I. CALL TO ORDER – Keshav Jagannathan, Chair

II. ROLL CALL – Dodi Hodges, Secretary

III. APPROVAL OF MINUTES – February 29, 2012 (March meeting).

IV. CONSENT AGENDA – attached for approval.

V. PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS

➢ Joe Moglia, Director of Football Operations, would like to meet and address the faculty concerning the balance between academics and athletics, the realization that athletes are students first and it is really about life after graduation, and their process of guiding athletes when they are choosing their majors.

VI. EXECUTIVE COMMITTEE REPORT

Keshav Jagannathan, Chair, to present the Executive Committee Report.

The following Administrative Actions were generated and approved without stipulations from the February 29, 2012 meeting:

AA 38: All items from the February 29, 2012 (March meeting) Consent Agenda.
AA 39: Approval of changes to the Lower Level Business Core Requirements for the B.S.B.A. majors of Accounting, Economics, Finance, Management, Marketing, and Resort Tourism Management.
AA 40: Approval of changes to the B.S.B.A. Management Major.
AA 41: Approval of changes to the B.A. Communication Major.
AA 42: Approval of changes to the B.S. Information Systems Major.
AA 43: Approval of changes to the catalog under the Probationary Admission heading; to instruct the Faculty Admissions Committee to employ an alternative admission policy, and change the Faculty Manual concerning membership of the Faculty Admissions Committee.
AA 44: Approval to request bustop pullouts as part of campus reconstruction projects.
AA 45: Approval to request the investigation of the addition of bicycle lanes as part of campus reconstruction projects.
AA 46: Approval of a Resolution supporting 100% Smoke-Free Campus.

VII. COMMITTEE REPORTS
VIII. OLD BUSINESS

A. Calendar Committee

1. **Motion to approve the 2013-2014 Academic Calendar (moved and seconded out of committee):**

The February 29, 2012 proposal for the May 2014 calendar mistakenly stated that classes were “M-TH” and the motion was postponed until the April 4, 2012 meeting. According to AA-39 2010-2011, approved May 4, 2011, all 3 and 4-week semesters meet 5 days per week. The May 2014 calendar was corrected to reflect “M-F” below.

<table>
<thead>
<tr>
<th>Academic Calendar: Fall 2013</th>
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<tr>
<th>Academic Calendar: Spring 2014</th>
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<tbody>
<tr>
<td>Thursday – Friday</td>
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**Academic Calendar: May 2014**

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<th>Day</th>
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<tr>
<td>Monday</td>
<td>May 12</td>
<td>Classes begin (M-F schedule)(3and 4-week sessions)</td>
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<tr>
<td>Monday</td>
<td>May 26</td>
<td>Memorial Day Holiday</td>
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<tr>
<td>Thursday</td>
<td>May 29</td>
<td>Last class for 3 week session</td>
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<tr>
<td>Friday</td>
<td>May 30</td>
<td>Final exams for 3 week session</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 5</td>
<td>Last class for 4 week session</td>
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<tr>
<td>Friday</td>
<td>June 6</td>
<td>Final exams for 4 week session</td>
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**Summer I: 2014**

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<tr>
<td>Monday</td>
<td>June 9</td>
<td>Classes begin (M-TH schedule)</td>
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<tr>
<td>Friday</td>
<td>July 4</td>
<td>Independence Day Holiday – University Offices Closed</td>
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<tr>
<td>Thursday</td>
<td>July 10</td>
<td>Last day of classes</td>
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<tr>
<td>Friday</td>
<td>July 11</td>
<td>Final Exams for Summer I</td>
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**Summer II: 2014**

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<tr>
<td>Monday</td>
<td>July 14</td>
<td>Classes begin (M-F schedule)</td>
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<tr>
<td>Thursday</td>
<td>August 7</td>
<td>Last day of classes</td>
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<tr>
<td>Friday</td>
<td>August 8</td>
<td>Final Exams for Summer II</td>
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XI. NEW BUSINESS

A. Graduate Council

1. **Motion to approve changes to the Master of Education in Teaching and Learning (moved and seconded out of committee):**

Department of Foundations, Literacy & Technology
Proposal for changes in a graduate program.

**Proposed changes:**
Addition of courses to program: EDIT 660 Advanced Online Teaching to the Instructional Technology Concentration.

**Proposed catalog description:**
**Instructional Technology Concentration (15 Credit Hours)**
Choose four of the following six courses: (12 Credits).................................12
- EDIT 610 Instructional Design and Technology Integration (3)
- EDIT 620 Technology Planning and Management (3)
EDIT 630 Development of Instructional Multimedia (3)
EDIT 640 Instructional Video Production (3)
EDIT 650 Teaching and Learning Online (3)
EDIT 660 Advanced Online Teaching (3)
EDIT 690 Seminar in Instructional Technology........................................3

Date change is to be effective: Summer 2012.

2. Motion to approve the Graduate Certificate Program in Applied
   Computing and Information Systems (moved and seconded out of
   committee):

APPLIED COMPUTING AND INFORMATION SYSTEMS
(ACIS) GRADUATE CERTIFICATE

The Graduate Certificate Program in Applied Computing and Information Systems allows non-
degree students to strengthen their knowledge and skills in applied computing and information
systems past the undergraduate level, while recognizing them with an official certificate of their
achievement. The Applied Computing and Information Systems Graduate Certificate is
administered through the Department of Computer Science and Information Systems.

ELIGIBILITY
The 18 credit graduate certificate is open to students who have graduated from a computer
science, information systems or information technology undergraduate program (or a closely
related field as determined by the admissions committee), or to students in the Coastal Carolina
University MBA or MAcc programs.

ADMISSION
Admission to the program requires submission of the following documents to the Director of the
program, fulfilling:

1. The ACIS application for the Department and a Coastal Carolina University graduate
   application;
2. An official copy of a transcript from each institution of higher learning attended
   a. with a minimum GPA of 3.0 in all computing and information systems courses,
   b. including documentation of a graduation from an accredited four year college or
      university; and,
3. Two letters of reference.

Students become eligible for admission to the Program based on the admission committee’s
evaluation of admission documents. GRE, GMAT or MAT scores are not required for entrance
into the program. Rolling admission allows students to enter in Spring, Fall or Summer. No
transfer credit is permitted.
COURSES
18 credits chosen under the advisement of the Director of the ACIS Program from courses below and others which may come available in the future:
CSCI 514 Introduction to Web Engineering (3)
CSCI 518 Financial Technology (3)
CSCI 534 Digital Forensics and E-Discovery (3)
CSCI 573 Introduction to Parallel Systems (3)
CSCI 575 Decision Support Systems (3)
CSCI 620 World Capital Markets and Technology (3)
CSCI 650 Special Topics in Applied Computing and Information Systems (can be repeated for up to nine credits) (3)
CSCI 725/CBAD 725 Database Management and E-commerce (3)
CSCI 798 Research Project (can be repeated for up to six credits) (3)

The target audience for this program includes:
1. Graduates with a B.S. Degree from Department of Computer Science and Information Systems who wish to get a certificate focusing on technology.
2. Alumni of our Department who wish to get a certificate focusing on technology, along with Coastal Carolina MBA and MAcc. students who wish to add an emphasis on technology to their degrees.
3. Students participating in the Fraud Examination certificate (certain of our courses are required in this certificate program.)
4. Local area residents who wish to have further (graduate) training in Applied Computing and Information Systems.
5. Students from the region (eastern South Carolina) who wish to have further (graduate) training in Applied Computing and Information Systems.

Current planned delivery methods for courses include a mix of traditional day-time classes, evening classes once a week, and distance learning.

B. Academic Affairs

1. Motion to approve changes to the Applied Physics Major (moved and seconded out of committee):

Department of Chemistry and Physics
Proposal for changes in an undergraduate program.
Proposed changes:
Number of credits: from: 101-116 to: 95-115.
Removal of courses from program: PHYS 137L, PHYS 211L, PHYS 212L, PHYS 213L, and PHYS 214L.
Addition of courses to program: PHYS 234 Statics and PHYS 235 Electric Circuits.
Other: Addition of an Engineering Physics Concentration.
Proposed catalog description:
STUDENT LEARNING OUTCOMES
When students complete the program in Applied Physics, they will be able to:

1. Explain and apply the principles and concepts of classical physics.
2. Explain the concepts and applications of modern physics.
4. Proficiently utilize technology and other appropriate tools in the applications of physics.
5. Conduct formal scientific research which demonstrates their knowledge of physics and the scientific method.
6. Interact effectively with their peers and mentors in group settings.
7. Transfer their scientific knowledge to their peers and to the larger community through written and verbal communication.

The Applied Physics degree at CCU focuses on the application of physics to various problems in science and engineering. Students can easily merge their interest in physics with another subject at CCU such as chemistry, computer science, marine science or mathematics. Applied Physics students can also pursue the dual-degree engineering program with Clemson University.

Three concentrations are available: General, Environmental, and Engineering. All of these concentrations have a common core of introductory study (Conceptual Physics, Essentials of Physics I, and Fundamentals of Physics I and II with a strong math core) followed by more advanced courses in physics, research, and independent study, coupled with applied courses like physical oceanography and/or electronics and computer interfacing. Refer to major requirements for the courses that apply to each concentration. Students must earn a grade of C or better in all Foundation Courses and Major Requirements.

Applied Physics majors will receive a strong technical background, which serves as a good foundation for careers in industry, manufacturing, government, medicine, research and development, quality control, and environmental monitoring. Students interested in teaching science at the secondary level should also consider an Applied Physics degree and then pursue the M.A.T. (Master of Arts in Teaching) through the Spadoni College of Education.

APPLIED PHYSICS MAJOR (120 Credits)

I. CORE CURRICULUM (34-41 Credits) ................................................................. 34-41

II. FRESHMAN GRADUATION REQUIREMENT

Minimum grade of C is required.
UNIV 110 The First-Year Experience ................................................................. 3
UNIV 110 is required for all new entering freshmen and for new transfer students with fewer than 12 transfer credit hours unless the transfer student has satisfactorily completed a college transition course.

