Faculty Manual

2025-2026

WINTHROP UNIVERSITY

WINTHROP UNIVERSITY FACULTY MANUAL

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

1. Winthrop University and its Governance

- 1.1. Mission Statement
- 1.2. Board of Trustees
- 1.3. Organizational Charts
  - 1.31 Office of the President
  - 1.32 Division of Academic Affairs
  - 1.33 Division of Student Affairs
  - 1.34 Division of Finance and Business
  - 1.35 Division of Enrollment Management and Marketing
  - 1.36 Division of University Advancement
  - 1.37 Division of Human Resources, Employee Diversity, and Wellness
  - 1.38 Winthrop Athletics
- 1.4. Faculty Conference

2. Faculty Appointments, Awards, and Supports

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

3. Faculty Roles and Responsibilities

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

4. Tenure and Promotion

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

5. Teaching

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

6. Research-Related Policies

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

7. Workplace Policies

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

8. Faculty Governance

- 8.1. Faculty Conference and Constituent Faculty Assemblies
  - 8.1.1. Faculty Conference Bylaws
- 8.2. Academic Council
- 8.3. Graduate Council
- 8.4. Faculty Committees
  - 8.4.1. University Curriculum Committee
  - 8.4.2. Academic Conduct
  - 8.4.3. Academic Freedom, Tenure, and Promotion
  - 8.4.4. Academic Integrity

8.4.4.1. Academic Misconduct (student)
8.4.5. Educator Preparation
8.4.6. Faculty Leadership Committee
8.4.7. Faculty Personnel
8.4.8. Financial Exigency
8.4.9. Honors
8.4.10. Library
8.4.11. Rules
8.4.12. Undergraduate Petitions
8.4.13. University Curriculum
8.4.14. University Life
8.4.15. University Priorities

8.5. University Committees
8.5.1. Board of Student Publications
8.5.2. Student Government Association
8.5.3. Cultural Events
8.5.4. DiGiorgio Student Union Advisory Board
8.5.5. Faculty Advisory Committee on University Athletics
8.5.6. International Advisory Committee
8.5.7. Judicial Council
8.5.8. Scholarship Committee
8.5.9. Student Electronic Media Board

8.6. Committee Responsibilities and Legal Exposure

9. College of Arts and Sciences

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

10. College of Business and Technology

10.1. CBT Faculty Manual
10.2. Accounting Mentoring and Professional Development Program
10.3. Small Business Development Center
10.4. Student Professional Development Program
10.5. Student Services Center

11. Richard W. Riley College of Education, Sport, and Human Sciences

11.1. CESHS Guides and Manuals
11.2. Call Me MISTER

11.3. Community Counseling Clinic
11.4. Instructional Technology Center
11.5. Macfeat Early Childhood Laboratory School
11.6. Outdoor Education Center
11.7. Rex Institute for Educational Renewal and Partnerships
11.8. Student Academic Services
11.9. Teaching Fellows
11.10. WinthropLIFE

12. College of Visual and Performing Arts
12.1. CVPA Policies and Manuals
12.2. Arts in Basic Curriculum Project
12.3. CreatorSpace
12.4. Music Library
12.5. Special Talent in the Arts Program
12.6. Student Services Office
12.7. Winthrop University Galleries

13. Honors College

14. Office for Student Success
14.1. Academic Success Center
14.2. Center for Advising and Transfer Success
14.3. International Center
14.4. Learning Excellent Academic Practices (LEAP) Program
14.5. McNair Scholars Program
14.6. Office of the First Year Experience
14.7. Office of Nationally Competitive Awards
14.8. Office of Undergraduate Research
14.8.1. SOURCE
14.8.2. Summer Undergraduate Research Experience
14.9. TRiO Achievers Program

15. School of Graduate, Continuing, and Online Education
15.1. Continuing and Professional Education
15.2. Online Graduate Programs
15.3. Winthrop Office of Online Learning (WOOL)

16. Ida Jane Dacus Library and Louise Pettus Archives
16.1. Ida Jane Dacus Library Faculty Manual
16.2. Book A Librarian
16.3. Course Reserves
16.4. Databases
16.5. Digital Commons
16.6. Government Documents
16.7. Information Literacy Instruction
16.8. Interlibrary Loan and PASCAL Delivers

16.9. Louise Pettus Archives and Special Collections
16.10. OneSearch (online catalog)
16.11. Meditation Room
16.12. Research Guides

17. University Facilities and Resources

17.1. Center for Career Development and Internships
17.2. Computing and Information Technology
17.3. Environmental Health and Safety
17.4. Facilities Management (project and work request systems)
17.5. Grants and Sponsored Research Development
17.6. Lois Rhame West Health, Physical Education, and Wellness Center
17.7. Ombuds Office
17.8. Traffic, Parking, and Registration of Vehicles
17.9. University Bookstore