



## College of Arts and Sciences Routing Chart 2011-2012

	Budget	
Action	What To Send	To Whom
Budget Transfers	College of Arts and Sciences Non-Reimbursement Transfer Request form available upon request; contact Linda Mabry at (7-5148) or by email.	A & S Budget Office: Patty Brabham (7-1645)
Contractual Services Payment Voucher	University of South Carolina - Direct Expenditure Voucher. DEV form available at <a href="https://web.admin.sc.edu/entryV.php">https://web.admin.sc.edu/entryV.php</a>	For contract or grant procurements: Office of Contract and Grants. All others: Procurement Office
Credit Hour Shortfall	Memo justifying shortfall	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)
Dean's Office Commitment Reimbursements	Complete College of Arts and Sciences Commitment Reimbursement form (at least quarterly) with appropriate documentation. Reimbursement form and accompanying Backup Requirements form available upon request; contact Linda Mabry at (7-5148) or by email.	A & S Budget Office: Patty Brabham (7-1645)
Deficit E Fund Accounts	Complete template provided by A & S Budget Office and appropriate correcting document.	A & S Budget Office: Linda Mabry (7-5148)
Deficit Educational Foundation Scholarship Accounts	Written response to email notification	Asst Dean for Academic and Fiscal Planning Sonya Brown (7-8451) & USC Educational Foundation
Deposits - Dean Accounts	USC Deposit Transmittal Form available at <a href="http://www.uts.sc.edu/forms/USC-Dep-tran.pdf">http://www.uts.sc.edu/forms/USC-Dep-tran.pdf</a>	A & S Budget Office: Patty Brabham (7-1645)
Deposits - Departmental Accounts	USC Deposit Transmittal Form available at <a href="http://www.uts.sc.edu/forms/USC-Dep-tran.pdf">http://www.uts.sc.edu/forms/USC-Dep-tran.pdf</a>	Financial Services: Cashier

Bank of America/USC Corporate Card - Rules and Regulations	N/A	USC Controller's Office: Annette Jordon (7-4047)
Educational Foundation Reimbursements - where the individual being reimbursed is not a direct report to the Dean	University of South Carolina Foundations - Check Authorization Request Form available upon request; contact Linda Mabry at (7-5148) or by email.	USC Educational Foundation (7-6141)
Educational Foundation Reimbursements - where the individual being reimbursed is a direct report to the Dean	University of South Carolina Foundations - Check Authorization Request Form available upon request; contact Linda Mabry at (7-5148) or by email.	A & S Budget Office: Linda Mabry (7-5148)
Establishing New Departmental Accounts	University of South Carolina - Account Memorandum available at <a href="http://busfinance.admin.sc.edu/budget/doc/Account-Memo-Form.pdf">http://busfinance.admin.sc.edu/budget/doc/Account-Memo-Form.pdf</a> For E Fund Accounts - also prepare University of South Carolina - Request to Establish E Fund Account Form available at <a href="http://finplan.admin.sc.edu/budget/doc_06/efundform.doc">http://finplan.admin.sc.edu/budget/doc_06/efundform.doc</a>	A & S Budget Office: Linda Mabry (7-5148)
Food & Beverage Purchases from University Funds	Memo written from departmental chair or director to the Dean	A & S Budget Office: Linda Mabry (7-5148)
Journal Entries - Involving Dean accounts (cost sharing, new hire commitments, etc)	College of Arts and Sciences Non-Reimbursement Transfer Request form available upon request; contact Linda Mabry at (7-5148) or by email.	A & S Budget Office: Patty Brabham (7-1645)
Journal Entries – Involving departmental accounts only	University of South Carolina - Journal Entry Form available at <a href="https://web.admin.sc.edu/entryJ.php">https://web.admin.sc.edu/entryJ.php</a>	For contract or grant procurements: Office of Contracts and Grants. All others: Controller's Office.
Membership Dues - Regardless of paying method (voucher or purchasing card)	If paying by check, use University of South Carolina - Direct Expenditure Voucher at <a href="https://web.admin.sc.edu/entryV.php">https://web.admin.sc.edu/entryV.php</a> and include membership memo. If paying by credit card, send membership memo to Dean's Office.	A & S Budget Office: Linda Mabry (7-5148)
Non-contractual Services Payment Voucher	University of South Carolina - Direct Expenditure Voucher at <a href="https://web.admin.sc.edu/entryV.php">https://web.admin.sc.edu/entryV.php</a>	For contract or grant procurements: Office of Contracts and Grants. All others: Procurement Office
Purchasing	University of South Carolina - Purchasing Requisition Form available at <a href="http://purchasing.sc.edu/doc/pur-req2.pdf">http://purchasing.sc.edu/doc/pur-req2.pdf</a>	For contract or grant procurements: Office of Contracts and Grants. All others: Procurement Office
Quarterly Restricted Funds Review for months ending October, January, April, July	Template provided by A & S Budget Office	A & S Budget Office: Linda Mabry (7-5148)
Semi-annual "A Fund-non lab accounts" Review for months	Template provided by A & S Budget Office	A & S Budget Office: Linda Mabry (7-5148)