III. FOUNDATION COURSES (27-35 Credits)*

PHYS 137* Conceptual Physics (4),
PHYS 211 Essentials of Physics I (4),
PHYS 213 Essentials of Physics III (4),
PHYS 214 Fundamentals of Physics II (4) ......................................................... 12-16
MATH 160* Calculus I (4),
MATH 161 Calculus II (4),
MATH 260 Calculus III (4),
MATH 320 Elementary Differential Equations (3) ............................................. 11-15
CHEM 111/111L* General Chemistry I/Laboratory ........................................... 0-4

* Credits for courses taken as part of the Core Curriculum are not counted elsewhere in the major.

IV. MAJOR REQUIREMENTS (31-36 Credits)
PHYS 301 Analytical Mechanics ................................................................. 3
PHYS 302 Electricity and Magnetism ........................................................... 3
PHYS 310 Mathematical Methods in Physics ................................................. 3
PHYS 351 Applied Physics Workshop I ......................................................... 3
PHYS 352 Applied Physics Workshop II ....................................................... 3
PHYS 398 Physics Seminar ............................................................................. 1
PHYS 499 Directed Undergraduate Research .............................................. 3

Choose one concentration: (12-17 Credits) ............................................. 12-17

GENERAL CONCENTRATION (15-17 Credits)
PHYS 341 Thermodynamics and Statistical Mechanics (3)
PHYS 303 Quantum Mechanics (3)
MATH 344 Linear Algebra (3) or
MATH 452 Complex Analysis (3)
Two 300 level or higher Science courses with prior approval from the department (6-8)

ENVIRONMENTAL PHYSICS CONCENTRATION (12-14 Credits)
PHYS 341 Thermodynamics and Statistical Mechanics (3)
Choose three from the following:
MSCI 301/301L Physical Oceanography/Laboratory (4)
PHYS 430 Fluid Mechanics (3)
PHYS 431 Geophysical Fluid Dynamics (3)
PHYS 432 Remote Sensing of the Environment (3)
PHYS 434 Atmospheric Physics (3)
One 300 level or higher Science course with prior approval from
the department (3-4)

ENGINEERING PHYSICS CONCENTRATION (15-16 Credits)
PHYS 234 Statics (3)
PHYS 235 Electric Circuits (3)
MATH 344 Linear Algebra (3)
PHYS 321 Electronics (3) or
PHYS 430 Fluid Mechanics (3)
One 300 level or higher Science course with prior approval from the department (3-4)

Students planning on transferring as part of the Dual-Degree program are encouraged to also take ENGR 101 at Coastal Carolina University.
V. ELECTIVES .................................................................5-25

TOTAL CREDITS REQUIRED ...................................................... 120

2. Motion to approve changes to the B.A. Political Science Major (moved and seconded out of committee):

Department of Politics & Geography
Proposal for changes in an undergraduate program.
Proposed changes: Required courses; changes are in the proposed catalog description.
Removal of Courses: COMM 140.

Proposed catalog description:

POLITICAL SCIENCE MAJOR (120 Credits)
I. CORE CURRICULUM (34-41 Credits)..............................34-41

II. FRESHMAN GRADUATION REQUIREMENT (0-3 Credits)
  Minimum grade of C is required.
  UNIV 110 The First-Year Experience.................................3
  UNIV 110 is required for all new entering freshmen and for new transfer students with fewer than 12 transfer credit hours unless the transfer student has satisfactorily completed a college transition course.

III. FOUNDATION COURSES (0-12 Credits)*
  GEOG 121* World Regional Geography............................3
  POLI 101* Introduction to World Politics..........................3
  POLI 200* Communication in Political Science..................3
  POLI 201* American National Government.........................3

*Credits for courses taken as part of the Core Curriculum are not counted elsewhere in the major.

IV. MAJOR REQUIREMENTS (39 Credits)
  POLI 300 Introduction to Political Theory.........................3
  POLI 307 The Scope of American Politics........................3
  POLI 315 International Relations.....................................3
  POLI 316 Comparative Politics........................................3
  Choose one from the following: (3 Credits)......................3
    POLI 302 Political Thought of Thucydides (3)
    POLI 401 History of Political Thought I (3)
    POLI 402 History of Political Thought II (3)
    POLI 403 History of Political Thought III (3)
    POLI 404 History of Political Thought IV (3)
  POLI 497 The Discipline of Political Science....................3

Primary concentration (15 Credits)........................................15
Secondary concentration (6 Credits).....................................6
Students will choose 5 courses from one of the two concentrations below and 2 courses from the remaining concentration to create primary and secondary concentrations.

**Domestic Politics Concentration:**
- POLI 303 American Government Through Literature and Film (3)
- POLI 305 Introduction to Empirical Political Inquiry (3)
- POLI 308 Introduction to Pre-Law (3)
- POLI 309 African-American Political Thought (3)
- POLI 354 Introduction to National Security (3)
- POLI 360 American Political Parties (3)
- POLI 361 American Politics: Interest Groups (3)
- POLI 362 Mass Media and American Politics (3)
- POLI 363 Southern Politics (3)
- POLI 365 State Government (3)
- POLI 366 Public Opinion (3)
- POLI 370 Introduction to Public Administration (3)
- POLI 371 Public Policy (3)
- POLI 372 Women and Public Policy (3)
- POLI 375 Government and the Economy (3)
- POLI 376 The Bureaucracy (3)
- POLI 380 Criminal Procedure (3)
- POLI 381 Evidence (3)
- POLI 382 Criminal Law (3)
- POLI 383 Juvenile Law (3)
- POLI 384 Tort Law (3)
- POLI 399 Independent Study (1-6)
- POLI 401 History of Political Thought I (3)
- POLI 402 History of Political Thought II (3)
- POLI 403 History of Political Thought III (3)
- POLI 404 History of Political Thought IV (3)
- POLI 440 (Q) South Carolina State Legislative Process (1)
- POLI 441 Legal Reasoning (1)
- POLI 446 The Essentials of Legal Studies (3)
- POLI 447 (Q) Trial Advocacy (3)
- POLI 448 (Q) Mock Trial (1)
- POLI 449 Constitutional Law I (3)
- POLI 450 Constitutional Law II (3)
- POLI 451 The Supreme Court (3)
- POLI 452 The Judicial Process (3)
- POLI 453 Regulatory Policies (3)
- POLI 455 American Jurisprudence (3)
- POLI 462 The Legislative Process (3)
- POLI 463 The American Chief Executive (3)
- POLI 466 South Carolina Government and Politics (3)
- POLI 467 American Local Government (3)
- POLI 495 Internship in Political Science (3)
POLI 498 Variable Credit Internship (3-12)
POLI 499 Senior Thesis (3)
Additional courses may be selected in consultation with the student’s Political Science adviser.
Global Politics Concentration:
POLI 302 Political Thought of Thucydides (3)
POLI 304 Latin America Through Film (3)
POLI 305 Introduction to Empirical Political Inquiry (3)
POLI 318 International Political Economy (3)
POLI 320 Introduction to Latin American Civilization (=HIST 355) (3)
POLI 321 State and Society in Modern Latin America (=HIST 356) (3)
POLI 327 Women in the Middle East (3)
POLI 328 Political Islam (3)
POLI 329 Comparative Politics of the Middle East (3)
POLI 330 Introduction to the Middle East (3)
POLI 331 The Israeli-Palestinian Conflict (3)
POLI 332 Conflict in the Persian Gulf (3)
POLI 333 Islam and World Politics (3)
POLI 334 East Asian Politics (3)
POLI 335 Chinese Politics (3)
POLI 336 Chinese Foreign Policy and US-Chinese Relations (3)
POLI 338 Introduction to Political Linguistics (3)
POLI 339 Diplomacy (3)
POLI 340 International Negotiations (3)
POLI 341 Contemporary American Foreign Policy (3)
POLI 343 Terrorism and Political Violence (3)
POLI 344 Politics and Society in the United Kingdom (3)
POLI 345 Politics and Governments of the Middle East (3)
POLI 346 Contemporary African Politics (3)
POLI 347 Africa in a Global Economy (3)
POLI 348 Introduction to Africa (3)
POLI 353 Comparative Security Issues (3)
POLI 355 Foreign Policy Analysis (3)
POLI 356 Intelligence Analysis (3)
POLI 399 Independent Study (1-6)
POLI 401 History of Political Thought I (3)
POLI 402 History of Political Thought II (3)
POLI 403 History of Political Thought III (3)
POLI 404 History of Political Thought IV (3)
POLI 410 (Q) International Organizations (3)
POLI 420 Global Environmental Politics (3)
POLI 425 The Arabic Language, Media and Politics in the Middle East (3)
POLI 431(Q) The Model United Nations (3)
POLI 435 Globalization (3)
POLI 438 International Human Rights (3)
POLI 439 International Law (3)
POLI 488 Politics and Governments of Contemporary Latin America (3)
POLI 491 Topics in Government and International Studies (3)
POLI 495 Internship in Political Science (3)
POLI 496 Topics in Latin American Politics and Culture (3)
POLI 498 Variable Credit Internship (3-12)
POLI 499 Senior Thesis (3)
Additional courses may be selected in consultation with the student’s Political Science adviser.

V. COGNATE REQUIREMENTS (12 Credits).................................................................12

The cognate requirement is designed to encourage the student to enroll in advanced courses outside the major field which will complement and enrich the student’s understanding of his or her major. Courses taken for cognate credit must be approved in advance by a student’s faculty adviser. A minimum of 12 credits is required. These credits may be distributed over more than one subject area. Only courses numbered 300 or above are acceptable for cognate credit with the exception of Economics 201 and 202. Any two (2) of the following courses offered by South Carolina technical colleges can be used towards satisfying the cognate requirement in the Political Science degree program: Criminology (CRJ 125), Seminar in Criminal Justice (CRJ 260), Torts (LEG 120), Introduction to Law and Ethics (LEG 135), Property Law (LEG 214).

A grade of C or better must be earned in each course to be applied toward the cognate requirements.

