

MUSC FACULTY SENATE

MINUTES

June 12, 2018, 7:45-9:00 am
Gazes Auditorium, Room 125
Strom Thurmond Building

1. Call to Order (*Adam Smolka, President*) at 7:49 am.
2. May 8, 2018 minutes approved without objection.
3. President's Report
 - Planning for Gun Violence Town Hall is underway (details provided in Communication and Education Committee report)
 - The COM Senior Associate Dean for Research has been presenting a new Basic Sciences Compensation Plan department by department. The plan affects 180 tenured and tenure-track COM faculty who do not bill for their services (primarily extramurally-funded PhDs). COM Dean DuBois declined two successive Senate Executive Committee invitations to present the plan to COM faculty at a Town Hall.
 - Concern expressed that some questions arising in individual departments are not resolved and may not be addressed or followed up in other departments. The Senate will solicit COM faculty-wide questions and comments to be compiled and relayed to Dean's Office with a request for written responses. Unit representatives will request their faculty to provide feedback as needed.
 - Faculty Contracts: COM inserted a new sentence to Part V of the Faculty Contract without Senate approval: "In the event that the State of South Carolina approves a general increase (cost-of-living increase) for FY19 for all state employees, including faculty members, your university compensation may increase as directed by the state."
 - Provost will announce that faculty concerned about this language may delete the sentence when signing the contract.
 - Imagine U Health Risk Assessment: Some faculty completing MyQuest mandatory modules are uncomfortable with the requirement for personal health information. This module is not mandatory, and remains absolutely confidential if completed. While faculty are encouraged to complete the module, they can opt out at the American Heart Association website, return to MyQuest site and mark the module as complete.
 - Faculty Senate Financial Report: \$7,500 currently in South State bank account.
4. Electoral Unit Reports
 - Academic Affairs Faculty (*Jean Gudenas*): Library has filled the Director of Digital Strategic position. MUSC PICO TV Documentary Wins Telly Award (see press release attached to minutes).
 - Dental Medicine (*Raymond Kessler*): Still interviewing for Assistant Dean for Clinical Affairs and Chair of Oral Health Department.
 - Health Professions (*David Fitzgerald*): Nothing to report.
 - Medicine: Basic Science (*Kristi Helke*): Quarterly meeting of COM Senators and COM Dean DuBois scheduled for June 25th.
 - Medicine: Clinical Science (*Lynn Schnapp*): Follow-up on charge to *ad hoc* committee to review possible options for a COM Faculty Assembly/faculty governance structure.

Committee has reviewed faculty governance at peer COMs; most have well-defined faculty-based governance with comprehensive accessible information regarding structure, committees, charges, membership, policies, reporting structures, etc. MUSC's COM does not have a well-defined structure and no information is available regarding committee formation, etc. The *ad hoc* committee will be meeting with the COM Dean to request formation of a task group to address these issues.

- Nursing (*Melanie Cason*): Absent, report provided by Berry Anderson. Dr. Felesia Bowen will be joining the CON on June 18th as the new nursing Undergraduate Program Director. CON Dean Lina Weglicki started June 1st and outgoing CON Dean Stuart is providing orientation through June 30th.
- Pharmacy (*Sherine Chan*): Meetings are continuing regarding space issues, no specific updates at this time.

5. Committee Reports

- Governance (*Michelle Nichols*): Email request was sent to senators/alternates to nominate self or colleague by Friday, June 22nd; no nominations received as of today; elections take place at July meeting; will resend reminder email request today.
- Communication and Education (*Titus Reaves*): Gun Violence Town Hall planned for July 26th, 12-1; has four confirmed panelists: MUSC Public Safety Chief Kevin Kerley; Dr. Dean Kilpatrick, Psychiatry; Peter Zalka, Arm-in-Arm SC Chair; and Dr. Annie Andrews, pediatric intensivist. The New Faculty Orientation is planned for August, a Town Hall featuring all College Deans is under discussion.
- Institutional Advancement (*James McElligott*): Absent, no report.
- Faculty and Institutional Relations (*Kris Helke*): In April the Board of Trustees approved an updated reorganized faculty handbook. In the process of updating the handbook, a few areas remained unclear. Revision of section 5.06 provides a mechanism for approval of college evaluation forms and clarifies responsibilities of those involved in employee evaluations. Revision of Section 9.03 deletes contradictory language (revisions are attached; page 2 of the 9.03 pdf file contains the SC Code of Laws referenced in Section 9.03). Recommended F & IR changes will be disseminated to all faculty for comment, and will be voted upon at the July 2018 Faculty Senate meeting.
No policy is currently in place for faculty to donate unused annual leave to a faculty-wide pool; MUSC Human Resources is willing to respond to faculty requests for such a pool. F & IR will move forward with this initiative.