ending October & March		
Quarterly "E Fund" Review for months ending September, December, March	Template provided by A & S Budget Office	A & S Budget Office: Linda Mabry (7-5148)
Lab Course Master Listing to A & S Budget Office (August)	Template provided by A & S Budget Office	A & S Budget Office: Patty Brabham (7-1645)
Semester Review of Lab Accounts' Budgeted Enrollments to Actual Enrollments	Analysis provided to departments	A & S Budget Office: Patty Brabham (7-1645)
Semi-annual "A Fund" Full-time Salary Review for months ending August and February	Template provided by A & S Budget Office	A & S Budget Office: Linda Mabry (7-5148)
Semi-annual Educational Foundation Review conducted in July & January	Template provided by A & S Budget Office	Asst Dean for Academic and Fiscal Planning Sonya Brown (7-8451)
Time & Effort Reporting - Dean Accounts (Prepared by Linda Mabry)	Email notification, online verification, paper signature	Office of Contract & Grant Accounting
Time & Effort Reporting - Departmental Accounts (Prepared by Department Staff)	Email notification, online verification, paper signature	Office of Contract & Grant Accounting
Travel	University of South Carolina - Travel Authorization Form (pre-approval) & Travel Reimbursement Voucher (payment) Forms available at <a href="https://web.admin.sc.edu/entryT.php">https://web.admin.sc.edu/entryT.php</a> <a href="http://www.uts.sc.edu/forms/trv-form.pdf">http://www.uts.sc.edu/forms/trv-form.pdf</a>	For contract or grant procurements: Office of Contracts and Grants. All others: Controller -Travel Office
Travel - all requests where the traveler is a direct report to the Dean	University of South Carolina - Travel Authorization Form (pre-approval) & Travel Reimbursement Voucher (payment) Forms available at <a href="https://web.admin.sc.edu/entryT.php">https://web.admin.sc.edu/entryT.php</a> <a href="http://www.uts.sc.edu/forms/trv-form.pdf">http://www.uts.sc.edu/forms/trv-form.pdf</a>	A & S Budget Office: Linda Mabry (7-5148)
University Purchasing Card - Rules and Regulations	N/A	USC Purchasing Office: Kim Rose (7-2976)
	<b>Curriculum</b>	
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
<b>Curricular Actions</b>		
Adding New Track, Concentration,	1. Phone call or email to Mary Ann Byrnes before starting process	Asst Dean for Administration Mary Ann