VI. ELECTIVES (13-20 Credits).................................................................13-20

TOTAL CREDITS REQUIRED.................................................................120

3. Motion to approve changes to the Asian Studies Minor (moved and seconded out of committee):

Department of Politics & Geography
Proposal for changes in an undergraduate program.
Proposed changes: Addition of courses: HIST 341 (option to Area II), HIST 440 (option to Area II), POLI 336 (option to Area III), RELG 324 (option to Area IV), RELG 351 (option to Area IV), JAPN 120 (elective option), JAPN 130 (elective option), and CHIN 120 (elective option).
Other: Removal of the requirement that students complete at least one 400 level course.
Proposed catalog description:
ASIAN STUDIES MINOR

MISSION STATEMENT
The Asian Studies Minor is designated to augment students’ major fields of study by equipping them with wider perspectives in Asian Humanities, engaging them in explicit East-West and inter-Asian dialogues, and helping them acquire cross-cultural literacy. It aims to improve students’ competitiveness when pursuing advanced degrees or careers related to the history, politics, culture, and religious traditions of one or more Asian country. Fundamental to the minor’s mission is cultivation of an academic autonomy that makes it possible to assemble a
versatile ‘intellectual toolbox’ for understanding both inter-Asian and East-West relations. While pursuing their choice of major discipline, students will simultaneously learn about Asia through inter- and multi-disciplinary coursework, language training, study abroad, and internships. The Asian Studies Minor requires students to complete eighteen (18) credit hours of coursework drawn from our four disciplines, choosing at least one course from each discipline. All or part of the six (6) elective credit hours can be earned through study abroad; three (3) elective credit hours can be earned through an internship. All internship and/or study abroad experiences must be approved for credit hours towards the minor by the Asian Studies Minor adviser. While the Asian Studies Minor does not have any foreign language requirements, students are strongly encouraged to acquire foreign language competency in Japanese or Chinese beyond the 120 level. Students must earn a C or better in all six required courses. Courses used for the minor cannot be used to satisfy major requirements.

**ASIAN STUDIES MINOR (18 Credits)**

**AREA I:** (3 Credits)  
ENGL 371 Literature and the Absurd: East/West Intersections (3)  
ENGL 373 Cross-Cultural Perspectives on Asian and Western Drama (3)  
ENGL 376 Confessional Literatures: East/West (3)  
ENGL 475 Contemporary Asian Fiction (3)  
ENGL 477 Asian Cinemas (3)

**AREA II:** (3 Credits)  
HIST 340 History of East Asia (3)  
HIST 341 History of Modern Korea (3)  
HIST 347 Pre-modern Japan: The Rise and Fall of the Samurai (3)  
HIST 348 Modern Japan: From the Last Samurai to the Pacific War (3)  
HIST 349 Modern China: Reform and Revolution in the Modern Age (3)  
HIST 440 Pacific Front of World War II (3)  
HIST 445 Postwar Japan: The Political Economy of Rapid Growth (3)

**AREA III:** (3 Credits)  
POLI 334 East Asian Politics (3)  
POLI 335 Chinese Politics (3)  
**POLI 336 Chinese Foreign Policy and US-Chinese Relations (3)**  
POLI 340 International Negotiations (3)

**AREA IV:** (3 Credits)  
RELG 104 Introduction to Asian Religions (3)  
RELG 320 Introduction to Buddhism (3)  
**RELG 324 Hinduism (3)**  
RELG 326 Buddhism in Literature and Film (3)  
RELG 351 Religion of India (3)

**ELECTIVES (6 Credits)**  
Select two additional courses from any one or more of the four areas above, internship, or transfer credit from Study Abroad courses in Asia. Students can use either JAPN 120, JAPN 130,
or CHIN 120 as three elective hours. Special topics courses deemed appropriate by the minor adviser can also satisfy minor requirements.

TOTAL CREDITS REQUIRED.................................................................18
NOTE: All courses in the minor require a C or better.

4. **Motion to approve changes to the Women’s and Gender Studies Minor**
   (moved and seconded out of committee):

Department of the Office of the Provost
Proposal for changes in an undergraduate minor.
**Proposed changes:** Change number of credits from: 21 to: 18.
Addition of courses to program: ANTH 316, ENGL 351, and ENGL 409.
Change in catalog description: see the proposed catalog description below.

**Proposed catalog description:** The Women's and Gender Studies Program is dedicated to the interdisciplinary study of gender and sexuality as economic, political, and cultural constructs. Courses within the minor rigorously investigate the gendered nature of knowledge, institutional structures, and cultures to promote active learning and engaged citizenship among all CCU students-male and female- through various feminist theories and methodologies.

The Women's and Gender Studies minor is available to all undergraduates, in any major.

Students pursuing a minor must consult with their major adviser and with the WGST Program Director to select courses that meet the program requirements. As a part of the application for the minor, students must meet all the course prerequisites.

In addition to the two courses required for all WGST minors, students must select at least four (4) additional courses from the electives list below. Other appropriate courses may be added to the minor at the discretion of the Program Director. Courses used to count toward the minor cannot be used to satisfy major requirements.

**REQUIRED COURSES (6 Credits)**
WGST 103 Introduction to Women’s and Gender Studies ........................................3
WGST 498 Capstone Seminar ..................................................................................3

**ELECTIVES**
Choose at least four courses from the following: (12 Credits) .........................12
   ANTH 316 Sex, Gender & Culture (3)
   COMM 304 Gender Communication (3)
   ENGL 351 Language, Gender, and Power (3)
   ENGL 409 Theories of Gender and Sexuality (3)
   ENGL 443 Studies in Women Writers (3)
   ENGL 444 Women Writers of the South (3)
   ENGL 489 Gender and Sexuality in Literature (3)
   HIST 386 History of American Women (3)
   HIST 403 Gender and Sexuality in the Early Church, c. 30-600 CE (3)
   HPRO 310 Issues in Family Life and Sexuality (3)
   HPRO 480 Women’s Health Issues (3)
JOUR 365 Women and Media (3)
PHIL 322 Philosophical Issues in Feminism (3)
POLI 327 Women in the Middle East (3)
POLI 372 Women and Public Policy (3)
PSYC 300 Human Sexual Behavior (3)
PSYC 301 Psychology of Marriage (3)
PSYC 310 Psychology of Women (3)
RELG 360 Women and World Religions (3)
SOC 301 Gender and Society (3)
SOC 305 Sociology of the Family (3)
SOC 309 Social Inequality (3)
SOC 450 Victimology (3)
WGST 325 Civic Engagement (3)
WGST 399 Independent Study (3)
WGST 495 Women’s and Gender Studies Internship (3)

TOTAL CREDITS REQUIRED........................................................................................................18

**Justification:** CHANGE #1: Number of Credits: Change WGST Minor from 21 to 18 Hours
Over the last three years, a number of students have wanted to declare the Women's and Gender Studies Minor. But many second semester Juniors and Seniors are often unable to declare the WGST minor because it requires 21 hours. Most of the other minors offered in COHFA (where the majority of WGST minors are majors) are 18 hours. I thus propose to change the number of hours required for the WGST Minor from 21 to 18. This recommendation comes with unanimous approval by the WGST Faculty Advisory Committee. The faculty agreed that lowering the number of hours required for the Minor would serve students well and would boost enrollment in the Minor. (Several students are informally doing women’s and gender studies focus by taking WGST course offerings. It would be good for these students to receive recognition for their work.) The number of Minors has more than tripled in the last three years due to greater awareness of and interest in the minor. CHANGE #2: Addition of Courses to Program: The addition of these courses adds existing courses (from a variety of disciplines) that count toward the minor. CHANGE #3: Catalog Description: the new description states the new amount of hours, clarifies that a course may not count toward both the minor and the student’s major, and provides an up-to-date list of the courses that currently count toward the minor. **Impact on existing academic programs:** Higher enrollment in WGST courses and courses with WGST Faculty affiliates. **Date change is to be effective:** Fall 2012.

C. Executive Committee

1. **Motion to make the following editorial changes to the Faculty Manual**
   (moved and seconded out of executive committee):

Changes to 2011-2012 Faculty Manual:
1. Section: III.A.2, pg. 6-7

Current Language:
This Faculty Manual pertains to this group as it relates to professional obligations, academic freedom, and grievance procedures only, as authorized in sections IV. A. and B., V. B. 1. and V. C. respectively. An appointee will be considered a member of the associated faculty who holds the title of:

- Teaching Lecturer
- Teaching Associate
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor
- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor
- Research Assistant Professor
- Research Associate Professor
- Research Professor
- Post-Doctoral Fellow
- Research Associate
- Graduate Assistant

Proposed Language:
This Faculty Manual pertains to this group as it relates to professional obligations, academic freedom, and grievance procedures (*) only, as authorized in sections IV. A. and B., V. B. 1. and V. C. respectively. An appointee will be considered a member of the associated faculty who holds the title of:

- Teaching Lecturer
- Teaching Associate
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor
- Visiting Assistant Professor
- Visiting Associate Professor
- Visiting Professor
- Research Assistant Professor
- Research Associate Professor
- Research Professor
- Post-Doctoral Fellow
- Research Associate
- Teaching Graduate Assistant

* Associated faculty with titles of Teaching Associate and Teaching Graduate Assistant do not have grievance rights in accordance with South Carolina State statutes, regulations and
amendments therein pursuant to the Faculty Manual and/or University Policies and Procedures.

Nothing herein shall deny the above mentioned ranks the ability to redress a breach of academic freedom as stated in IV.C (Steps 1 and 2 only).

Reasoning:
1. Offer letters to Teaching Associates and Teaching Graduate Assistants deny them the right to grieve.
2. We seldom hire Adjunct Assistant or Associate Professors or Adjunct Professors.

2. Section III.A.4, pg. 7

Current Language:

4. University/Center Affiliates

This title is conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves.

Proposed Language:

4. University/Center Affiliates

This title is conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves. These titles are a privilege and not a right.

Reasoning:
Specifying that these titles have no rights associated with them.

3. Section III.B, pg. 8

Current Language:
In the event that faculty participation in a full search committee is not possible, the President will inform the Chair of the Faculty Senate, who in consultation with the President and the Executive Committee will arrange an appropriate time for the senate or the faculty to meet with the President.

Proposed Language:
In the event that faculty participation in a full search committee is not possible, the President will inform the Chair of the Faculty Senate, who in consultation with the President and the Executive Committee of Faculty Senate will arrange an appropriate time for the senate or the faculty to meet with the President.

Reasoning:
Specifying that it is the Executive Committee of the Faculty Senate.
6. Section III.C, pg. 8

Current Language:
The President or the Provost may call special meetings of the faculty as necessary. The Provost, after consultation with the President, determines and convenes the order of business for these meetings. A special meeting of the faculty may also be called by a majority vote of the Faculty Senate, by the Executive Committee of the Faculty Senate, or by a written petition signed by ten percent (10%) of the faculty and submitted to the Provost.