6. Current business (*Adam Smolka*)

- Senate resolution on BOT membership: Motion (*James Tolley, Lynn Schnapp seconded*): To rescind motion passed at the May 8 Senate meeting applauding the recent appointment of Dr. William Melvin Brown, III as the first African-American male to serve on the MUSC BOT. Discussion: Given that replacement language suggested by an absent member could not be moved, a motion (*Elizabeth Harmon, Lynn Schnapp seconded*) to table the present motion was made and passed.

7. New Business (*No new business*)

8. Adjourned at 8:41 am.

Respectfully submitted by Nancy Carson, Faculty Senate Secretary.



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May 23, 2018

FOR IMMEDIATE RELEASE

MUSC PICO TV Documentary Wins Telly Award

For the second time in four years, a television program co-produced by Medical University of South Carolina Public Information and Community Outreach (MUSC PICO) and South Carolina Educational Television (ETV) has won a Bronze Telly Award.

Sea Change is an hour-long documentary on the causes, impacts and ways to address rising sea levels along the South Carolina and Georgia coasts. Produced in 2017, the program originally aired multiple times on ETV and its affiliates statewide in South Carolina. The program gained additional viewership in such markets as Los Angeles, CA, and Washington, DC, when the National Educational Television Association (NETA) distributed it to its public and educational television affiliates in time for Earth Month programming packages. NETA will distribute the program again in July.

Dr. David Rivers, Professor and Director of MUSC PICO, sees sea level rise, affiliated with climate change, as a major challenge for coastal communities and residents nationwide. He said, "Since 2015, in response to increasingly common flooding and catastrophic weather events, the Medical University and its partners have delivered a series of programs to diverse communities along the South Carolina and Georgia coasts. Communities will weather these events and prosper if we take timely action. **Sea Change** illustrates the issues in a way that promotes positive actions at the local, state and national levels."

Dr. Rivers cited the Medical University's programmatic partners – ETV, Allen University and The South Carolina Aquarium – for their role in the program.

Don Godish, Senior Director of Content at ETV in Columbia, SC, said: "**Sea Change** represents the valuable outcomes of a long-term relationship between ETV and MUSC Public Information and Community Outreach. We welcome the opportunity to work on this vital issue facing the people and communities of South Carolina and, ultimately, nationwide."

Telly Awards judges recognized **Sea Change** in the General-Public Interest/Awareness category.

Telly Awards showcase the best work created within television and across video, for all screens. Among over 12,000 entries from all 50 states and five continents, Telly Award winners represent work from some of the most respected television stations, production companies, publishers and advertising agencies around the world.

For more information on **Sea Change**, contact Richard Jablonski (MUSC PICO) at 843-792-5548 or jablonsr@musc.edu.

Current 2018FH

The State of South Carolina requires that all state universities and colleges evaluate faculty performance. In order to comply with this requirement, MUSC has developed a faculty evaluation procedure which has been approved by the Division of Human Resources of the State Budget and Control Board. Each college of the University has an approved Performance Appraisal form (faculty evaluation). See Appendix 6.05 for copies of these forms. The form is completed annually for each member, and is kept in a permanent file under the purview of the dean or director. The faculty member has a right to full disclosure of the Performance Appraisal. The faculty member is required to sign the appraisal, indicating s/he has read the evaluation form, but has the right to make written comments concerning agreement or disagreement with the evaluation

Current FIR approved:

The State of South Carolina requires regular evaluation of each faculty member's performance. Each Medical University College has an approved faculty performance evaluation form (links below). Evaluation is based upon the core faculty responsibilities of teaching, research/scholarly activity, clinical activity, institutional activity, professional growth, and other activity, as appropriate. Any change to performance evaluation form requires concurrence from majority of faculty within each College.