<p>Option to an Existing Degree Program: more than 18 hours</p>	<p>2. Academic Program Action (APA) and related forms 3. Full Program Proposal in CHE format</p> <p>See Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p>	<p>Byrnes (7-5371) or byrnes@sc.edu</p>
<p>Adding New Track, Concentration, Option to an Existing Degree Program: 18 hours or less</p>	<p>1. Phone call or email to Mary Ann Byrnes before starting process 2. Academic Program Action (APA) and related forms</p> <p>See Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p>	<p>Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu</p>
<p>Carolina Core designation</p>	<p>Forms available on Carolina Core web site <a href="http://www.sc.edu/generaleducation/">http://www.sc.edu/generaleducation/</a> (expected Fall 2011); refer questions by phone or email to Mary Ann Byrnes</p>	<p>Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu</p>
<p>Course, Curricula, Majors, Programs: general questions</p>	<p>Phone call or email</p>	<p>Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu</p>
<p>Course Proposals (New, Changed, Deleted) Undergraduate (100-600 level)</p>	<p>Forms for New Course Proposals (NCP), Course Change Proposal (CCP), and accompanying Justification (JUS) and Bulletin Change (BCH) forms are available on Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p> <p>Syllabi that accompany forms must comply with standards set forth in ACAF 2.03 at <a href="http://www.sc.edu/policies/acaf203.pdf">http://www.sc.edu/policies/acaf203.pdf</a></p> <p>After action at the College level, proposals must be forwarded to University Curricula and Courses Committee through the Faculty Senate Office.</p>	<p>Liberal Arts courses: Asst Dean for Administration Mary Ann Byrnes (7-5371); Natural Science courses: Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)</p>
<p>Course Proposals (New, Changed, Deleted) Graduate (700-800 levels)</p>	<p>Forms for New Course Proposals (NCP), Course Change Proposal (CCP), and accompanying Justification (JUS) and Bulletin Change (BCH) forms are available on Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p> <p>Syllabi that accompany forms must comply with standards set forth by the Graduate School at <a href="http://gradschool.sc.edu/DocLibrary/documents/GC_SyllabusGuideline.pdf">http://gradschool.sc.edu/DocLibrary/documents/GC_SyllabusGuideline.pdf</a></p> <p>After action at the College level, proposals must be forwarded to the Graduate Council through the Graduate School. See <a href="http://gradschool.sc.edu/gradcouncil/prop_sub.htm">http://gradschool.sc.edu/gradcouncil/prop_sub.htm</a></p>	<p>Liberal Arts courses: Asst Dean for Administration Mary Ann Byrnes (7-5371); Natural Science courses: Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)</p>
<p>Distance Delivery of Existing Course</p>	<p>Form for Distance Education Delivery Proposals (DED) is available on Academic Program Development pages on Provost's Office web site at</p>	<p>Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu</p>

	<p><a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p> <p>Syllabi that accompany forms must comply with standards set forth in ACAF 2.03 at <a href="http://www.sc.edu/policies/acaf203.pdf">http://www.sc.edu/policies/acaf203.pdf</a> for 100-600 levels or those set forth by the Graduate School at <a href="http://gradschool.sc.edu/DocLibrary/documents/GC_SyllabusGuideline.pdf">http://gradschool.sc.edu/DocLibrary/documents/GC_SyllabusGuideline.pdf</a> for 700-800 levels.</p> <p>After action at the College level, proposals must be considered by University Technology Services and then by either the University Curricula and Courses Committee or Graduate Council, as appropriate.</p>	
<b>New Major, Degree, and Certificate Programs</b>	<ol style="list-style-type: none"> <li>1. Phone call or email to Dean Fitzpatrick, with copy to Mary Ann Byrnes before starting process</li> <li>2. Program Planning Summary in CHE format</li> <li>3. Academic Program Action (APA) and related forms</li> <li>4. Full Program Proposal in CHE format</li> </ol> <p>See Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p>	<p>Dean Mary Anne Fitzpatrick, with copy to Asst Dean for Administration Mary Ann Byrnes</p> <p><b>Proposals must considered first by the College of Arts and Sciences Academic Planning Council.</b></p>
<b>Other Changes to Existing Major, Degree, and Certificate Programs</b>	<p>Academic Program Action (APA) and related forms</p> <p>See Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p>	<p>Liberal Arts programs: Asst Dean for Administration Mary Ann Byrnes (7-5371); Natural Science programs: Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)</p>
<b>Special Topics Course Proposals</b>	<p>Forms for Special Topics Courses (STC) are available on Academic Program Development pages on Provost's Office web site at <a href="http://www.sc.edu/provost/acadprog/">http://www.sc.edu/provost/acadprog/</a></p> <p>After action at the College level, proposals for special topics courses must be forwarded to the Office of the Registrar for inclusion in the Master Schedule.</p>	<p>Liberal Arts courses: Asst Dean for Administration Mary Ann Byrnes (7-5371); Natural Science courses: Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)</p>
<b>Other Actions</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Academic Program Liaison approval	Phone call or email	Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu
Academic Program Reviews	Phone call or email	Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu

Assessment Reports and Plans	Online submission at <a href="http://assessmentplan.ipr.sc.edu/">http://assessmentplan.ipr.sc.edu/</a>	Asst Dean for Administration Mary Ann Byrnes (7-5371) or byrnes@sc.edu
College Scholarships	Application as per format specified on A & S web page under "Undergraduate Affairs"	Specified in application instructions; questions can be referred to Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
Departmental Rising Senior Awards	nomination memo from Departmental Undergraduate Director	Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
Request to Establish a Center or Institute	1. Phone call or email to Dean Fitzpatrick, with copy to Mary Ann Byrnes before starting process 2. Proposal per format in ACAF 2.01 at <a href="http://www.sc.edu/policies/acaf201.pdf">http://www.sc.edu/policies/acaf201.pdf</a>	Dean Mary Anne Fitzpatrick, with copy to Asst Dean for Administration Mary Ann Byrnes  <b>Proposals must considered first by the College of Arts and Sciences Academic Planning Council.</b>
<b>Human Resources</b>		
<b>Classified Staff (All)</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Source of Funding Changes	Proof of resources, PBP4/5	A & S HR: Susan Illingworth (7-2506)
<b>Classified Staff (Full-Time)</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Initiate Search	Justification memo to include updated job description and salary recommendation	A & S HR Director (7-4541) or A & S HR: Susan Illingworth (7-2506)
Make Offer	PBP1, USC Application, I-9, P25 (if grant funded), PD, and Affirmative Action. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR: Susan Illingworth (7-2506)
Reclassification	Justification memo to include listing of new job duties, copy of existing job description, and departmental organizational chart	A & S HR Director (7-4541) or A & S HR: Susan Illingworth (7-2506)
Lateral Transfer Within USC	USC Application, P25 (if grant funded), PD, HR27, and Affirmative Action. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR: Susan Illingworth (7-2506)
Staff Excellence Awards	Latest EPMS Review (current), Nomination Form at <a href="http://www.cas.sc.edu/dean/handbook/4-1.html">http://www.cas.sc.edu/dean/handbook/4-1.html</a>	Executive Asst to the Dean Cheri Shinn (7-7798)
<b>Classified Staff (Temporary)</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>

Make Offer	PBP2, I-9, Application for Temporary Employment, job ad, Non-Election SC Retirement or Enrollment form, position description (signed by supervisor.) See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR: Susan Illingworth (7-2506)
Reappointment	PBP2, Non-Election SC Retirement or Enrollment form. <b>NOTE: must have a 15 day break between yearly appts.</b> See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR: Susan Illingworth (7-2506)
<b>Dual Employment</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Make Offer - Inside USC	C-20, P300, PBP2, submit letter for Provost approval if salary more than \$5000. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a> and <a href="http://www.sc.edu/policies/hr178.html">http://www.sc.edu/policies/hr178.html</a>	A & S HR Director (7-4541)
Make Offer - Outside USC	C-20, W-4, PBP2, USC Dual Retirement Information, submit letter for Provost approval if salary more than \$5000. See <a href="http://www.sc.edu/policies/hr178.html">http://www.sc.edu/policies/hr178.html</a>	A & S HR Director (7-4541)
<b>Graduate Assistants A-Funded</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Allocation	Request, draft offer letter and/or workload (if different from formats provided)	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)
<b>General</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Criminal Background Check	See <a href="http://www.sc.edu/policies/hr190.pdf">http://www.sc.edu/policies/hr190.pdf</a>	Send to A & S HR Director (7-4541) for faculty positions or to A & S HR: Susan Illingworth (7-2506) for classified positions
Endowed Chairs (New and Renewing)	See <a href="http://www.sc.edu/provost/chaired.shtml">http://www.sc.edu/provost/chaired.shtml</a> and <a href="http://www.sc.edu/policies/acaf121.html">http://www.sc.edu/policies/acaf121.html</a>	Dean Mary Anne Fitzpatrick, with copy to Executive Asst to the Dean Cheri Shinn (7-7798)
Non-US Citizens	Complete IS1 form along with vita; see <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	Send to A & S HR Director (7-4541) for faculty positions or to A & S HR: Susan Illingworth (7-2506) for classified positions
<b>Instructional Staffing A-Funded</b>		
<b>ADJUNCT (FULL-TIME), TFAC &amp; PART-TIME INSTRUCTORS</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Allocation	Request for Authorization to Hire Temporary Instructional Staff Form & accompanying documents	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)