Proposed Language:
The President or the Provost or their designees may call special meetings of the faculty as necessary. The Provost, after consultation with the President, determines and convenes the order of business for these meetings. A special meeting of the faculty may also be called by a majority vote of the Faculty Senate, by the Executive Committee of the Faculty Senate, or by a written petition signed by ten percent (10%) of the faculty and submitted to the Provost.

6. Section IV.A.4, pg. 24

Current Language:
4. Code of Faculty Conduct and Academic Responsibility (passed by the Faculty Senate 7/7/2010)
Faculty members are expected to maintain and expect to experience a working environment free from harassment or discrimination based on race, color, gender identification/expression, sexual orientation, age, disability, veteran’s status, creed, or national origin. Faculty members must maintain and expect to experience the highest standards of academic/creative honesty and professional ethics. Violations of these standards include, but are not limited to: assigning grades based on considerations other than the academic, creative, or performance criteria outlined in the course syllabus; claiming intellectual achievements which are not of one’s own creation; misrepresenting the nature of publications or creative works by claiming that such works are blind-refereed or juried when they are not; claiming to serve as an officer or board member of a professional society or association when one is not or including another’s intellectual/creative contributions in one’s works without assigning proper credit, breach of confidentiality in matters concerning tenure and promotion, hiring, and other personnel matters of a sensitive nature; and knowingly falsifying or altering University records/documents. These and other such misrepresentations may be grounds for suspension without pay, sanctions such as mandatory counseling, denial of tenure and/or promotion, loss of employment during the probationary period, and may constitute grounds for the forfeiture of tenure. A faculty member may be terminated for cause at any time during the probationary period (see section V. H. for Forfeiture of Tenure regulations and what constitutes cause for termination).

Proposed Language:
4. Code of Faculty Conduct and Academic Responsibility (passed by the Faculty Senate 5/7/2010)
Faculty members are expected to maintain and expect to experience a working environment free from harassment or discrimination based on race, color, gender identification/expression, sexual orientation, age, disability, veteran’s status, creed, or national origin. Faculty members must
maintain and expect to experience the highest standards of academic/creative honesty and professional ethics. Violations of these standards include, but are not limited to, breach of confidentiality in matters regarding tenure and promotion, hiring, matters of personal privacy protected by law, regulation or university policy, assigning grades based on considerations other than the academic, creative, or performance criteria outlined in the course syllabus; claiming intellectual achievements which are not of one’s own creation; misrepresenting the nature of publications or creative works by claiming that such works are blind-refereed or juried when they are not; claiming to serve as an officer or board member of a professional society or association when one is not or including another’s intellectual/creative contributions in one’s works without assigning proper credit, breach of confidentiality in matters concerning tenure and promotion, hiring, and other personnel matters of a sensitive nature; and knowingly falsifying or altering University records/documents. These and other such misrepresentations such forms of misconduct may be grounds for suspension without pay, sanctions such as mandatory counseling, denial of tenure and/or promotion, loss of employment during the probationary period, and may constitute grounds for the forfeiture of tenure. A faculty member may be terminated for cause at any time during the probationary period (see section V. H. for Forfeiture of Tenure regulations and what constitutes cause for termination).

Reasoning:
These changes reflect what was written into law based on AA-36, 2009-2010.

6. Section IV.B.4, pg. 29

Current Language:
A member of the faculty at the rank of Assistant, Associate, or Professor/Librarian may register for up to four semester hours of credit in undergraduate courses each semester, provided written approval is obtained from the registrant's Dean and space is available in the class.

Proposed Language:
Any eligible member of the faculty at the rank of Assistant, Associate, or Professor/Librarian may register for up to six semester hours of credit in undergraduate courses at the University each semester, provided written approval is obtained from the registrant's Dean and space is available in the class. To be eligible, one must complete at least one semester of qualified service.

Reasoning:
This change clarifies HREO policy for faculty signing up for coursework.

7. Section IV.B.5 d, pg. 30

Current Language:
The Chair of the Faculty Welfare and Development Committee will forward a copy of the application materials to each Dean and the Provost. If any Library faculty members apply for scholarly reassignment, the Dean of the Library will also receive a copy of all applications and will join the Deans’ Committee for deliberations. The appropriate Dean will draft a statement on how economic practicalities, constraints, and other special circumstances may affect the ranking of each of the applications received from her/his respective College/Library. The Provost will convene a
Meeting of the Deans who will then rank the applications as a committee. Subsequently, the Deans’ Committee will forward their ranking and recommendations to the Chair of the Faculty Welfare and Development Committee. Any materials concerning economic factors will be sent to that committee under separate cover. In the event that a Dean applies for scholarly reassignment, a suitable replacement to serve on the Deans’ Committee will be appointed by the Provost prior to the submission of the Chair’s/Supervisor’s statements.

**Proposed Language:**
The Chair of the Faculty Welfare and Development Committee will forward a copy of the application materials to each academic Dean and the Provost. If any Library faculty members apply for scholarly reassignment, the Dean of the Library will also receive a copy of all applications and will join the Deans’ Committee for deliberations. The appropriate Dean will draft a statement on how economic practicalities, constraints, and other special circumstances may affect the ranking of each of the applications received from her/his respective College/Library. The Provost will convene a meeting of the academic Deans who will then rank the applications as a committee. Subsequently, the Deans’ Committee will forward their ranking and recommendations to the Chair of the Faculty Welfare and Development Committee. Any materials concerning economic factors will be sent to that committee under separate cover. In the event that a Dean applies for scholarly reassignment, a suitable replacement to serve on the Deans’ Committee will be appointed by the Provost prior to the submission of the Chair’s/Supervisor’s statements.

**Reasoning:**
Specifies academic deans only.

**8. Section IV.B.7 a, pg. 32**

**Current Language:**
Each College and the Library will develop Faculty Performance Expectation Evaluation Elaborations and Procedures. Criteria for teaching faculty which include:

- Teaching assignments
- Advising
- Other assigned duties and responsibilities
- Scholarly or artistic pursuits in the discipline
- Relevant University, professional, and/or community service

Librarians will be evaluated based on:

- Assigned duties and responsibilities
- Professional and scholarly activities
- Relevant University or community service

**Proposed Language:**
Each College and the Library will develop Faculty Performance Expectation Evaluation Elaborations and Procedures. Criteria for teaching faculty which may include:
- Teaching assignments
- Advising
- Other assigned duties and responsibilities
- Scholarly or artistic pursuits in the discipline
- Relevant University, professional, and/or community service

Librarians will be evaluated based on:

- Assigned duties and responsibilities
- Professional and scholarly activities
- Relevant University or community service

Reasoning:
Grammatical edit.

9. Section IV.C, pg. 34

Current Language:
A formal grievance may be filed by any employee holding faculty rank or title. In this section the term “grievant” refers to Adjunct Assistant, Associate, Professor/Librarian; Visiting Assistant, Associate, Professor/Librarian; Teaching Associate; Teaching Lecturer; Senior Teaching Lecturer; Instructor; Senior Instructor; Assistant, Associate, Professor/Librarian; Professor; Librarian; and academic administrators who hold faculty rank.

Proposed Language:
A formal grievance may be filed by any employee holding faculty rank or title. In this section the term “grievant” refers to Adjunct Assistant, Associate, Professor/Librarian; Visiting Assistant, Associate, Professor/Librarian; Teaching Associate; Teaching Lecturer; Senior Teaching Lecturer; Instructor; Senior Instructor; Assistant, Associate, Professor/Librarian; Professor; Librarian; and academic administrators who hold faculty rank.

Reasoning:
Reflecting removal of titles “Adjunct Assistant, Associate Professor/Librarian.”

10. Section V.B, pg. 39

Current Language:
Affirmative Action Policy Statement

Proposed Language:
Equal Employment Opportunity Statement

Reasoning:
Reflects appropriate title.
11. Section V.C.2.I, pg. 42

Current Language:
   d. Adjunct Assistant/Associate/Professor/Librarian: These designations denote individuals who are of substantial professional caliber and appointed for a specified period of time. Adjunct faculty members are usually experts in a particular field, and may be involved in supervision and instruction of students inside and/or outside the classroom setting or in other activities which contribute to the mission of the University.

Proposed Language:
   d. Adjunct Assistant/Associate/Professor/Librarian: These designations denote individuals who are of substantial professional caliber and appointed for a specified period of time. Adjunct faculty members are usually experts in a particular field, and may be involved in supervision and instruction of students inside and/or outside the classroom setting or in other activities which contribute to the mission of the University.

Reasoning:
Follows prior change to manual.

12. Section V.C.2.II, pg. 8

Current Language:
   d. Graduate Assistant: Persons holding this title are fully admitted graduate students who performing services in support of University operations.

Proposed Language:
   d. Teaching Graduate Assistant: Persons holding this title are fully admitted graduate students who performing services in support of University operations.

Reasoning:
Follows prior change.

13. Section V.C.2.III, pg. 43

Current Language:
   III. University/Center Affiliates: This title may be conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves.

Proposed Language:
   III. University/Center Affiliates: This title may be conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves. These titles are a privilege and not a right.

Reasoning:
Follows prior change.
14. Section V.F.3, pg. 50

Current Language:
3. A Teaching Lecturer may be identified as a candidate for Senior Teaching Lecturer by recommendation of the Department Chair and Dean after a minimum of two years of service at the title of Teaching Lecturer or higher. At the time of recommendation for candidacy, the Teaching Lecturer must specify in writing that she/he intends to seek promotion within two calendar weeks beginning on the date of recommendation. Candidates who intend to seek promotion will be provided with copies of the College and Departmental criteria and guidelines for promotion. A letter of expectations including any changes in teaching load and service requirements will be drafted by the Dean and Department Chair and provided to the candidate. The voting rights of the candidate will be determined by Departmental and College policies. Candidates will not have voting rights at the University level. Candidates for Senior Teaching Lecturer are eligible for promotion after at least six years at the title of Teaching Lecturer or higher.

Proposed Language:
3. A Teaching Lecturer may be identified as a candidate for Senior Teaching Lecturer by recommendation of the Department Chair and Dean after a minimum of two six years of service at the title of Teaching Lecturer or higher. At the time of recommendation for candidacy, the Teaching Lecturer must specify in writing that she/he intends to seek promotion within two calendar weeks beginning on the date of recommendation. Candidates who intend to seek promotion will be provided with copies of the College and Departmental criteria and guidelines for promotion. A letter of expectations including any changes in teaching load and service requirements will be drafted by the Dean and Department Chair and provided to the candidate. The voting rights of the candidate will be determined by Departmental and College policies. Candidates will not have voting rights at the University level. Candidates for Senior Teaching Lecturer are eligible for promotion after at least six years at the title of Teaching Lecturer or higher.