Department Chairs or Division Directors must meet at least annually with each of their faculty members to review attainment of goals proposed in the previous year's evaluation, appraise the quality of his/her work, and to establish specific, mutual agreement for the coming year's goals. The faculty member has the right to make written comments regarding the evaluation, and to have them included in the evaluation. The faculty member signs the performance evaluation form, confirming that she/he has read the comments of the supervisor.

The record of this meeting becomes part of the faculty member's permanent record, retained by his/her Chair or Division Director, under the purview of the College Dean. Faculty has the right to full disclosure of the performance evaluation and the right to appeal the findings reported in the evaluation (Section 8.02, Faculty Grievance and Appeal Procedure).

9.03 Non-reappointment and Termination of Non-Tenured Faculty

Unless otherwise stated by a written contract of appointment, all non-tenured faculty members are under contract for one (1) year from the date of their employment with the department. For appointments other than 12-months, the contract period shall be stated in writing at the time of appointment or employment.

State legislation (S.C. Code of Laws, as amended, Section 8-17-380)

(<http://www.scstatehouse.gov/code/t08c017.php>) provides that non-renewal of employment contracts at the end of the contract term is not grievable by the mechanism outlined in the Code. ~~When a decision of non-renewal of contract is reached, no reason for non-renewal need be given, but it is usually more professional and humane for the chair to discuss the reasons leading to the decision with the faculty member affected.~~

~~When a decision not to renew an appointment has first been reached, the faculty member involved will be informed of that decision by the department chair making the decision; the faculty member may be advised upon request of the reasons which contributed to that decision. The faculty member may request reconsideration by the deciding individual. If the faculty member so requests, the reasons given in explanation of the non-renewal will be confirmed in writing.~~ In accordance with S.C. Code of Laws, as amended, Section 8-17-380, no justification is required for a decision of non-renewal.

Written notice of the intention not to renew the appointment of a non-tenured faculty member shall be given, to the extent that appropriated funds are available and legislation permits, as follows:

- 1) At least three (3) months prior to the expiration of the most recent contract for faculty with the Medical University if the initial contract was for a one (1) year term.
- 2) At least six (6) months prior to the expiration of the most recent contract for faculty appointed under a second-year contract with the department. Previous service to the university to other departments or capacities is calculated for notice purposes).
- 3) At least one (1) year prior to the expiration of the most recent contract for faculty under a third (3rd) year or subsequent-year contract with the department.

SECTION 8-17-380. Grievance and performance appraisal procedure for academic employees.

With respect to the teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments at any post-secondary educational institutions described in item (10) of Section 8-17-370, each such institution, subject to the approval of the Director of the Department of Administration or its designee and the Commission on Higher Education, shall establish in writing:

(a) A performance appraisal procedure which shall assure:

(1) annual review and evaluation of such employees;

(2) written findings;

(3) review of evaluations with each covered employee;

(4) retention of performance appraisals and written comments of such employee, if any, in a permanent file with right of full disclosure to the employee.

(b) A grievance procedure which shall at an appropriate stage provide a hearing for such employees before an individual or committee designated for such purposes, at which the employee shall have the right to representation by counsel and the opportunity to present evidence in his behalf. Any such procedure shall include the right of the employee to appeal the post-hearing decision to the governing board of the institution, or a committee designated by the board for this purpose, such appeal to be limited to the record of the hearing. Discrimination in compensation, promotion, and work assignment shall be subjects for consideration by such grievance procedure. Dismissal of tenured or other permanent employees and dismissal prior to the end of an employment contract term shall be only for cause, and shall be subject for consideration by such grievance procedure. The granting or the failure to grant tenured status to such employees or nonrenewal of employment contracts at the end of the contract term shall not be subjects for consideration by such grievance procedure.

The grievance and performance appraisal procedure provided for herein shall be submitted to the Department of Administration or its designee and the Commission on Higher Education for approval within six months after the establishment of any new institution.

HISTORY: 1982 Act No. 402, Section 8.

Code Commissioner's Note

At the direction of the Code Commissioner, references in this section to the offices of the former State Budget and Control Board, Office of the Governor, or other agencies, were changed to reflect the transfer of them to the Department of Administration or other entities, pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 121, Section 5(D)(1), effective July 1, 2015.