ADJUNCT (FULL-TIME)		
Action	What To Send	To Whom
Make Offer	Vita, API form (academic application), I9, transcript, PBP2, non-election/SC retirement, chair's memo specifying course to be taught, section #, enrollment & stipend per course. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
Reappointment	<b>If submitted 30 days prior to ending date</b> , Chair's memo specifying course to be taught, section #, enrollment & stipend per course.	A & S HR Director (7-4541)
TFAC & PART-TIME INSTRUCTORS		
Action	What To Send	To Whom
Make Offer	PBP2, non-election/SC retirement. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
AWARDS, COLLEGE		
Action	What To Send	To Whom
Non-Tenure Track Undergraduate Teaching Award	Application as per format specified on A & S web page under Chapter IV, College Administrator's Handbook at <a href="http://www.cas.sc.edu/dean/handbook/chapterfour.html">http://www.cas.sc.edu/dean/handbook/chapterfour.html</a>	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)
NON-TENURED UNCLASSIFIED		
ALL FUND GROUPS		
Action	What To Send	To Whom
Interview Request	Memo, position description, ad	Senior Associate Dean (7-7161): Anne Bezuidenhout– Liberal Arts; Bob Thunell – Natural Sciences; with copy to A & S HR Director
Source of Funding Changes	Proof of resources, PBP4/5	A & S HR Director (7-4541)
POST DOCTORAL		
Action	What To Send	To Whom
Make Offer	Chair's request, PBP2, I-9, API Form (academic application), offer letter if Post-	A & S HR Director (7-4541)

	Doc, Non-election SC Retirement or Enrollment form, job ad, position description (signed by supervisor.) See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	
Reappointment	Chair's request, PBP2, Reappointment letter if Post-Doc. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
<b>RESEARCH FACULTY: Full-Time</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Make Offer	Chair's request, PBP2, I-9, API Form (academic application), offer letter, Non-election SC Retirement or Enrollment form, job ad, position description (signed by supervisor.) See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
Reappointment	Chair's request, PBP2, Reappointment letter. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
<b>RESEARCH FACULTY: Temporary</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Make Offer	PBP2, I-9, API (academic application), Non-Election SC Retirement or Enrollment form, <u>official transcript if teaching.</u> See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
Reappointment	PBP2, Non-Election SC Retirement or Enrollment form. <b>NOTE: must have a 15 day break between yearly appts.</b> See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
<b>UNIVERSITY AFFILIATE, RESEARCH FELLOWS &amp; EMERITI FACULTY</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Make Offer	Chair's request, vita, API form (academic application), PBP21. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
Reappointment	Chair's request to include dates, PBP21. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a>	A & S HR Director (7-4541)
<b>STUDENT EMPLOYEES</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Make Offer	If not budgeted: Budget Transfer Form	A & S Budget Office: Patty Brabham

		(7-1645)
<b>TENURE-TENURE TRACK FACULTY</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Allocation	Strategic Hiring Plan as per Dean's instructions	Dean Mary Anne Fitzpatrick
Initiate Search	Justification memo	A & S HR Director (7-4541)
Interview Request	Memo, vita, three letters of recommendation (current), ad	Senior Associate Dean (7-7161): Anne Bezuidenhout– Liberal Arts; Bob Thunell – Natural Sciences; c/o Administrative Asst Latasha Bradshaw
Interview Request for Candidates at Full Professor Rank or With Tenure	Memo, vita, three letters of recommendation (current), ad	Dean Mary Anne Fitzpatrick; c/o Executive Asst to the Dean Cheri Shinn (7-7798)  <u>and</u>  Senior Associate Dean (7-7161): Anne Bezuidenhout– Liberal Arts; Bob Thunell – Natural Sciences; c/o Administrative Asst Latasha Bradshaw
Make Offer	11 <u>sets</u> : Chair's memo, vita, three letters of recommendation (current) by <b>10:00 AM Friday</b> <u>before</u> Monday senior staff meeting	Deliver to Executive Asst to the Dean Cheri Shinn (7-7798, Gambrell 251)  <i>Please notify by Thursday before Monday senior staff meeting.</i>
Offer Final	PBP1, Acceptance Letter, I-9, Advertisement, Affirmative Action Form, IS1 (if applicable), and official transcript. See <a href="http://hr.sc.edu/forms.html">http://hr.sc.edu/forms.html</a> and <a href="http://www.sc.edu/eop/publications.html">http://www.sc.edu/eop/publications.html</a>	A & S HR Director (7-4541)
Source of Funding Changes	Proof of resources, PBP4/5	A & S HR Director (7-4541)
<b>RETIREMENT</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
General Questions	Phone call	USC Benefits (7-6650)