Reasoning:
For consistency purposes; the last sentence is redundant.

2. Motion to change the current language on pages 46-47 in the Faculty Manual (moved and seconded out of executive committee, needs approval of the full Faculty, Provost, President, and the Board of Trustees):

Current Language:
E. Promotion and Tenure Procedures

1. No change will be made to the promotion and tenure regulations described herein except by vote of the full voting membership of the faculty of the University, by recommendation of the President, and by final approval by the Board of Trustees. The faculty member will be subject to the promotion, tenure, and Post-tenure criteria in place at the time of her/his hiring, last promotion, or last Post-tenure review.
2. The Provost, in consultation with the Chair of the University Promotion and Tenure Committee, will establish and publish a calendar of dates relevant to promotion and tenure for the upcoming academic year and distribute it to the faculty no later than the first Friday in April of each year. The deadline for submission of the files from the candidates to the Dean will be no later than the second Friday in September for consideration for the respective academic year.

3. No later than the first Friday in April of each year, the Dean of each College and the Dean of Library Services will provide their faculty with a written summary of the College/Library promotion and tenure criteria, the internal College/Library deadlines, and a copy of the College/Library Performance Expectations Elaborations documents. The Department Chair/Supervisor will provide faculty members with any additional performance expectations elaborations documents unique to that Department or area by the first Friday of April.

4. Candidates for promotion/tenure will be responsible for preparing an application file that contains all of the following materials in the proper order:
   a. A completed Coastal Carolina University cover sheet for promotion and/or tenure file. (This form is available at www.coastal.edu/forms.)
   b. Department and/or College/Library Performance Expectations Elaborations documents and/or Performance Expectations in effect at the time of last hiring, promotion, or post-tenure review.
   c. A cover letter addressed to the Dean of the College/Library.
   d. An updated curriculum vitae.
   e. All annual reports, evaluations (including the Chair’s/Supervisor’s evaluation of the file), and supporting documents as per College/Library policies.
   f. Copies of all teaching evaluations: student and/or peer and/or administrative (when applying for the rank of Professor, the file will include all annual evaluations and teaching evaluations since achieving the rank of Associate Professor). Library Faculty generally will not have teaching evaluations in the file but may include teaching evaluations and/or evaluations from faculty that address teaching effectiveness or service quality in their areas of responsibility when applicable.
   g. Evidence of intellectual contributions as per College/Library policies.
   h. Evidence of University and professional service as per College/Library policies.
   i. Materials relevant to Performance Expectations Elaborations documents not enumerated above.

5. Candidates for promotion will be evaluated on their record since their last appointment or promotion. Candidates for tenure will be evaluated primarily on their record since their hire at Coastal Carolina University. (Evaluation criteria adopted by the Department, College and/or the University subsequent to appointment, and officially accepted by the Provost and President can be used to evaluate the candidate only if the candidate expressly requests that those criteria be applied at the time the file is submitted to the Office of the Dean as per the deadline stated in this manual)
6. Each College will have a college promotion and tenure committee consisting of tenured faculty representing each Department. The College Promotion and Tenure Committee must have a minimum of three members. Members are to be elected by the full-time tenured and tenure-track faculty of their Departments. In the event a Department does not have an eligible faculty member to serve, it will elect a full-time tenured colleague from another Department within the College. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, Department Chairs/Supervisors, Assistant Deans, Associate Deans and the Chair of the Faculty Senate are not eligible to serve on college promotion and tenure committees.

7. The Library will have a Library Promotion and Tenure Committee consisting of at least three full-time tenured members from the Library. If there are not three Library faculty members eligible to serve on this committee, then membership will be drawn from full-time tenured colleagues from any of the academic colleges. Members are elected by a vote of the full-time tenured and tenure track faculty of the Library. Candidates for promotion and/or tenure, candidates undergoing Post-tenure review, Assistant Directors, or Associate Directors and the Chair of the Faculty Senate are not eligible to serve on the Library Promotion and Tenure Committee.

8. The Dean of the College/Library will confirm that the file is complete and confirm any credit towards tenure by signing the completed Coastal Carolina University cover sheet for promotion and/or tenure. The Dean will add any external letters of reference to the file at this time. The Dean will then convene the College/Library Committee to review the candidates’ files. Members of the College/Library Promotion and Tenure Committee may not write letters of recommendation on behalf of candidates from their College/Library for promotion and/or tenure.

9. After convening the College/Library Promotion and Tenure Committee, the Dean will forward the candidate’s file to the committee. The College/Library Promotion and Tenure Committee will meet, review, and evaluate each candidate’s file, and prepare a letter of recommendation based on the College/Library performance expectations elaborations documents and the promotion and tenure criteria stated in the Faculty Manual. This letter will delineate the recommendation of the committee. A favorable decision from the College/Library Promotion and Tenure Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's recommendation. Members who are not in agreement with the majority opinion may present an anonymous dissenting opinion that will accompany the promotion and tenure letter for inclusion in the file. The committee shall send a separate letter to the Dean stating the numerical vote of the committee. This letter will accompany the file throughout the process but will not be included in the file. The Dean and the Department Chair/Supervisor do not participate in this review process or in the formulation of the letter of recommendation; however, the College/Library Promotion and Tenure Committee may clarify any information in the candidate's file by contacting the Dean, Department Chair/Supervisor, or the candidate.

10. The College/Library Promotion and Tenure Committee letters are addressed and forwarded, along with the candidates’ files, to the Dean. After reviewing each file, the Dean will write a letter of recommendation based on both the College/Library promotion and tenure criteria and
the promotion and tenure criteria stated in the Faculty Manual. This letter is placed in the candidate’s file. The decision to recommend or not to recommend is communicated to the College/Library Promotion and Tenure Committee. The Dean will meet with the candidate to discuss the College/Library Promotion and Tenure Committee recommendation, the recommendation of the Department Chair/Supervisor, and the recommendation of the Dean. At that meeting, the candidate will be given copies of these letters.

Should the candidate wish to address the assessments and recommendations noted in any of these letters, the candidate may write a letter responding to these specific issues and provide it to the Dean for inclusion in the file. The letter must be submitted to the Dean within seven (7) calendar days beginning on the day of the meeting with the Dean.

Should the Dean disagree with the College/Library Promotion and Tenure Committee’s recommendations, there will be a meeting of the College/Library Promotion and Tenure Committee and the Dean. At that meeting the Dean will share with the College/Library Promotion and Tenure Committee any letter from the candidate responding to the evaluation. At the conclusion of the meeting, the Dean and the College/Library Promotion and Tenure Committee will issue a comprehensive letter that describes the results of that meeting. The candidate may withdraw from the process at this point, in which case the file will be returned to the candidate.

11. If the candidate elects to continue with this process, the complete file will be forwarded by the Dean to and thereafter housed in the Provost’s Office. No files will be accepted after the published deadline. Once the file has been received in the Provost's Office, the candidate may not withdraw from the promotion and tenure process, and no materials may be added to or removed from the file.

Files which received positive recommendations from both the Dean and the College/Library Promotion and Tenure Committee are routed directly to the Provost who reviews them and makes her/his own recommendation. If the Provost’s recommendation is positive, such files are not required to undergo review by the University Promotion and Tenure Committee and are forwarded to the President.

If the Provost determines that a file receiving two positive ratings needs further review, that file will be made available to the University Promotion and Tenure Committee for review.

The files which received either one or two negative recommendations from the Dean and/or the College Promotion and Tenure Committee will be made available to the University Promotion and Tenure Committee for review.

12. When a University Promotion and Tenure Committee review is required, the Committee and the Provost each will review the candidate’s file independently and reach a decision based on both the Department's and the College's/Library’s performance expectations elaborations documents and the promotion and tenure criteria stated in the Faculty Manual. The University Promotion and Tenure Committee may clarify information in the candidate’s file. For this purpose, contact by the committee is limited to the candidate, Department Chair/Supervisor, Dean, and/or the
College/Library Promotion and Tenure Committee. A positive recommendation from the University Promotion and Tenure Committee regarding a candidate's status requires a two-thirds majority vote.

The Provost and the Chair of the University Promotion and Tenure Committee will meet to exchange recommendations on each candidate.

   a. If the University Promotion and Tenure Committee and the Provost agree positively, the Provost prepares a letter of recommendation to the President which summarizes the findings of each step of the process. This letter becomes part of the candidate's file and all files are forwarded to the President for review.
   b. If the University Promotion and Tenure Committee and the Provost agree negatively, the file is not forwarded to the President. Candidates who receive a negative decision will be notified in writing by the Provost and will be invited to meet with the Provost to discuss that decision.
   c. If the University Promotion and Tenure Committee and the Provost reach different decisions on a candidate, the Committee and the Provost will meet to discuss the differences. If there is still a difference following this meeting, the Provost will compose a letter that summarizes the findings and recommendations at each step of the process and that reflects her/his recommendation. The Chair of the University Promotion and Tenure Committee will also compose a letter reflecting the recommendations of the committee. The letter from each office will state the reasoning for the recommendations and standards applied. Both letters are added to the candidate’s file, and the complete file will be forwarded to the President who will make her/his decision regarding the file.

13. The President will send a letter to the candidate indicating the final decision and will forward all files with positive recommendations to the Board of Trustees prior to their final meeting of the academic year. The Board of Trustees will vote to ratify the decision of the President.

14. After the Board of Trustees meets, candidates will be notified by the Provost to retrieve their files from the Provost’s Office.

15. A faculty member may appeal a decision through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, or failure of notice of opportunity to be heard (see section IV. C.). Cases of alleged violation of anti-discrimination laws pertaining to federally protected categories will be referred to the EEO Officer (University Policy HREO-107).

