macfeat Early Childhood Laboratory School](#)
- 11.6. [Outdoor Education Center](#)
- 11.7. [Rex Institute for Educational Renewal and Partnerships](#)

- 11.8. [Student Academic Services](#)
- 11.9. [Teaching Fellows](#)
- 11.10. [Winthrop Think College](#)

12. [College of Visual and Performing Arts](#)

- 12.1. [CVPA Policies and Manuals](#)
- 12.2. [Arts in Basic Curriculum Project](#)
- 12.3. [CreatorSpace](#)
- 12.4. [Music Library](#)
- 12.5. [Pre-University Arts Program](#)
- 12.6. [Special Talent in the Arts Program](#)
- 12.7. [Student Services Office](#)
- 12.8. [Winthrop University Galleries](#)

13. [University College](#)

- 13.1. [Academic Success Center](#)
- 13.2. [Academic Advising Center](#)
- 13.3. [Honors Program](#)
- 13.4. [International Center](#)
- 13.5. [John C. West Forum on Politics and Policy](#)
- 13.6. [Learning Excellent Academic Practices \(LEAP\) Program](#)
- 13.7. [McNair Scholars Program](#)
- 13.8. [Office of the First Year Experience](#)
- 13.9. [Office of Nationally Competitive Awards](#)
- 13.10. [Office of Undergraduate Research](#)
 - 13.10.1. [SOURCE](#)
 - 13.10.2. [Summer Undergraduate Research Experience](#)
- 13.11. [TRiO Achievers Program](#)

14. [Graduate, Extended, and Online Education](#)

- 14.1. [Continuing and Professional Education](#)
- 14.2. [Online Graduate Programs](#)
- 14.3. [Winthrop Office of Online Learning \(WOOL\)](#)

15. [Ida Jane Dacus Library and Louise Pettus Archives](#)

- 15.1. [Ida Jane Dacus Library Faculty Manual](#)
- 15.2. [Book A Librarian](#)
- 15.3. [Course Reserves](#)
- 15.4. [Databases](#)
- 15.5. [Digital Commons](#)
- 15.6. [Government Documents](#)
- 15.7. [Information Literacy Instruction](#)
- 15.8. [Interlibrary Loan and PASCAL Delivers](#)
- 15.9. [Louise Pettus Archives and Special Collections](#)
- 15.10. [OneSearch \(online catalog\)](#)
- 15.11. [Meditation Room](#)
- 15.12. [Programs & Events](#)

15.13. Research Guides

15.14. Study Rooms

16. University Facilities and Resources

16.1. Center for Career Development and Internships

16.2. Computing and Information Technology

16.3. Environmental Health and Safety

16.4. Facilities Management (project and work request systems)

16.5. Grants and Sponsored Research Development

16.6. Lois Rhame West Health, Physical Education, and Wellness Center

16.7. Ombuds Office

16.8. Traffic, Parking, and Registration of Vehicles

16.9. University Bookstore