Notification	Memo	Dean Mary Anne Fitzpatrick
<b>EMERITUS STATUS</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
General Questions	Phone call or memo; see Faculty Manual, Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	A & S HR Director (7-4541)
Proposals	Emeritus form will be completed and submitted by the Dean's Office the semester prior to retirement date, cc to dept; see Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	A & S HR Director (7-4541)
<b>FACULTY PROBATION/ REVIEWS</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Extend Appointment of Probationary Faculty	Memo, draft reappointment letter, review committee report, vita; see Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	Dean Mary Anne Fitzpatrick
Extend Tenure Clock	See ACAF 1.05 and 1.31 <a href="http://www.sc.edu/provost/policyffextension.shtml">http://www.sc.edu/provost/policyffextension.shtml</a>	Dean Mary Anne Fitzpatrick
Proposal for Tenure	Memo, unit T&P criteria, supporting documentation as per Provost's website & Faculty Manual; see University Committee T&P website <a href="http://www.sc.edu/tenure">http://www.sc.edu/tenure</a> See also Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
Post Tenure Reviews	Unit PTR committee memo with chair's endorsement as per Provost's website & Faculty Manual; See University Committee T&P website <a href="http://www.sc.edu/tenure">http://www.sc.edu/tenure</a> and PTR calendar provided by Dean	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
Third Year Reviews	Memo, unit T&P criteria, supporting documentation as per Provost's website & Faculty Manual; see University Committee T&P website <a href="http://www.sc.edu/tenure">http://www.sc.edu/tenure</a> See also Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
<b>AWARDS, COLLEGE</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Associate Professor Development Award	Application as per format specified on A & S web page under Chapter IV, College Administrator's Handbook at <a href="http://www.cas.sc.edu/dean/handbook/chapterfour.html">http://www.cas.sc.edu/dean/handbook/chapterfour.html</a>	Dean Mary Anne Fitzpatrick; c/o Executive Asst to the Dean Cheri Shinn (7-7798)

<b>DEPARTMENT CHAIR/ DIRECTOR ANNUAL REVIEW PROCEDURE</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Annual Evaluation by Dean	All Chairs and Directors whose salaries are set by the Dean submit electronic copies of (a) 2-3 page statement of achievements as unit leader for calendar year; (b) personal Annual Activities Report in tenure-home department's format; and signed, hard copy of (c) personal Outside Professional Activities Report form at <a href="http://orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf">http://orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf</a>	Dean Mary Anne Fitzpatrick, c/o Asst Dean for Administration Mary Ann Byrnes 7-5371)
Departmental Faculty Review of Chair	Letter or memo according to departmental policy. See A & S web page under Chapter I, Section 7, College Administrator's Handbook at <a href="http://www.cas.sc.edu/dean/handbook/1-7.html">http://www.cas.sc.edu/dean/handbook/1-7.html</a>	Dean Mary Anne Fitzpatrick, c/o Asst Dean for Administration Mary Ann Byrnes (7-5371)
<b>NONRENEWAL, LAYOFF, OTHER TERMINATION</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Classified Staff	phone call after checking USC Policies & Procedures; see Policies & Procedures, HR Policy 1.39 and 1.45 <a href="http://www.sc.edu/policies/hr139.pdf">http://www.sc.edu/policies/hr139.pdf</a> <a href="http://www.sc.edu/policies/hr145.pdf">http://www.sc.edu/policies/hr145.pdf</a>	Asst Dean for Academic and Fiscal Planning Sonya Brown (7-8451)
Faculty	phone call after checking Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a> and HR 1.42 <a href="http://www.sc.edu/policies/hr142.pdf">http://www.sc.edu/policies/hr142.pdf</a>	Senior Associate Dean (7-7161): Bob Thunell - Natural Sciences; Anne Bezuidenhout - Liberal Arts
Temporary and Unclassified Staff	phone call after checking USC Faculty Manual pg. 19, <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	A & S HR Director (7-4541)
<b>LEAVE, VARIOUS</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Annual Leave/Sick Leave/FMLA	VIP; See Policies and Procedures HR 1.07,	Departmental ITAMS representative