**Proposed Language:**

E. Promotion and Tenure Procedures

   1. No change will be made to the promotion and tenure regulations described herein except by vote of the full voting membership of the faculty of the University, by recommendation of the President, and by final approval by the Board of Trustees. The faculty member will be subject to the promotion, tenure, and Post-tenure criteria in place at the time of her/his hiring, last promotion, or last Post-tenure review.
2. The Provost, in consultation with the Chair of the University Promotion and Tenure Committee, will establish and publish a calendar of dates relevant to promotion and tenure for the upcoming academic year and distribute it to the faculty no later than the first Friday in April of each year. The deadline for submission of the files from the candidates to the Dean will be no later than the second Friday in September for consideration for the respective academic year.

3. No later than the first Friday in April of each year, the Dean of each College and the Dean of Library Services will provide their faculty with a written summary of the College/Library promotion and tenure criteria, the internal College/Library deadlines, and a copy of the College/Library Performance Expectations Elaborations documents. The Department Chair/Supervisor will provide faculty members with any additional performance expectations elaborations documents unique to that Department or area by the first Friday of April. **Candidates for promotion to the rank of Professor/Librarian will also be provided with the College/Library policies and procedures concerning external review of their intellectual contributions/professional contributions to the discipline as outlined below.**

4. Candidates for promotion/tenure will be responsible for preparing an application file that contains all of the following materials in the proper order: **Candidates for promotion to the rank of Professor/Librarian will also submit the materials necessary to undergo the process of external review.**

   a. A completed Coastal Carolina University cover sheet for promotion and/or tenure file. (This form is available at [www.coastal.edu/forms](http://www.coastal.edu/forms))
   
   b. Department and/or College/Library Performance Expectations Elaborations documents and/or Performance Expectations in effect at the time of last hiring, promotion, or post-tenure review.
   
   c. A cover letter addressed to the Dean of the College/Library.
   
   d. An updated curriculum vitae;
   
   e. All annual reports, evaluations (including the Chair’s/Supervisor’s evaluation of the file), and supporting documents as per College/Library policies.
   
   f. Copies of all teaching evaluations: student and/or peer and/or administrative (when applying for the rank of Professor, the file will include all annual evaluations and teaching evaluations since achieving the rank of Associate Professor). Library Faculty generally will not have teaching evaluations in the file but may include teaching evaluations and/or evaluations from faculty that address teaching effectiveness or service quality in their areas of responsibility when applicable.
   
   g. Evidence of intellectual contributions as per College/Library policies.
   
   h. Evidence of University and professional service as per College/Library policies.
   
   i. Materials relevant to Performance Expectations Elaborations documents not enumerated above.

5. Candidates for promotion will be evaluated on their record since their last appointment or promotion. Candidates for tenure will be evaluated primarily on their record since their hire at
Coastal Carolina University. (Evaluation criteria adopted by the Department, College and/or the University subsequent to appointment, and officially accepted by the Provost and President can be used to evaluate the candidate only if the candidate expressly requests that those criteria be applied at the time the file is submitted to the Office of the Dean as per the deadline stated in this manual)

6. Each College will have a college promotion and tenure committee consisting of tenured faculty representing each Department. The College Promotion and Tenure Committee must have a minimum of three members. Members are to be elected by the full-time tenured and tenure-track faculty of their Departments. In the event a Department does not have an eligible faculty member to serve, it will elect a full-time tenured colleague from another Department within the College. Candidates for promotion and/or tenure, candidates undergoing post-tenure review, Department Chairs/Supervisors, Assistant Deans, Associate Deans and the Chair of the Faculty Senate are not eligible to serve on college promotion and tenure committees.

7. The Library will have a Library Promotion and Tenure Committee consisting of at least three full-time tenured members from the Library. If there are not three Library faculty members eligible to serve on this committee, then membership will be drawn from full-time tenured colleagues from any of the academic colleges. Members are elected by a vote of the full-time tenured and tenure track faculty of the Library. Candidates for promotion and/or tenure, candidates undergoing Post-tenure review, Assistant Directors, or Associate Directors and the Chair of the Faculty Senate are not eligible to serve on the Library Promotion and Tenure Committee.

8. **External Review:** The candidate will submit a list of at least three but not more than five possible referees in the candidate’s discipline from outside the University (along with contact information for each referee on the list) to the Dean. The Dean will meet with the Chair/Supervisor from the candidate’s area to discuss appropriate referees for the file. At that meeting additional referees will be considered in addition to those supplied by the candidate in keeping with College/Library policies and procedures. Three referees will be chosen, with at least two coming from the list supplied by the candidate. If an insufficient number of the outside referees from the candidate’s list are available, the candidate will be asked to submit additional names until two referees proposed by the candidate agree to review the file.

9. **The Dean will handle all communication with external referees and will be responsible for the timely submission of their reports and their inclusion in the file as per College/Library policies and procedures. The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of faculty. Within this context the referees will only evaluate the intellectual contributions/professional contributions to the discipline aspects of the file. The reports will be general assessments in the same sense that professional scholars referee grant applications and manuscripts. The nature of the materials forwarded to the external reviewers and the deadlines for submission will be determined by College/Library policies and procedures.
10. The Dean of the College/Library will confirm any credit towards tenure by signing the completed Coastal Carolina University cover sheet for Promotion and/or Tenure. The Dean will add any external letters of reference to the file at this time. The Dean will then convene the College/Library Committee to review the candidates’ files. Members of the College/Library Promotion and Tenure Committee may not write letters of recommendation on behalf of candidates from their College/Library for Promotion and/or Tenure.

11. After convening the College/Library Promotion and Tenure Committee, the Dean will forward the candidate’s file to the committee. The College/Library Promotion and Tenure Committee will meet, review, and evaluate each candidate's file, and prepare a letter of recommendation based on the College/Library performance expectations elaborations documents and the promotion and tenure criteria stated in the Faculty Manual. This letter will delineate the recommendation of the committee. A favorable decision from the College/Library Promotion and Tenure Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee’s recommendation. Members who are not in agreement with the majority opinion may present an anonymous dissenting opinion that will accompany the promotion and tenure letter for inclusion in the file. The committee shall send a separate letter to the Dean stating the numerical vote of the committee. This letter will accompany the file throughout the process but will not be included in the file. The Dean and the Department Chair/Supervisor do not participate in this review process or in the formulation of the letter of recommendation; however, the College/Library Promotion and Tenure Committee may clarify any information in the candidate's file by contacting the Dean, Department Chair/Supervisor, or the candidate.

12. The College/Library Promotion and Tenure Committee letters are addressed and forwarded, along with the candidates’ files, to the Dean. After reviewing each file, the Dean will write a letter of recommendation based on both the College/Library promotion and tenure criteria and the promotion and tenure criteria stated in the Faculty Manual. This letter is placed in the candidate’s file. The decision to recommend or not to recommend is communicated to the College/Library Promotion and Tenure Committee. The Dean will meet with the candidate to discuss the College/Library Promotion and Tenure Committee recommendation, the recommendation of the Department Chair/Supervisor, and the recommendation of the Dean. At that meeting, the candidate will be given copies of these letters.

Should the candidate wish to address the assessments and recommendations noted in any of these letters, the candidate may write a letter responding to these specific issues and provide it to the Dean for inclusion in the file. The letter must be submitted to the Dean within seven (7) calendar days beginning on the day of the meeting with the Dean.

Should the Dean disagree with the College/Library Promotion and Tenure Committee’s recommendations, there will be a meeting of the College/Library Promotion and Tenure Committee and the Dean. At that meeting the Dean will share with the College/Library Promotion and Tenure Committee any letter from the candidate responding to the evaluation. At the conclusion of the meeting, the Dean and the College/Library Promotion and Tenure Committee will issue a comprehensive letter that describes the results of that meeting. The
candidate may withdraw from the process at this point, in which case the file will be returned to the candidate.

13. If the candidate elects to continue with this process, the complete file will be forwarded by the Dean to and thereafter housed in the Provost’s Office. No files will be accepted after the published deadline. Once the file has been received in the Provost's Office, the candidate may not withdraw from the promotion and tenure process, and no materials may be added to or removed from the file.

Files which received positive recommendations from both the Dean and the College/Library Promotion and Tenure Committee are routed directly to the Provost who reviews them and makes her/his own recommendation. If the Provost’s recommendation is positive, such files are not required to undergo review by the University Promotion and Tenure Committee and are forwarded to the President.

If the Provost determines that a file receiving two positive ratings needs further review, that file will be made available to the University Promotion and Tenure Committee for review.

The files which received either one or two negative recommendations from the Dean and/or the College Promotion and Tenure Committee will be made available to the University Promotion and Tenure Committee for review.

14. When a University Promotion and Tenure Committee review is required, the Committee and the Provost each will review the candidate's file independently and reach a decision based on both the Department's and the College's/Library’s performance expectations elaborations documents and the promotion and tenure criteria stated in the Faculty Manual. The University Promotion and Tenure Committee may clarify information in the candidate’s file. For this purpose, contact by the committee is limited to the candidate, Department Chair/Supervisor, Dean, and/or the College/Library Promotion and Tenure Committee. A positive recommendation from the University Promotion and Tenure Committee regarding a candidate's status requires a two-thirds majority vote.

The Provost and the Chair of the University Promotion and Tenure Committee will meet to exchange recommendations on each candidate.

a. If the University Promotion and Tenure Committee and the Provost agree positively, the Provost prepares a letter of recommendation to the President which summarizes the findings of each step of the process. This letter becomes part of the candidate's file and all files are forwarded to the President for review.

b. If the University Promotion and Tenure Committee and the Provost agree negatively, the file is not forwarded to the President. Candidates who receive a negative decision will be notified in writing by the Provost and will be invited to meet with the Provost to discuss that decision.

c. If the University Promotion and Tenure Committee and the Provost reach different decisions on a candidate, the Committee and the Provost will meet to discuss the differences. If there is still a difference following this meeting, the Provost will
compose a letter that summarizes the findings and recommendations at each step of the process and that reflects her/his recommendation. The Chair of the University Promotion and Tenure Committee will also compose a letter reflecting the recommendations of the committee. The letter from each office will state the reasoning for the recommendations and standards applied. Both letters are added to the candidate’s file, and the complete file will be forwarded to the President who will make her/his decision regarding the file.

15. The President will send a letter to the candidate indicating the final decision and will forward all files with positive recommendations to the Board of Trustees prior to their final meeting of the academic year. The Board of Trustees will vote to ratify the decision of the President.

16. After the Board of Trustees meets, the external letters of review will be removed from the candidate’s file and stored in the Provost’s Office. Candidates will be notified by the Provost to retrieve their files from the Provost’s Office.