Leave Balances	<a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	
Faculty Questions	phone call; see Policies & Procedures, HR 1.07. See also Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	A & S HR Director (7-4541) or USC Benefits (7-6650)
Leave with Partial Pay Request: Full-time Faculty	Submit letter to Dean for Provost approval; see Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
Leave Without Pay: Full-time Faculty	Request LWOP form from Rebecca Nurse; Chair sends recommendation letter with completed form. Once approved up to President, dept will be notified to submit PBP7 to place into status. See <a href="http://www.sc.edu/policies/hr112.html">http://www.sc.edu/policies/hr112.html</a>	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
Modified Duties	See ACAF 1.60 <a href="http://www.sc.edu/provost/policiesfamilyfriendly.shtml">http://www.sc.edu/provost/policiesfamilyfriendly.shtml</a>	Dean Mary Anne Fitzpatrick
Sabbatical Leave	Sabbatical requests must be submitted on Faculty Request for Sabbatical Leave form. The form can be found on Provost's webpage under Faculty Information at <a href="http://www.sc.edu/provost/forms.php#S">http://www.sc.edu/provost/forms.php#S</a> Sabbatical requests are submitted through departmental chairs. Departmental chairs should note that the College must receive full-year sabbatical requests by October 15 and one semester fall or spring requests by November 1.  Departmental letters must be submitted to place faculty on sabbatical and return them from sabbatical leave; for full-year and fall semester submit dept letter by Aug 1; for spring semester by Dec 1. See also <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a>	Dean Mary Anne Fitzpatrick, c/o A & S HR Director (7-4541)
<b>TEACHING LOADS</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Annual workload planning	Teaching Workload Planning Document	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)
Requests to Promote Instructor to Senior Instructor	See A & S web page under Chapter VII, Section 2, College Administrator's Handbook	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)
Teaching Load Change - Faculty	Phone call or memo	Senior Associate Dean (7-7161): Bob Thunell, Natural Sciences; Anne Bezuidenhout, Liberal Arts
Teaching Load Change - Graduate Assistant	phone call	A & S Academic Planning Office: Ginger Nickles Osborne (7-3744)

<b>MISCONDUCT</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Misconduct by Faculty - ethical behavior, academic misconduct	Refer to Faculty Manual Section 2, "Regulations & Policies" at <a href="http://www.sc.edu/policies/facman/fmhome.html">http://www.sc.edu/policies/facman/fmhome.html</a> ; phone Dean's Office	Senior Associate Dean (7-7161): Bob Thunell, Natural Sciences; Anne Bezuidenhout, Liberal Arts
Misconduct by Faculty - sexual harassment or prohibited discrimination	Refer to Policies & Procedures, EOP 1.01 - 1.04, Phone Dean's Office <a href="http://www.sc.edu/policies/eop100.pdf">http://www.sc.edu/policies/eop100.pdf</a> <a href="http://www.sc.edu/policies/eop101.pdf">http://www.sc.edu/policies/eop101.pdf</a> <a href="http://www.sc.edu/policies/eop102.pdf">http://www.sc.edu/policies/eop102.pdf</a> <a href="http://www.sc.edu/policies/eop103.pdf">http://www.sc.edu/policies/eop103.pdf</a> <a href="http://www.sc.edu/policies/eop104.pdf">http://www.sc.edu/policies/eop104.pdf</a>	Faculty concerns: Senior Associate Dean (7-7161); Student concerns: Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
Misconduct by Students - sexual harassment or prohibited discrimination	Refer to Policies & Procedures, EOP 1.01 - 1.04, <a href="http://www.sc.edu/policies/eop100.pdf">http://www.sc.edu/policies/eop100.pdf</a> <a href="http://www.sc.edu/policies/eop101.pdf">http://www.sc.edu/policies/eop101.pdf</a> <a href="http://www.sc.edu/policies/eop102.pdf">http://www.sc.edu/policies/eop102.pdf</a> <a href="http://www.sc.edu/policies/eop103.pdf">http://www.sc.edu/policies/eop103.pdf</a> <a href="http://www.sc.edu/policies/eop104.pdf">http://www.sc.edu/policies/eop104.pdf</a> Phone Asst Dean for Academic Affairs and Advising Loren Knapp	Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
Academic Misconduct by Students	Refer to Office of Academic Integrity at <a href="http://www.housing.sc.edu/academicintegrity/">http://www.housing.sc.edu/academicintegrity/</a>	Office of Academic Integrity (7-4333)
Distressing Student Behavior	See guidelines for Behavioral Intervention Team on Student Judicial Programs web site <a href="http://www.housing.sc.edu/osjp/">http://www.housing.sc.edu/osjp/</a>	Student Judicial Programs (7-4333) and Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
Disruptive Student Behavior	See guidelines for Disruptive Student Behavior on Student Judicial Programs web site <a href="http://www.housing.sc.edu/osjp/">http://www.housing.sc.edu/osjp/</a>	Student Judicial Programs (7-4333) and Asst Dean for Academic Affairs and Advising Loren Knapp (7-2993)
<b>Research</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Approval of PI Status for A Funded Individuals	phone call	Department Chair
Approval of PI Status for Non-A Funded Individuals	Chair/Director recommendation	Dean Mary Anne Fitzpatrick
Grant Proposal	Complete USCeRA forms; <a href="https://sam.research.sc.edu/uscera">https://sam.research.sc.edu/uscera</a>	Associate Dean for Research Hanno zur

		Loye through USCeRA
Outside Professional Activities reporting	Individual faculty forms and Unit Summary forms at <a href="http://orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf">http://orc.research.sc.edu/forms/OPA_Faculty_Annual_Report_062707.pdf</a> <a href="http://orc.research.sc.edu/forms/OPA_Unit_Summary_062707.pdf">http://orc.research.sc.edu/forms/OPA_Unit_Summary_062707.pdf</a>	Individual faculty forms submitted to department chair; chair turns in Unit Summary forms to Asst Dean for Administration Mary Ann Byrnes (7-5371)
Research Proposal Involving Animals	Complete online training modules	Associate Dean for Research Hanno zur Loye (7-1934); Institutional Animal Care and Use Committee (IACUC) (7-8106) <a href="http://uscm.med.sc.edu/ARF/iacuc.html">http://uscm.med.sc.edu/ARF/iacuc.html</a>
Research Proposal Involving Human Subjects	See Office of Research Compliance standards and procedures at <a href="http://www.orc.research.sc.edu/humansubject.shtml">http://www.orc.research.sc.edu/humansubject.shtml</a>	Associate Dean for Research Hanno zur Loye (7-1934); at ORC: Thomas Coggins (7-4456)
Risk Account	PI requests approval of department chair; chair then forwards request to Dean's Office for review. See <a href="http://www.cas.sc.edu/dean/handbook/2-2e.html">http://www.cas.sc.edu/dean/handbook/2-2e.html</a>	A & S Budget Development: Linda Mabry (7-5148)
<b>Space and Facilities Issues</b>		
<b>Action</b>	<b>What To Send</b>	<b>To Whom</b>
Instructional Laboratory Modernization Request	email or phone call	Asst Dean for Academic and Fiscal Planning Sonya Brown (7-8451)
Maintenance Issues	email or phone call	A & S Space and Facilities: Charo Maldonado ( <a href="mailto:RGMALDON@mailbox.sc.edu">RGMALDON@mailbox.sc.edu</a> or 7-8463) or A & S Space and Facilities: John Moring ( <a href="mailto:MORINGJ@mailbox.sc.edu">MORINGJ@mailbox.sc.edu</a> or 7-1570)
Parking	phone call	USC Parking Services (7-5160)
Renovations/Construction	email or phone call	A & S Space and Facilities: John Moring ( <a href="mailto:MORINGJ@mailbox.sc.edu">MORINGJ@mailbox.sc.edu</a> or 7-1570) or A & S Space and Facilities: Charo Maldonado ( <a href="mailto:RGMALDON@mailbox.sc.edu">RGMALDON@mailbox.sc.edu</a> or 7-8463)
Requests for Accommodation (Disabilities)	phone call	for students: Student Disability Services Office (7-6142)
Requests for Accommodation (Disabilities)	phone call	for faculty/staff: Senior Associate Dean (7-7161): Bob Thunell, Natural Sciences; Anne Bezuidenhout, Liberal Arts
Research Space Requests	email	Asst Dean for Academic and Fiscal Planning Sonya Brown (7-8451)

<b>Space Planning</b>	<b>email or phone call</b>	<b>A &amp; S Space and Facilities: John Moring</b> <b>(<a href="mailto:MORINGJ@mailbox.sc.edu">MORINGJ@mailbox.sc.edu</a> or 7-1570)</b>
<i>Last updated: June 28, 2011</i> <i>Contact: Mary Ann Byrnes, <a href="mailto:BYRNES@sc.edu">BYRNES@sc.edu</a> or 7-5371</i>		