17. A faculty member may appeal a decision through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, or failure of notice of opportunity to be heard (see section IV. C.). Cases of alleged violation of anti-discrimination laws pertaining to federally protected categories will be referred to the EEO Officer (University Policy HREO-107).

3. Motion to make the following changes to Section V. G pages 53-57 in the Faculty Manual (moved and seconded out of executive committee, needs approval of the full Faculty, Provost, President, and the Board of Trustees):

Current Language:
G. Post-Tenure Review

Pursuant to SC Code of Laws Title 59-103-30, Coastal Carolina University maintains a system of post-tenure review. The purpose of post-tenure review is to ensure continued satisfactory performance of tenured faculty and to reward exceptional performance among Professor and Librarian rank faculty. It is not intended to impinge upon academic freedom within the classroom or in research, publication, creative performance, or creative production in the arts.

All tenured faculty (except for the Dean of Library Services) will undergo post-tenure review during the sixth year subsequent to the awarding of tenure, promotion, or post-tenure review, subject to the following conditions:

- The faculty member is not applying for promotion at the time they are eligible for post-tenure review.
- The faculty member (excluding Library faculty) has taught 36 credit hours during the period since the previous successful application for tenure, promotion, or post-tenure review.
The evaluation of the candidate will be based on the six years of past performance beginning with the academic year of the most recent successful application for tenure, promotion, or post-tenure review, and ending at the close of the academic year prior to the year of application for post-tenure review.

1. Assistant and Associate Professors/Librarians
   a. Ratings:
      - Favorable: The evaluation will be based on satisfactory performance in all areas reflected in the criteria for the position and rank of the faculty member as stated in the Faculty Manual. For Assistant/Associate Professors, a favorable rating will be based on some evidence of intellectual contributions, professional contributions to the discipline, quality teaching, and average service activity; it should also indicate reasonable expectations of continued development and contributions. For Assistant/Associate Librarians, a favorable rating will be based on evidence of quality service as a librarian and evidence of scholarly activity.
      - Conditional: For Assistant/Associate Professors, a conditional rating indicates below-average performance as evidenced by the lack of intellectual contributions, professional contributions to the discipline and/or substandard teaching. For Assistant/Associate Librarians, a conditional rating indicates below-average performance as evidenced by the lack of quality service as a librarian and/or a lack of scholarly activity.
      - Unfavorable: This rating indicates failure to make reasonable progress in achieving stated professional goals after a conditional rating.

   b. The Evaluation Process

      The deadline for submission of post-tenure review files will be determined by the Provost in consultation with the Chair of the University Promotion and Tenure Committee no later than the last Friday of April of the academic year prior to submission of said files. All eligible faculty will be notified that they must apply for post-tenure review no later than the first Friday of May. The Deans will determine the internal College/Library deadlines so that the completed files may be submitted to the Provost no later than the second Friday in February. The appropriate College/Library Promotion and Tenure Committee will be informed of the internal deadlines no later than the first Friday of September.

      The process of post-tenure review begins with the submission of a cover letter, the College/Library and Department performance criteria, a current curriculum vitae, and the six annual reports filed since the most recent successful application for tenure, promotion, or post-tenure review.

      Additional materials included in the file will be dictated by College/Library policies to ensure adequate evidence of satisfactory performance in each of the performance areas cited in section a. above.
1. Based on the materials in the file, the Chair/Supervisor will prepare a letter of 
evaluation and include it in the file to be submitted in keeping with 
College/Library policies and procedures.
2. The Dean will convene the College/Library Promotion and Tenure Committee 
and submit the file to the committee.
3. The committee will evaluate the file and prepare a letter that reflects the criteria 
applied by the committee and the rating assigned to the candidate. The vote will 
be by simple majority.
4. The letter will be placed in the file and is submitted to the Dean by the internal 
deadline. The vote tally will be submitted to the Dean under separate cover.
5. The Dean will review the file and prepare a letter of evaluation which includes 
her/his rating of the candidate and will include the letter in the file.
6. The Dean will then meet with the candidate to review the file and discuss the 
evaluation. A copy of each of the evaluation letters will be supplied to the 
candidate.
7. After this meeting, the dean will submit the complete file to the Provost who 
will evaluate the file. If the Provost agrees with the recommendations of the 
College/Library Promotion and Tenure Committee and the Dean, the Provost 
will compose a letter assigning that rating to the candidate and add it to the 
candidate’s personnel file. If the Dean and the committee have conflicting 
recommendations, the Provost will meet with the Dean and the Chair of the 
committee to discuss these differences. Subsequent to this meeting, the Provost 
will make the final decision, compose the letter assigning that rating to the 
candidate, and add it to the personnel file. If the Provost does not agree with the 
recommendation of the Dean and the committee, the Provost will compose a 
letter recommending an alternative rating, includes it in the file and forwards 
the complete file to the President. The President will meet with the Provost, 
Dean, and the Chair of the committee to discuss these differences. Subsequent 
to that meeting the President will make the final decision. The President will 
assign the rating and a letter reflecting the rating will be added to the personnel 
file by the Provost.
8. At the conclusion of the process, the candidate will be notified by the Provost of 
the results of the review and asked to retrieve the file from the Provost’s Office.

2. Professors and Librarians

All of the dates, procedures, and ratings that apply to Assistant and Associate 
Professors/Librarians stated in section G. 1. also apply to Professors and Librarians with 
the exception of one additional rating and the attendant procedures cited below.

a. Ratings:
   - Favorable: The evaluation will be based on satisfactory performance in all 
     areas reflected in the criteria for the position and rank of the faculty member 
     as stated in the Faculty Manual.
   - Exceptional: For Professors/Librarians, a rating of exceptional indicates 
     outstanding, sustained contributions to the discipline through intellectual
contributions, professional contributions to the discipline. Evidence of strong, effective, dedicated teaching is also required, as is proof of substantial service. For Librarians, a rating of exceptional indicates outstanding service as a librarian and strong, productive scholarly activity.

b. The Evaluation Process for Exceptional Ratings: Professors or Librarians who believe that they merit a rating of exceptional must ensure that adequate evidence of performance at a high level is contained in the file submitted to the College/Library Promotion and Tenure Committee in accordance with College/Library policies.

Additionally, based on evidence provided by the candidate, either the College/Library Promotion and Tenure Committee or the Dean may recommend that any candidate pursue an exceptional rating through the process described below. Candidates cannot pursue an exceptional rating without recommendation from one or both of these parties. Candidates recommended to pursue an exceptional rating from the College/Library Promotion and Tenure Committee and/or the Dean have two options:

- Candidates may choose at this time to not pursue an exceptional rating at the University level, in which case the process defined in section 1. b. above for the favorable rating will be followed.
- Candidates who choose to pursue the exceptional rating will have the opportunity to augment the materials contained in her/his file.

c. The Application Procedure for an Exceptional Rating:

1. The candidate will submit a list of at least three but not more than five possible referees in the candidate’s discipline from outside the University (along with contact information for each referee on the list) to the Dean. The Dean will meet with the Chair/Supervisor from the candidate’s area to discuss appropriate referees for the file. At that meeting additional referees will be considered in addition to those supplied by the candidate in keeping with College/Library policies and procedures. Three referees will be chosen, with at least two coming from the list supplied by the candidate. If an insufficient number of the outside referees from the candidate’s list are available, the candidate will be asked to submit additional names until two referees proposed by the candidate agree to review the file.

2. The Dean will handle all communication with external referees and will be responsible for the timely submission of their reports. The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of faculty. Within this context the referees will only evaluate the intellectual contributions, professional contributions to the discipline aspects of the file only. The reports will be general assessments in the same sense that professional scholars referee grant applications and manuscripts.

3. The file containing the three college evaluation letters and any new materials added by the candidate must be submitted to the Provost’s Office no later than the
last Friday in February. The referee review letters will be added to the file no later than the third Friday in March. The Provost and the University Promotion and Tenure Committee will consider the applicant’s file and the opinions of the referees to determine whether or not to validate the exceptional rating. Regardless of the outcome, whether positive, negative, or split, the President will be informed of the result of this process and will make the final determination.

4. If the exceptional rating is not awarded, the individual will receive a favorable rating. Once the process is completed the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office. The names of the external referees will be removed from the file.

3. Consequences of Evaluation

Faculty members receiving ratings of favorable, conditional, or unfavorable will be notified by the Provost of the results of post-tenure review no later than the last Friday in March. Those being considered for the rating of exceptional will be notified by the Provost of the results no later than the last Friday in April.

a. Exceptional: A faculty member given an exceptional rating will receive a salary increase of $5,000.00 added to the base pay (which will be in addition to any other salary adjustments earned in that academic year). A subsequent review will take place according to the schedule in section 1. b. above.

b. Favorable: A faculty member given a favorable rating will receive a salary increase of $1,500.00 added to the base pay (which will be in addition to any other salary adjustments earned in that academic year). A subsequent review will take place according to the schedule in section 1. b. above.

c. Conditional: A faculty member given a conditional rating must present a one-year professional plan to the Chair/Supervisor and the Dean for approval no later than the second Friday in May of the academic year in which the conditional rating was given. The plan will outline specific measures that the faculty member must take to address the professional deficiencies outlined in the evaluation letters. The faculty member must undergo an additional post-tenure review in the academic year following the completion of the one-year plan. The evaluation will be based on the criteria cited in section 1. a. above.

d. Unfavorable: A faculty member receiving a conditional rating who fails to achieve a favorable rating in the second post-tenure review will receive the rating of unfavorable. A faculty member given an unfavorable rating will meet with the Chair/Supervisor and Dean to initiate a one-year mentoring/monitoring plan that will state the goals to be achieved and the means by which success will be measured. It may include but will not be limited to such elements as peer review of classroom performance, the opportunity to collaborate on research/creative projects, and attendance at off-campus faculty development seminars and professional meetings. The faculty member must undergo an additional post-tenure review in the academic year following the completion of the one-year mentoring/monitoring plan. The evaluation will be based on the criteria cited in section 1. a. above. If a rating below favorable has been earned based on the lack of reasonable progress
toward the performance goals, the faculty member will be subject to revocation of tenure for habitual neglect of duty.

4. Appeals

Post-tenure review may be appealed through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, failure of notice of opportunity to be heard, or discrimination as defined by federal and state protected categories (in the last case the matter will be forwarded to the EEO Officer). The termination of employment of a tenured faculty member cannot be grieved (see section IV. C.).

**Proposed Language:**

G. Post-Tenure Review

Pursuant to SC Code of Laws Title 59-103-30, Coastal Carolina University maintains a system of post-tenure review. The purpose of post-tenure review is to ensure continued satisfactory performance of tenured faculty and to reward exceptional performance among Professor and Librarian rank faculty. It is not intended to impinge upon academic freedom within the classroom or in research, publication, creative performance, or creative production in the arts.

All tenured faculty (except for the Dean of Library Services) will undergo post-tenure review during the sixth year subsequent to the awarding of tenure, promotion, or post-tenure review, subject to the following conditions:

- The faculty member is not applying for promotion at the time they are eligible for post-tenure review.
- The faculty member (excluding Library faculty) has taught 36 credit hours during the period since the previous successful application for tenure, promotion, or post-tenure review.

The evaluation of the candidate will be based on the six years of past performance beginning with the academic year of the most recent successful application for tenure, promotion, or post-tenure review, and ending at the close of the academic year prior to the year of application for post-tenure review.

1. Assistant and Associate Professors/Librarians, Professors/Librarians

   a. Ratings:

      - **Exceptional:** For Assistant/Associate Professor, a rating of exceptional indicates outstanding and sustained service. Evidence of strong, effective, dedicated teaching is also required, as is proof of contributions to the discipline through intellectual contributions/professional contributions. For Professors/Librarians, a rating of exceptional indicates outstanding, sustained contributions to the discipline through intellectual contributions, professional contributions to the discipline. Evidence of strong, effective, dedicated teaching is also required, as is proof of substantial service. For **Assistant/Associate Librarians** and Librarians, a
rating of exceptional indicates outstanding service as a librarian and strong, productive scholarly activity.

- Favorable: The evaluation will be based on satisfactory performance in all areas reflected in the criteria for the position and rank of the faculty member as stated in the Faculty Manual. For Assistant/Associate Professors and Professor, a favorable rating will be based on some evidence of intellectual contributions, professional contributions to the discipline, quality teaching, and average service activity; it should also indicate reasonable expectations of continued development and contributions. For Assistant/Associate Librarians and Librarians, a favorable rating will be based on evidence of quality service as a librarian and evidence of scholarly activity.

- Conditional: For Assistant/Associate Professors and Professor, a conditional rating indicates below-average performance as evidenced by the lack of intellectual contributions, professional contributions to the discipline, and/or substandard teaching. For Assistant/Associate Librarians and Librarians, a conditional rating indicates below-average performance as evidenced by the lack of quality service as a librarian and/or a lack of scholarly activity.

- Unfavorable: This rating indicates failure to make reasonable progress in achieving stated professional goals after a conditional rating.

b. The Evaluation Process

The deadline for submission of post-tenure review files will be determined by the Provost in consultation with the Chair of the University Promotion and Tenure Committee no later than the last Friday of April of the academic year prior to submission of said files. All eligible faculty will be notified that they must apply for post-tenure review no later than the first Friday of that May. The Deans will determine the internal College/Library deadlines so that the completed files may be submitted to the Provost no later than the second Friday in February. The appropriate College/Library Promotion and Tenure Committee will be informed of the internal deadlines no later than the first Friday of September.

The process of post-tenure review begins with the submission of a cover letter, the College/Library and Department performance criteria, a current curriculum vitae, and the six annual reports filed since the most recent successful application for tenure, promotion, or post-tenure review.

Additional materials included in the file will be dictated by College/Library policies to ensure adequate evidence of satisfactory performance in each of the performance areas cited in section a. above.

1. Based on the materials in the file, the Chair/Supervisor will prepare a letter of evaluation and include it in the file to be submitted in keeping with College/Library policies and procedures.

2. The Dean will convene the College/Library Promotion and Tenure Committee and submit the file to the committee.
3. The committee will evaluate the file and prepare a letter that reflects the criteria applied by the committee and the rating assigned to the candidate. The vote will be by simple majority.
4. The letter will be placed in the file and submitted to the Dean by the internal deadline. The vote tally will be submitted to the Dean under separate cover.
5. The Dean will review the file and prepare a letter of evaluation which includes her/his rating of the candidate and will include the letter in the file.
6. The Dean will then meet with the candidate to review the file and discuss the evaluation. A copy of each of the evaluation letters will be supplied to the candidate.
7. After this meeting, the dean will submit the complete file to the Provost who will evaluate the file. If the Provost agrees with the recommendations of the College/Library Promotion and Tenure Committee and the Dean, the Provost will compose a letter assigning that rating to the candidate and add it to the candidate’s personnel file. If the Dean and the committee have conflicting recommendations, the Provost will meet with the Dean and the Chair of the committee to discuss these differences. Subsequent to this meeting, the Provost will make the final decision, compose the letter assigning that rating to the candidate, and add it to the personnel file. If the Provost does not agree with the recommendation of the Dean and the committee, the Provost will compose a letter recommending an alternative rating, includes it in the file and forwards the complete file to the President. The President will meet with the Provost, Dean, and the Chair of the committee to discuss these differences. Subsequent to that meeting the President will make the final decision. The President will assign the rating and a letter reflecting the rating will be added to the personnel file by the Provost.
8. At the conclusion of the process, the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office.

c. The Evaluation Process for Exceptional Ratings:

Assistant/Associate Professors/ Librarians and Professors or Librarians who believe that they merit a rating of exceptional must ensure that adequate evidence of performance at a high level is contained in the file submitted to the College/Library Promotion and Tenure Committee in accordance with College/Library policies.

Additionally, based on evidence provided by the candidate, either the College/Library Promotion and Tenure Committee or the Dean may recommend that any candidate pursue an exceptional rating through the process described below. Candidates cannot pursue an exceptional rating without recommendation from one or both of these parties. Candidates who have received a recommendation to pursue an exceptional rating from the College/Library Promotion and Tenure Committee and/or the Dean have two options:
- Candidates may choose at this time to not pursue an exceptional rating at the University level, in which case the process defined in section 1. b. above for the favorable rating will be followed.
- Candidates who choose to pursue the exceptional rating will have the opportunity to augment the materials contained in her/his file.

d. The Application Procedure for an Exceptional Rating:

Assistant and Associate Professors/Librarians should **only** follow steps 3 and 4 outlined below. Full professors/Librarians should follow **all** the steps outlined below.

1. The candidate will submit a list of at least three but not more than five possible referees in the candidate’s discipline from outside the University (along with contact information for each referee on the list) to the Dean. The Dean will meet with the Chair/Supervisor from the candidate’s area to discuss appropriate referees for the file. At that meeting additional referees will be considered in addition to those supplied by the candidate in keeping with College/Library policies and procedures. Three referees will be chosen, with at least two coming from the list supplied by the candidate. If an insufficient number of the outside referees from the candidate’s list are available, the candidate will be asked to submit additional names until two referees proposed by the candidate agree to review the file.

2. The Dean will handle all communication with external referees and will be responsible for the timely submission of their reports. The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of faculty. Within this context the referees will only evaluate the intellectual contributions, professional contributions to the discipline aspects of the file only. The reports will be general assessments in the same sense that professional scholars referee grant applications and manuscripts.

3. The file containing the three college evaluation letters and any new materials added by the candidate must be submitted to the Provost’s Office no later than the last Friday in February. The referee review letters will be added to the file no later than the third Friday in March. The Provost and the University Promotion and Tenure Committee will consider the applicant’s file and the opinions of the referees to determine whether or not to validate the exceptional rating. Regardless of the outcome, whether positive, negative, or split, the President will be informed of the result of this process and will make the final determination.

4. If the exceptional rating is not awarded, the individual will receive a favorable rating. Once the process is completed the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office. **Any letters from external referees will be removed from the file and stored in the Office of the Provost.**
3. Consequences of Evaluation

Faculty members receiving ratings of favorable, conditional, or unfavorable will be notified by the Provost of the results of post-tenure review no later than the last Friday in March. Those being considered for the rating of exceptional will be notified by the Provost of the results no later than the last Friday in April.

e. Exceptional: An Associate/Assistant Professor or Librarian given an exceptional rating will receive a salary increase of $3,500.00 added to the base pay (which will be in addition to any other salary adjustments earned in that academic year). A Full Professor or Librarian given an exceptional rating will receive a salary increase of $5,000.00 added to the base pay (which will be in addition to any other salary adjustments earned in that academic year). A subsequent review will take place according to the schedule in section 1. b. above.

f. Favorable: A faculty member given a favorable rating will receive a salary increase of $1,500.00 added to the base pay (which will be in addition to any other salary adjustments earned in that academic year). A subsequent review will take place according to the schedule in section 1. b. above.

g. Conditional: A faculty member given a conditional rating must present a one-year professional plan to the Chair/Supervisor and the Dean for approval no later than the second Friday in May of the academic year in which the conditional rating was given. The plan will outline specific measures that the faculty member must take to address the professional deficiencies outlined in the evaluation letters. The faculty member must undergo an additional post-tenure review in the academic year following the completion of the one-year plan. The evaluation will be based on the criteria cited in section 1. a. above.

h. Unfavorable: A faculty member receiving a conditional rating who fails to achieve a favorable rating in the second post-tenure review will receive the rating of unfavorable. A faculty member given an unfavorable rating will meet with the Chair/Supervisor and Dean to initiate a one-year mentoring/monitoring plan that will state the goals to be achieved and the means by which success will be measured. It may include but will not be limited to such elements as peer review of classroom performance, the opportunity to collaborate on research/creative projects, and attendance at off-campus faculty development seminars and professional meetings. The faculty member must undergo an additional post-tenure review in the academic year following the completion of the one-year mentoring/monitoring plan. The evaluation will be based on the criteria cited in section 1. a. above. If a rating below favorable has been earned based on the lack of reasonable progress toward the performance goals, the faculty member will be subject to revocation of tenure for habitual neglect of duty.

4. Appeals

Post-tenure review may be appealed through the faculty grievance procedure only in cases of procedural errors not caused by the grievant, failure of notice of opportunity to be heard, or discrimination as defined by federal and state protected categories (in the last case the
matter will be forwarded to the EEO Officer). The termination of employment of a tenured faculty member cannot be grieved (see section IV. C.).

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS

XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT