



UNIVERSITY OF  
**SOUTH CAROLINA**

---

College of Hospitality, Retail  
and Sport Management

**College Committees Policies and Procedures:**

- I. Appointed Committees
- II. Elected Committees
- III. Elected Positions
- IV. Representatives

2024-2025

[updated 09Sept2024]

## Table of Contents

<b>I. Appointed Committees</b>	
A. Alumni Committee .....	3-4
B. Faculty and Staff Award Nomination Committee .....	5-7
C. Faculty Research and Grants Committee .....	8-13
a. Patricia G. Moody Distinguished Researcher of Year .....	9-11
b. Outstanding Doctoral Student Research Award.....	12
D. Graduate Program Director’s Committee .....	14
E. Brian J. and Linda L. Mihalik Global Scholar Award .....	15-16
F. Social Activities Committee.....	17
G. Staff Member of the Year Award .....	18-19
H. Student Scholarship Awards Committee .....	20-21
I. Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee .....	22-27
a. Outstanding Doctoral Student Teaching Award .....	26
<b>II. Elected Committees</b>	
A. Budget Committee.....	28-29
B. Curricula and Courses Committee .....	30-31
C. Scholastic Standards and Petitions Committee .....	32-33
D. Student Academic Responsibilities Committee .....	34-36
E. Student Leadership and Experience Committee .....	37-40
<b>III. Elected Positions</b>	
A. Faculty Senate .....	41-42
B. Staff Senate.....	43-44
C. Tenure and Promotion Chair .....	45
<b>IV. Representative</b>	
A. Library Representative.....	45

## **Alumni Committee (Appointed)**

**Policy:** AC 100

**Policy Name:** Alumni Committee

**Date Reviewed:** May 8, 2024

### **Policy:**

The Alumni Committee shall consist of a faculty representative from each HRSM academic unit, the Director of Alumni Relations, and the College of HRSM Alumni Relations Manager or his/her appointee. A staff member from the College may also be appointed by the Dean to serve on the Committee. Committee members, other than the Director of Alumni Relations, shall be elected by the Committee to serve as Chairperson. The faculty Committee members are appointed on an annual basis for a two-year term by the Dean of the College; the staff appointment, at the discretion of the Dean, may be a one- or two-year appointment. Up to two (2) Student Ambassadors may be appointed in advisory roles for one-year terms by the Alumni Events Manager. The Alumni Relations Manager will serve as the secretary for the committee and will record minutes at each meeting.

### **Responsibilities:**

The responsibilities of this Committee are to:

1. meet at the beginning of the fall semester to elect the Chairperson;
2. notify the Dean's appointee to inform him/her who was elected as Chairperson;
3. once students members are selected, provide their names to the Dean's appointee;
4. meet at least once each semester (meetings called by the Chairperson);
5. record minutes (recorded by secretary) of each meeting and distribute to members;
6. assist the Office of Alumni Relations in the planning and hosting of the College's annual Homecoming Party and Distinguished Alumni Awards and Friends of the College Awards;
7. evaluate alumni events and programs and articulate suggestions to the College's Director of Alumni Relations;
8. aid the Office of Alumni Relations in maintaining and building an effective alumni network;
9. provide assistance to the Office of Alumni Relations regarding alumni communications;
10. communicate to academic units' events of the HRSM Alumni Society and garner faculty support;
11. make recommendations to the Dean regarding matters relevant to College of HRSM alumni; and
12. file an annual report of all meetings, minutes, activities, and decisions to the Dean's appointee and HRSM Alumni Director; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**ALUMNI COMMITTEE MEMBERS**

(Chairperson must be elected. See Responsibilities above.)

		<b>Term Ends</b>
Director of Alumni Relations (ex officio)	Tina Weaver	rolling term
McCutchen House	Becky Moran	rolling term
HTMT	Ashley Richarson	August 15, 2026
RETL	Lena Pinkston	August 15, 2025
SPTE	Laura Truell	August 15, 2025
BAIS or Student Services Representative	Kimberly Chamberlain	August 15, 2026
Alumni Event Manager (or appointee) (Secretary)	Roxanne Price	rolling term
Student		August 15, 2025
Student		August 15, 2025

## **Faculty and Staff Awards Nomination Committee (Appointed)**

**Policy:** AC 107

**Policy Name:** Faculty and Staff Awards Nomination Committee

**Date Reviewed:** May 8, 2024

The Faculty and Staff Awards Nomination Committee will be composed of one faculty member from each unit and an equal total number of staff members from different offices/units across the College. The members will be appointed by the Dean for a two- year term (except for half of the inaugural cohort, which will serve for three years). In addition, the Associate Dean for Faculty Affairs and the Director of Communications and Marketing will serve in an *ex officio* capacity. After its second year, half of the members shall rotate off the Committee each year.

### **Responsibilities:**

The responsibilities of this committee are to:

1. meet at the beginning of the fall semester to elect a Chairperson;
2. elect a secretary whose responsibility will be to record minutes of each meeting and to assist the Chairperson in developing communications from the Committee;
3. notify the Dean's appointee to inform him/her who was elected as Chairperson and secretary;
4. identify awards potentially recognizing HRSM faculty and staff for the coming year, including each award's purpose, granting office, minimum eligibility requirements, link to application guidelines, and submission deadline;
5. identify key discipline-specific awards potentially recognizing HRSM faculty and staff for the coming year, including each award's purpose, granting office, minimum eligibility requirements, link to application guidelines, and submission deadline;
6. encourage faculty and staff to nominate colleagues (or self-nominate, where allowable) and to advise the Committee of their intention to submit a nomination;
7. send unit chairs and supervisory personnel timely reminders of approaching nomination deadlines throughout the year;
8. maintain a list of pending University-wide award nominations of HRSM employees, and where gaps exist, work to either:
  - a. garner an HRSM nomination from a supervisor, faculty, or staff member; or
  - b. prepare and submit a nomination from the Committee;
9. publicize to the HRSM community, partners, and relevant organizations any University-wide awards granted to HRSM employees;
10. confirm that the Dean (or designee), MarCom, and one or more members of the Committee attend any recognition event in honor of HRSM award recipients.
11. file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**FACULTY AND STAFF AWARDS NOMINATION COMMITTEE MEMBERS**  
(Chairperson and Secretary must be elected. See Responsibilities above.)

Unit	Member	Term ends
Associate Dean for Faculty Affairs (ex officio)	Tena Crews	rolling term
Director of Communications and Marketing (ex officio)	Matt Freed	rolling term
HTMT	Haemoon Oh	August 15, 2026
RETL	Dan Williams	August 15, 2025
SPTA	Haylee Mercado	August 15, 2026
Support office/unit	Kate Blanton	August 15, 2025

**Partial list of Faculty and Staff Awards:**

1. Advising  
[https://sc.edu/about/offices and divisions/provost/honorsandawards/provost awards/advising.php](https://sc.edu/about/offices_and_divisions/provost/honorsandawards/provost_awards/advising.php)
2. First Year Experience
  - a. [https://sc.edu/about/offices and divisions/national resource center/award recognition programs/outstanding advocates/index.php](https://sc.edu/about/offices_and_divisions/national_resource_center/award_recognition_programs/outstanding_advocates/index.php); and
  - b. [https://sc.edu/about/offices and divisions/university 101/awards and sc holarships/teaching award/index.php](https://sc.edu/about/offices_and_divisions/university_101/awards_and_scholarships/teaching_award/index.php)
3. Research
  - a. [https://sc.edu/about/offices and divisions/provost/honorsandawards/provost awards/researchawards.php](https://sc.edu/about/offices_and_divisions/provost/honorsandawards/provost_awards/researchawards.php); and
  - b. [https://www.sc.edu/about/offices and divisions/research/news and pubs/news/2021/20210903 BT Awards Call for Nominations.php](https://www.sc.edu/about/offices_and_divisions/research/news_and_pubs/news/2021/20210903_BT_Awards_Call_for_Nominations.php)
4. Teaching
  - a. [https://sc.edu/about/offices and divisions/provost/honorsandawards/provost awards/](https://sc.edu/about/offices_and_divisions/provost/honorsandawards/provost_awards/); and
  - b. [Garnet Apple Award for Teaching Innovation - Office of the Provost | University of South Carolina \(sc.edu\)](#)
5. Social justice  
[https://sc.edu/about/offices and divisions/diversity equity and inclusion/diversity programs/mlk celebration/mlk social justice awards.php](https://sc.edu/about/offices_and_divisions/diversity_equity_and_inclusion/diversity_programs/mlk_celebration/mlk_social_justice_awards.php)
6. Integrity  
[https://universityofsouthcarolina-yrckc.formstack.com/forms/uofsc integrity award](https://universityofsouthcarolina-yrckc.formstack.com/forms/uofsc_integrity_award)

Partial list of Other Faculty and Staff Awards:

1. International initiatives - Brian and Linda Mihalik Global Scholar Award (HRSM)
2. Advancement – CASE awards <https://www.case.org/awards/list>
3. MarComm – AMA Higher Ed Marketer  
<https://amaf.wufoo.com/forms/z1gnqmcu1jsnh8i/>
4. DEI – Educause - <https://www.educause.edu/careers/awards-program/dei-leadership-award>
5. HTMT:
  - a. ICHRIE <https://www.chrie.org/ichrie-awards>
  - b. TTRA <https://ttra.com/?s=awards>
6. RETL:
  - a. ITAA <https://itaaonline.org/page/annualawards>
    - i. Distinguished Scholar <https://itaaonline.org/page/FacultyAwards>
    - ii. Mid-Career Excellence <https://itaaonline.org/page/MidCareerAward>
    - iii. Rising Star <https://itaaonline.org/page/RisingStarAward>
    - iv. Teaching Excellence  
<https://itaaonline.org/page/TeachingExcellence>
    - v. Service Excellence <https://itaaonline.org/page/ServiceAward>
  - b. American Marketing Association’s Retail and Pricing SIG
    - i. Lifetime Achievement Award <https://amarapsig.org/?p=873>
    - ii. Emerging Scholar Award <https://amarapsig.org/?p=873>
7. SPTE:
  - a. NASSM: <https://nassm.org/awards-and-grants>
  - b. SRLA: <https://www.srlaconference.com/srla-professional-awards/>
  - c. SMA: (only have links to each award, no central site)
    - i. Lough <http://www.sportmarketingassociation.com/the-lough-award>
    - ii. Mullin <http://www.sportmarketingassociation.com/the-mullin-award>
    - iii. Stotlar <http://www.sportmarketingassociation.com/the-stotlar-award>
    - iv. Sutton <http://www.sportmarketingassociation.com/the-sutton-award>
    - v. Research Fellow <http://www.sportmarketingassociation.com/research-fellow>

## Faculty Research and Grants Committee (Appointed)

**Policy:** AC 101

**Policy Name:** Faculty Research and Grants Committee

**Date Reviewed:** May 8, 2024

### **Policy:**

The Faculty Research and Grants committee will be composed of the previous four recipients of the Patricia G. Moody Distinguished Researcher of the Year award. The senior member (individual on the committee the longest) of the Patricia G. Moody Distinguished Researcher of the Year Award will serve as the committee Chairperson. The newest recipient will serve as the secretary. Each year, the newest recipient will be placed on the committee and the previous senior member will roll off of the committee. In addition, the Associate Dean for Faculty Affairs will serve in an *ex officio* capacity. If all departments/schools are not represented in the membership, additional members will be included for a one-year term so that all departments/schools are represented. Members of this committee must be tenure track faculty.

### **Responsibilities:**

The responsibilities of this committee are to:

1. meet at the beginning of the fall semester to review the Faculty Research and Grants committee guidelines and timeline;
2. record minutes (secretary) of each meeting (called by Chairperson) and distribute to members;
3. follow guidelines and provide award applications to College Faculty;
4. serve in an advisory capacity to enhance the scholarly environment of the College;
5. provide guidelines to encourage the successful development of proposal writing and grants;
6. organize, sponsor and conduct the College Research Symposia;
7. serve as the selection committee for the annual Patricia G. Moody Distinguished Researcher and Scholar of the Year Award;
8. serve as the selection committee for the annual Outstanding Doctoral Student Research Award;
9. **submit the names of the finalists and recipient of both awards to the Dean's office by March 15;** and
10. file an annual report of all meetings, minutes, activities, and decisions to the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).



## **Patricia G. Moody Distinguished Researcher of the Year Award**

### **Award Purpose:**

### **Criteria, Guidelines, and Procedures:**

This document establishes criteria, guidelines, and procedures for the Patricia G. Moody Distinguished Researcher of the Year Award. This award is recognized as the most prestigious annual award in recognition of scholarly achievement given by the College. Research and productive scholarship accomplishments will be assessed against the following criteria:

1. Research and productive scholarship activities have been performed over the past five years during which time the candidate has been a faculty member of this College;
2. The importance of the research and scholarship to the discipline, the College, and the University; and,
3. Indications of creativity in research;
4. Previous award recipients shall be eligible for a second award five years following receipt of their previous award.

### **Eligibility:**

Full-time faculty members of the College are eligible to be considered for this award. Previous recipients shall be eligible for a second award five years following receipt of their previous award. For example, the winner of the 2020 award would be eligible to receive the 2025 award. This is no limit to the number of times a faculty member may receive the award.

In the case of a repeat winner, the candidate's accomplishments should show a significant and obvious superiority above the accomplishments of all other candidates and should show significant achievement since the previous award.

### **The Selection Committee:**

The award winner will automatically represent their department/area on the Committee the year following their award. If any committee member is nominated for the award or wishes to apply for the award, the Dean shall replace that member. The replacement process shall not alter the representative composition of the committee.

The Committee will meet within two weeks after appointment to review committee responsibilities and to establish the selection and award schedule. The Faculty Research and Grants Committee chairperson will promulgate the Call for Nominations/Applications and will establish closing dates for receipt. The Committee will meet as often as necessary for the timely conduct of business, and all deliberations will be confidential.

**Award:**

The name of this award will be **The Patricia G. Moody Distinguished Researcher of the Year Award**.

**Procedures:**

Any College faculty member with evidence of quality research within the previous five years may be nominated or may submit an application for this award. The faculty member should send a short letter of nomination/application to the Committee chair by the announced date. The Committee chair will meet each candidate to discuss the file to be submitted electronically (see link below). Each candidate's file should be organized according to the following format:

1. Introductory statement;
2. A statement of significant contribution to the scholarship and field of industry practice; as well as any innovation used in approaching research subject, theoretical framework, and/or research design;
3. List of research, grant and productive scholarship activity, from the previous five years only, in the following areas:
4. Professional Publications and other Scholarly Exhibits and/or Performances in the Arts and/or Juried Performances in the Arts
5. Professional Presentations
  - a. International/National
  - b. Regional/State
  - c. Local (University/Community)
6. External Research Grants
  - d. Funded
  - e. Non-funded
  - f. Role (PI, Co-PI or Collaborator)

**Submission Guidelines:**

Submit the PDF file on the HRSM Researcher of the Year website:

[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/researcher\\_of\\_the\\_year/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/researcher_of_the_year/)

**The finalists and recipient of the award must be submitted to the Dean's Office by March 15.** The award winner will be announced at the HRSM Awards Ceremony (at the end of Spring semester).

**Criteria:**

This award may be given each year to recognize research and productive scholarship accomplishments receiving outside recognition through publication, presentation, funding and/or award. Research includes funded and non-funded projects involving the collection and organization of data which produce insight into and understanding of a defined problem, subject, theme, or area of interest. Productive scholarship includes professional publications and presentations; funded and non-funded research projects; and funded projects involving other scholarly activity. Productive scholarship also includes funded and non-funded projects involving original productions, presentations, arrangements, or exhibitions.

Research and productive scholarship accomplishment will be assessed against the following criteria:

1. Research and productive scholarship activities that have been performed over the past five years during which time the candidate has been a faculty member of this College. Specifically, the following will be considered: (a) journal publications; (b) percentage of contribution to these publications; (c) professional presentations; (d) external research grants;
2. The importance of the research and scholarship to the discipline, the College, and the University. Specifically, the following will be considered (a) prestige of the journals (e.g., A+, A, etc.); (b) notable contribution to the existing scholarship in terms of paradigm, theory, method, and findings as indicated in the nominee's statement; (c) notable contribution to the field of industry practice; and
3. Indications of creativity in research. Specifically, the following will be considered: innovation in the choice of research subject, creation of research design, use of theory implementation of research process, and/or application as indicated in the statement of significance.

**Administration:**

The Committee will prepare summary statements of the accomplishments of the award winner for the Dean and for release to the media. At the completion of its task, the committee will present to the Dean any recommendations for improving the process. Other specific responsibilities include:

- 1) the Committee will choose three finalists;
- 2) the individual to receive the Patricia G. Moody Distinguished Researcher of the Year Award will be chosen by the committee from these finalists;
- 3) the finalists will be notified of their status prior to the College's Awards Ceremony
- 4) **the finalists and winner will be reported to the Dean's appointee by March 15;**
- 5) the award winner will remain confidential until announced at the Awards Ceremony.

## **College of Hospitality, Retail, and Sport Management Outstanding Doctoral Student Research Award**

This award recognizes an exemplary doctoral student from each department/school with a Ph.D. program in the College of Hospitality, Retail, and Sport Management for their outstanding contributions and academic achievements in the area of scholarly research.

Winners receive a certificate and \$500 in the form of student financial aid.

### **Award Criteria:**

- Current student in good standing (full- or part-time)
- A cumulative GPA of 3.5 or higher in the graduate program of enrollment
- Evidence of ability to present research at state, national, or international conferences
- A strong record of emerging scholarship (e.g., evidence of ability to publish in peer-reviewed journals and/or produce scholarly writing in the nominee's area of study)

### **Nomination Process:**

- A faculty member should send a short letter of nomination/application to the committee chair by the announced date.
- The committee chair will meet each candidate to discuss the file to be submitted electronically (see link below).

### **Required Documents:**

- Unofficial transcript (or documentation from program director of 3.5 or higher GPA)
- 1-page introductory statement;
- A statement of significant contribution to the scholarship and field of industry practice; as well as any innovation used in approaching research subject, theoretical framework, and/or research design;
- 2-3 letter(s) of reference (limit of 1 page per reference)
  - One letter must be from an academic faculty member in the College of HRSM
- Curriculum vitae outlining nominee's experiences, achievements, and contributions in research presentations, publications, and/or performances
- Previous winners may not be nominated a second time

### **Submission Guidelines:**

Each candidate will compile the supporting documents (in the above order) in a single PDF file. Each candidate will then submit the PDF file using this link:

[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/outstanding\\_doctoral\\_student\\_researcher\\_award/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/outstanding_doctoral_student_researcher_award/)

**The finalists and recipient of the award must be submitted to the Dean's Office by March 15.** The award winner will be announced at the HRSM Awards Ceremony (at the end of Spring semester).

**FACULTY RESEARCH AND GRANTS COMMITTEE MEMBERS**

<b>Member</b>	<b>Name</b>	<b>Term Ends</b>
Associate Dean for Faculty Affairs (ex officio)	Tena Crews	rolling term
2024 Winner – RETL (Secretary)	Jung-Hwan Kim	August 15, 2028
2023 Winner – SPTE	Grace Yan	August 15, 2027
2022 Winner – SPTE	Nick Watanabe	August 15, 2026
2021 Winner – SPTE (Chairperson)	Stephen Shapiro	August 15, 2025
HTMT Representative	Marketa Kubickova	August 15, 2025

**Graduate Program Directors' Committee  
(Appointed)**

**Policy:** AC 102

**Policy Name:** Graduate Program Directors' Committee

**Date Reviewed:** May 8, 2024

The Graduate Program Directors Committee will be composed of graduate directors of each graduate program from the various academic areas as well as the Associate Dean for Graduate Programs. The Dean of the College may appoint additional members on an annual basis for a one-year term.

**Responsibilities:**

The responsibilities of this committee are to:

1. work with the assistant dean of enrollment and unit chairs to develop recommended graduate-level enrollment, retention, and progression strategies;
2. work with the College's Curricula and Courses Committee in the consideration of all graduate-level curriculum matters;
3. make recommendations to the Dean regarding all academic matters related to graduate level programming, including online programs and growth
4. work together to develop a sense of community across all masters- and doctorate-level students and graduate faculty; and
5. file an annual report of all meetings, minutes, activities, and decisions to the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**GRADUATE PROGRAM DIRECTORS' COMMITTEE**

		<b>Term Ends</b>
Associate Dean for Graduate Programs	Stephen Shapiro	rolling term
HTMT - Masters	Scott Taylor	rolling term
HTMT – Ph.D.	Fang Meng	rolling term
SPTÉ – Masters	Stephen Shapiro	rolling term
SPTÉ – Ph.D.	Khalid Ballouli	rolling term
RETL – Masters	Joohyung Park	rolling term
Graduate Program Liaison	DeAnna Risher	rolling term

**Brian J. and Linda L. Mihalik Global Scholar Award Committee  
(Appointed)**

**Policy:** AC 109

**Policy Name:** Brian J. and Linda L. Mihalik Global Scholar Award Committee

**Date Reviewed:** May 8, 2024

The Brian J. and Linda L. Mihalik Global Scholar Award Committee will be composed of the previous four recipients of the award. The senior member (individual on the committee the longest) of the Brian J. and Linda L. Mihalik Global Scholar Award will serve as the committee Chairperson. The newest recipient will serve as the secretary whose responsibilities include recording minutes of all meetings and providing them to the committee. Each year, the newest recipient will be placed on the committee and the previous senior member will roll off of the committee. In addition, the Associate Dean for Faculty Affairs and Director of International Programs will serve in an *ex officio* capacity. If all departments/schools are not represented in the membership, additional members will be included for a one-year term so that all departments/schools are represented.

**Purpose:**

This fund aligns with the strategic mission and goals of the CoHRSM by providing an annual award to a full time faculty member or staff member who best demonstrates a commitment to and advancement of the globalization of the College's students and faculty, its curricula, research capabilities and image. The Outstanding Global Scholar of the Year will be selected by the committee members. The finalist will receive a \$1250 financial award and a crystal desk globe.

**Responsibilities:**

The responsibilities of this Committee are to:

1. meet in the Spring semester (meetings called by the Chairperson) to reviews the guidelines, criteria, and applicants;
2. record minutes (recorded by secretary) of each meeting and distribute to members;
3. evaluate the applicants based on the criteria;
4. select a recipient for the award;
5. **provide the recipient's name to the Dean's Office by March 15;** and
6. file an annual report of all meetings, minutes, activities, and decisions to the Dean's appointee and HRSM Alumni Director; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**Criteria:**

Full-time, CoHRSM tenured or tenure track faculty members, instructors, or staff member may apply for the Brian J. and Linda L. Mihalik Outstanding Global Scholar Award by submitting a CV/resume and cover letter with a statement of accomplishments that addresses one or more of the three main areas of focus below.

Applicants must address how their efforts are

1. broadening the HRSM students’ global experiences through direct leadership of university approved HRSM Study Abroad programs for undergraduate and/or graduate students;
2. developing and securing external international grants with universities or businesses to provide financial support for the College’s students and faculty; and/or
3. enhancing the global image and/or reach of the College by developing effective and mutually beneficial, international Memorandums of Understanding that allow for and encourage student and faculty exchanges with universities and businesses that are located outside the U.S.

**Submission Guidelines:**

Submit the PDF file on the HRSM Mihalik Global Scholar website:

[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/global\\_scholar\\_award/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/global_scholar_award/)

**The recipient of the award must be submitted to the Dean’s Office by March 15.** The award winner will be announced at the HRSM Awards Ceremony (at the end of Spring semester).

**Brian J. and Linda L. Mihalik Global Scholar Award Committee**

<b>Unit</b>	<b>Member</b>	<b>Term Ends</b>
Associate Dean of Academic Programs (ex officio)	Karen Edwards	rolling term
Faculty Director of International Programs (ex officio)	Marketa Kubickova	rolling term
SPTC (Secretary)	Matt Brown (2024)	May 15, 2028
HTMT	Kevin Ayers (2023)	May 15, 2027
SPTC	Stephen Shapiro (2021)	May 15, 2026
HTMT (Chairperson)	Sandy Strick (2020)	May 15, 2025
RETL Representative	Rafiqul Islam Rana	May 15, 2025
NOTE: 2022 recipient (Andy Gillentine – retired)		



**Social Activities Committee  
(Appointed)**

**Policy:** AC 105

**Policy Name:** Social Activities Committee

**Date Reviewed:** May 8, 2024

**Policy:**

The Social Activities Committee shall consist of one faculty appointed by each department. The College Dean’s Administrative Coordinator and a McCutchen House Representative shall be permanent appointments. In addition, a College staff member may be appointed by the Dean to serve on the Committee.

Membership for faculty shall be for two years with half the members rotating off the Committee each year. Term of membership for staff may be one or two years.

**Responsibilities:**

The responsibilities of this committee are to:

1. meet at the beginning of the Fall semester to elect a Chairperson who shall call meetings as necessary to conduct committee business;
2. elect a secretary whose responsibility will be to record minutes of each meeting;
3. notify the Dean’s appointee to inform him/her who was elected as Chairperson and secretary;
4. provide social activities for faculty and staff members at various times during the academic year as the budget allows;
5. work cooperatively with the administrative areas of the College that assist with social activities to plan and carry out the activities of the Committee; and
6. file an annual report of all meetings, minutes, activities, and decisions with the Dean’s appointee; deadline is the last faculty meeting of the Spring semester (Chairperson’s responsibility).

**SOCIAL ACTIVITIES COMMITTEE MEMBERS**

(Chairperson and Secretary must be elected. See Responsibilities above.)

		<b>Term Ends</b>
McCutchen House (ex officio)	Becky Moran	rolling term
Dean’s Office (ex officio)	Madeline Broderick	rolling term
HTMT	Jessica Chavis	August 15, 2025
RETL	Zanne Augur	August 15, 2025
SPTA	Taylor Ramp	August 15, 2026

## **Staff Member of the Year Award Committee (Appointed)**

**Policy:** AC 103

**Policy Name:** Staff Member of the Year Award Committee

**Date Reviewed:** May 8, 2024

The purpose of this award is to recognize an exemplary staff member for his/her contributions to the College of HRSM. The award will be presented to the winner each year at the HRSM annual faculty and staff awards ceremony held at the end of the Spring semester. The recipient of the award will be honored with a trophy and a monetary award for his/her contributions to HRSM.

HRSM faculty or staff will nominate candidates by completing an HRSM Staff Member of the Year Award Nomination Form. Additional supporting materials may also be submitted with the nomination form. Supervisors will be notified of the nomination(s) and invited to comment. The committee will review the nominations, choose one recipient each fiscal year and submit to the Dean.

To be eligible, the candidate must be a permanent full-time or part-time employee of the College of HRSM for at least two years. The candidate cannot be under probationary status or a tenured/teaching faculty member. Current HRSM Staff Member of the Year committee members will not be eligible for the award.

NOTE: The committee chairperson will nominate the winner for the university staff of the year the following year.

### **Staff Award Committee:**

- The committee will consist of three (3) HRSM staff members.
- The three (3) staff members will be initially appointed by the Dean.
- Recipients of the award will be asked to serve on the committee replacing one committee member each year on a rolling basis; recipients will serve for three years.
- If former recipient(s) cannot serve, the Dean will appoint staff person(s) to the committee.
- The senior member (individual who has been on the committee the longest) will serve as the Chairperson for the committee.
- The most recent recipient will serve as the Secretary.

**Eligibility Criteria:**

The criteria for this award include

- permanent full-time or part-time employee of the College of HRSM for at least two (2) years;
- not a tenured/teaching faculty member;
- not under probationary status; and
- not a current member of the HRSM Staff Member of the Year committee.

**Nomination Process:**

The nomination process includes

- nominations will be electronically solicited from HRSM faculty and staff in the Spring semester through the following link:  
[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/staff\\_member\\_of\\_the\\_year/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/staff_member_of_the_year/)
- nomination forms may be submitted by fellow staff employees, supervisors, or a member of the College of HRSM faculty;
- additional supporting materials may be submitted with the nomination form; and
- all nomination forms will be held in confidence and will become part of the award winner’s employment file at the USC Human Resources Department.

**Selection Process:**

The selection process includes

- the Supervisor will be notified of the nomination and invited to comment;
- nominations will be reviewed by the HRSM Staff Member of the Year committee;
- **the committee will choose one recipient each fiscal year and submit to the Dean’s appointee by March 15;** and
- a member of the Staff Member of the Year committee will announce the winner at the annual HRSM faculty and staff awards ceremony.

**HRSM STAFF MEMBER OF THE YEAR COMMITTEE MEMBERS**

<b>Unit</b>	<b>Member (Year of Award)</b>	<b>Term Ends</b>
Dean’s Office (Chairperson)	Interim: Madeline Broderick (due to Pam Osman’s retirement)	August 15, 2025
HTMT	Walter Jackson	August 15, 2026
Dean’s Office (Secretary)	Tina Weaver	August 15, 2027

## **Student Scholarship Awards Committee (Appointed)**

**Policy:** AC 104

**Policy Name:** Student Scholarship Awards Committee

**Date Reviewed:** May 8, 2024

**Policy:**

The Committee on Awards and Scholarships shall consist of faculty members representing each department and program. The Business Manager, Director of Development, and Assistant Dean of Student Services shall serve as ex officio members. Faculty members shall be appointed by the Dean for a period of two years, with half of the faculty members rotating off the Committee each year.

**Responsibilities:**

The responsibilities of this committee are to:

1. meet at the beginning of the Fall semester to elect a Chairperson and call meetings to conduct committee business as necessary;
2. elect a secretary whose responsibility will be to record minutes of each meeting;
3. notify the Dean's appointee to inform him/her who was elected as Chairperson and secretary;
4. once student members are selected, provide their names to the Dean's appointee;
5. implement the selection criteria for the scholarship awards which include the consideration of academic merit, financial need, service to the field of the student's major, and supporting letters of recommendation. In some cases, monies provided by agencies and businesses may have certain additional stipulations;
6. strongly encourage students to apply for these scholarships by providing an announcement and listing of criteria twice year; and
7. file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**STUDENT SCHOLARSHIP AWARDS COMMITTEE**

(Chairperson and Secretary must be elected. See Responsibilities above.)

		<b>Term Ends</b>
Chief Financial Officer (ex officio)	Scott Kaplan	rolling term
Assistant Director of Development	Sallie Thomas	rolling term
Assistant Dean of Student Services (ex officio)	Kathy Smiling	rolling term
HTMT	Marketa Kubickova	August 15, 2026
RETL	Stephanie Taylor	August 15, 2025
SPTA	Michael Hargrave	August 15, 2026
Support Staff	Meredith Williams	rolling term

**Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee  
(Appointed)**

**Policy:** AC 106

**Policy Name:** Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee

**Date Reviewed:** May 8, 2024

**Policy:**

The purpose of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award is to recognize both tenure-track and non-tenure track faculty in the College of Hospitality, Retail, and Sport Management for teaching excellence in undergraduate and/or graduate level instruction. One award will be given each year with a minimum of three finalists with at least one finalist from each of the academic units recognized on an annual basis. Faculty may be reconsidered for the award in the fifth year after they receive the award.

**Committee Composition:**

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee shall be composed of:

1. Four students representing each of the four academic degree areas. Each will be chosen in the following manner: for each area, three students will be randomly selected from those who are on the previous semester's Dean's List and who have at least 75 hours accrued.

The Committee will contact the first randomly selected individual from each department to see if they are willing and able to serve. If not, the second and third students will be contacted in that order until there is one representative randomly selected from each department or program. The committee will be responsible for contacting and confirming all student members.

2. The last four recipients of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Award; the senior member (individual on the committee the longest) will serve as chair. The most recent recipient will serve as Secretary. Each member will serve a four-year term.
3. If available, two previous recipients of the award will be selected to serve one-year terms. They will be appointed from a list of past recipients, beginning with the earliest winners, working forward to the most recent. If either of these two committee members is nominated for the award, he/she may opt to resign from the committee or decline the nomination.

**Responsibilities:**

The responsibilities of this committee are to:

1. meet as many times as necessary to choose the Teacher of the Year and Outstanding Doctoral Teacher of the Year; meetings called by the Chairperson;
2. once students members are selected, provide their names to the Dean's appointee;
3. record minutes (recorded by secretary) of each meeting and distribute to members;
4. implement the College-approved policies and procedures for choosing the award winners;
5. choose the award winners during the Spring semester each year;
6. **submit the name of the recipient by March 15 to the Dean's office** so that the award winners may be honored at a planned presentation and reception;
7. serve as the selection committee for the annual Outstanding Doctoral Student Teacher Award; and
8. file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

**Nomination Process:**

The nomination process will begin during the fall semester of each academic year. The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will be responsible for solicitation of nominations:

Nominations may be made by current students in the College or by current full-time faculty in the College. If a faculty member is nominated by a colleague, at least one letter of support from a current student must accompany the nomination.

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will set a deadline date and time for nominations, and will be announced on all marketing materials distributed and on the nomination forms.

Submit nominations on the Varney Teacher of the Year website:

[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/teacher\\_of\\_the\\_year/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/teacher_of_the_year/)

**Eligibility:**

Any full-time member of the faculty of the College of Hospitality, Retail, and Sport Management is eligible to receive the award. This includes tenured, tenure-track and non-tenure-track faculty members.

**Selection Criteria:**

Effective teaching should be closely linked to, and inseparable from, the pursuit of knowledge in one's field through professional and scholarly development and service. It is manifested through:

- outstanding classroom performance that facilitates student learning.
- out-of-class activities that are directly related to the enhancement of student learning.
- academic and professional integrity.

**Operational Details:**

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will meet early in the spring semester to review all nominations. Finalists will be chosen based on the stated criteria. All nominees will receive a letter from the committee informing them of their nomination. For those who are selected as finalists, a letter from the committee will be sent to inform them that they are finalists and to ask that the following items be submitted to the committee if they wish to be considered further:

1. an electronic copy of a vita that is no longer than three pages, which includes the nominee's qualifications, teaching philosophy, and involvement with teaching and instruction.
2. electronic copies of syllabi from each course taught during that academic year, which includes the course description, objectives, topics covered, explanation of grading procedures, and listing of major teaching and evaluation methods.
3. electronic copies of teaching evaluations from courses that are no more than two years old, as of January 1 of the current year.

Nominee portfolios will be reviewed by the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee. In addition, each finalist will be interviewed by the committee, and each will be observed in the classroom by at least one student and one faculty member of the committee.

Following the portfolio reviews, interviews, and classroom observations/discussions, the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year will be selected by secret ballot vote of all committee members. A simple majority is needed in order to become the recipient of the award. All finalists will receive letters from the committee asking that they attend the reception which will honor the recipient and finalists.

**Recognition and Promotion:**

All faculty who were nominated for the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award will receive letters of congratulations from the committee. All finalists will receive letters of recognition from the committee, stating that they were finalists.

The winner of the award will receive a framed certificate and a cash award.



Photographs of the finalists and winner will be made and used for publicity purposes. All College of Hospitality, Retail, and Sport Management faculty, staff, administration, and students will be invited to the reception by the committee. The committee will secretly invite the family of the recipient to attend the reception. Press releases will be sent by the HRSM Communications Department to all appropriate media.

Rev. 7-7-99; 10-18-99; 2-16-01 ; 3-21-08; 10-10-08; 02-28-13; 05-08-24

## **College of Hospitality, Retail, and Sport Management Outstanding Doctoral Student Teaching Award**

This award recognizes an exemplary doctoral student in the College of Hospitality, Retail, and Sport Management for their outstanding contributions and academic achievements in the area of teaching. Nominees must be current Ph.D. students in good standing (full- or part-time) and be teaching in the college. Nominations are accepted by a student committee through the college's Teacher of the Year nomination website.

Winners receive a certificate and \$500 in the form of student financial aid.

### **Award Criteria:**

- A cumulative GPA of 3.5 or higher in the graduate program of enrollment
- Evidence of ability to effectively teach a variety of courses
- A strong record of teaching

### **Required Documents:**

- Unofficial transcript (or documentation from program director of 3.5 or higher GPA)
- Curriculum vitae outlining nominee's experiences, achievements, and teaching awards
- Previous winners may not be nominated a second time

### **Nomination Guidelines:**

- Nominations may be submitted by any student or faculty.
- Nominations should be submitted at:  
[https://www.sc.edu/study/colleges\\_schools/hrsm/internal/for\\_faculty\\_and\\_staff/annual\\_awards/outstanding\\_doctoral\\_student\\_researcher\\_award/](https://www.sc.edu/study/colleges_schools/hrsm/internal/for_faculty_and_staff/annual_awards/outstanding_doctoral_student_researcher_award/)

### **Selection Process:**

The Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee will meet early in the spring semester to review all nominations. Finalists will be chosen based on the stated criteria. All nominees will receive a letter from the committee informing them of their nomination. For those who are selected as finalists, a letter from the committee will be sent to inform them that they are finalists and to ask that the required documents noted above be submitted to the committee if they wish to be considered further:

A student committee comprised of one undergraduate student from each department will collect and consider all applications. A finalist will be selected from each department for consideration. The committee will meet without the presence of faculty to determine the winner. A faculty committee with a representative of each department will help oversee and facilitate the process. The faculty representatives will make determinations on the eligibility of each finalist, but the decision is arrived at by the student committee alone. Faculty representatives can answer questions regarding each candidate's eligibility but are not allowed to influence the final decision of the students.

**The finalists and recipient of the award must be submitted to the Dean's Office by March 15.** The award winner will be announced at the HRSM Awards Ceremony (at the end of Spring semester).

**CARMEN S. AND HARRY E. VARNEY DISTINGUISHED TEACHER OF THE YEAR**

*The purpose of the Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year award is to recognize both tenure-track and non-tenure track faculty in the College of Hospitality, Retail, and Sport Management for teaching excellence in undergraduate and/or graduate level instruction. One Varney teaching award will be given each year with a minimum of three finalists with at least one finalist from each of the academic units recognized on an annual basis. Faculty may be reconsidered for the award in the fifth year after they receive the award.*

**Dr. Harry E. and Carmen S. Varney Distinguished Teacher of the Year Committee**  
(Chairperson and Secretary must be elected. See Responsibilities above.)

Unit	Member (Year of Award)	Term Ends
RETL (Chairperson)	Zanne Augur (Substitute for Daniela Jankovska - 2021)	August 15, 2025
SPTE	Matt Dunn (2022)	August 15, 2026
SPTE	Paul Graham (2023)	August 15, 2027
HTMT (Secretary)	Darron Kirkley (2024)	August 15, 2028
BAIS	Student	August 15, 2025
HTMT	Student	August 15, 2025
RETL	Student	August 15, 2025
SPTE	Student	August 15, 2025

## **Budget Committee (Elected)**

**Policy:** EC 10

**Policy Name:** Budget Committee

**Date Reviewed:** August 28, 2024

**Policy:**

Per the Faculty Manual, each Dean-led college or school, including the University Libraries, (hereafter, College) shall have a representative committee that advises on the allocation of funds to its programs. The faculty of each College shall decide on an appropriate size and makeup for this committee, provided that it shall have no fewer than five members and be made up of a majority of elected faculty members. The committee shall be properly oriented and trained in the details of the University of South Carolina Columbia and college budgeting processes. The committee shall have access to all relevant budgetary data to fulfill its purpose including, but not limited to analyses of past budgetary experience, reports on current budgets, and budgetary projections.

**Responsibilities:**

The responsibilities of this committee are to:

1. serve as a liaison between the college administration and the faculty on matters pertaining to the university and college budgets, advocate for faculty priorities on matters of budget and budgetary policy, and provide a venue for discussing faculty questions and concerns about the budget and budgeting process;
2. support the key role that chairs and directors play in colleges' budget decision making.
3. meet regularly with the Dean or other senior administrative officer(s) of the college to discuss financial matters and collaborate in the development of budgetary processes and plans.
4. report its work to the faculty of the college and solicit feedback and input from the faculty on budgetary matters.
5. file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (responsibility of Chief Financial Officer).

### Budget Committee

Unit	Member	Term Ends
HRSM	Dean Sagas	rolling term
HRSM	Tena Crews (ex officio)	rolling term
HRSM	Scott Kaplan (ex officio)	rolling term
HRSM	Kathy Smiling (ex officio)	rolling term
HTMT	Kevin Ayers	rolling term
HTMT	Fang Meng	rolling term
RETL	Kris Ellison	rolling term
RETL	Dan Williams	rolling term
SPTA	Mark Nagel	rolling term
SPTA	Tom Regan	rolling term

## **Curricula and Courses Committee (Elected)**

**Policy:** EC 101

**Policy Name:** Curricula and Courses Committee

**Date Reviewed:** May 8, 2024

### **Policy:**

The Committee on Curricula and Courses shall consist of undergraduate and graduate program directors from each program/department/school, the BAIS program manager, and Academic Advisor representative (ex-officio), and the Associate Dean for Academic Affairs (ex-officio). Membership shall be for two years for faculty members.

### **Responsibilities:**

The responsibilities of this committee are to:

6. meet at the beginning of the Fall semester to elect a Chairperson;
7. elect a Secretary whose responsibility will be to record minutes of each meeting;
8. notify the Dean's appointee to inform him/her who was elected as Chairperson and secretary;
9. conduct at a minimum of two (2) meetings per semester in order to review any courses or curricular changes brought forth by the departments in the college; meetings called by the Chairperson;
10. notify department chairs of the meeting dates at the beginning of each semester with a minimum of one month's notice of deadlines to turn in proposed changes.
11. notify all faculty members of the college of the meeting dates at least two weeks in advance as the College Curriculum meetings will be open and public to any of the voting faculty members
12. utilize the Blackboard account in order to post proposed curriculum changes and to allow a discussion board to be created for discussion on the relevant curriculum proposals. The votes on the curriculum issues may be cast through blackboard or other electronic means.
13. handle all curricula and courses matters within faculty domain including: content of proposed new courses, changes in titles and programs, course deletions, revisions and changes of existing programs, and the development of new programs;
14. ensure that proper procedures are followed. In addition to being on the standard University form for the Committee on Curricula and Courses, the new course proposals should include the following information to assist the Committee in evaluation of the proposal:
  - a. listing of the course objectives,
  - b. detailed outline of the subject areas to be taught, methods of course evaluation,
  - c. selected references to be used in the course;

15. make recommendations to the College faculty and conduct electronic confidential votes of the eligible faculty members of the College through appropriate means, which may include the Blackboard site. Eligible voters are all full time tenured and tenure track faculty members, full time non-tenure track instructors and other professional-track teaching faculty. Faculty members will be able to vote:
16. vote “Approved”, “Not Approved”, or “Abstain” regarding each curriculum proposal. Proposals need to be passed with a simple majority of the faculty voting “Approved” as long as a quorum of the eligible faculty has participated in the vote. A quorum is defined as a majority plus one. For example, if there are 50 full time faculty members/instructors, there need to be 26 faculty members that vote, with a majority of those voting (ex. 14 or more) approving the course or curriculum change for it to move forward to the University Curriculum Committee. The HRSM faculty shall be given 2 weeks to vote on proposals presented upon the Committee’s recommendations; and
17. file an annual report of all meetings, minutes, activities, and decisions with the Dean’s appointee; deadline is the last faculty meeting of the Spring semester (Chairperson’s responsibility).

**CURRICULA AND COURSES COMMITTEE**

(Chairperson and Secretary must be elected. See Responsibilities above.)

		<b>Term Ends</b>
Associate Dean for Academic Programs (ex officio)	Karen Edwards	Rolling term
Academic Advisor Representative (ex officio)	Valerie Bates	Rolling term
HTMT – Undergraduate Director	Bill Knapp	August 15, 2026
HTMT – Graduate Director	Scott Taylor, Jr.	August 15, 2026
RETL – Undergraduate Director	Mike Watson	August 15, 2026
RETL – Graduate Director	Joohyung Park	August 15, 2026
SPTA – Undergraduate Director	John Grady	August 15, 2026
SPTA – Graduate Director	Stephen Shapiro	August 15, 2026
BAIS – Program Manager	Haylee Mercado	August 15, 2026

**Scholastic Standards and Petitions Committee  
(Elected)**

**Policy:** EC 103

**Policy Name:** Scholastic Standards and Petitions Committee

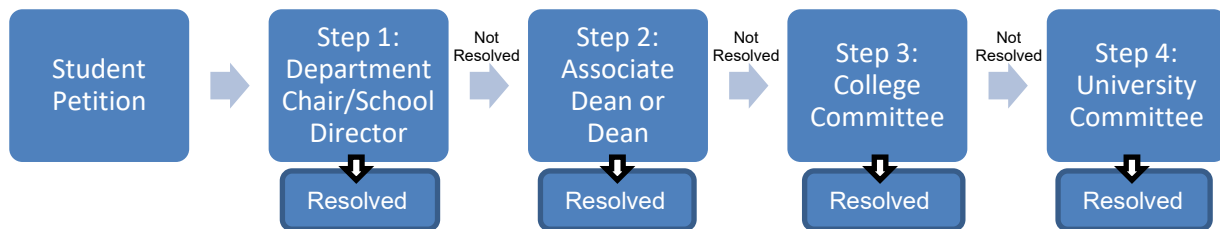
**Date Reviewed:** May 8, 2024

**Policy:**

The Committee on Scholastic Standards and Petitions shall consist of membership constituted as one faculty member elected by each department and the Associate Dean for Academic Programs who will be an *ex officio* member. Membership shall be for two years for elected faculty members with half of the faculty members rotating off the Committee each year. The College Committee on Scholastic Standards and Petitions hears appeals from students wishing relief from College and/or University regulations. The Office of the Dean has specific responsibility for considering petitions involving the following regulations:

1. to waive the last 30-hour residence requirement;
2. to be permitted to repeat a course previously taken for credit;
3. to allow a course substitution in program of study;
4. to earn credit by examination;
5. to register for course overloads;
6. to waive certain academic regulations; and
7. to consider other circumstances of student appeal not listed above.

If the petition is not resolved to the student’s satisfaction at the Dean’s level, the student may request that the petition be forwarded to the College Committee on Scholastic Standards and Petitions for review, as follows. The petition can be resolved at any Step (1-4).



**Responsibilities:**

The responsibilities of this committee are to:

1. meet at the beginning of the fall semester to elect the Chairperson and Secretary;
2. notify the Dean’s appointee to inform him/her who was elected as Chairperson and secretary;
3. meet as needed (meetings called by the Chairperson);
4. record (Secretary) minutes of each meeting;
5. inform students who submitted petitions of the decision of the Committee (completed by the Chairperson); and
6. file an annual report of all meetings, minutes, activities, and decisions with the Dean’s appointee; deadline is the last faculty meeting of the Spring semester (Chairperson’s responsibility).



Rev. 09-15-12; 02-28-13; 05-08-24

**SCHOLASTIC STANDARDS AND PETITIONS COMMITTEE MEMBERS**  
(Chairperson and Secretary must be elected. See Responsibilities above.)

		<b>Term Ends</b>
Associate Dean (ex officio)	Karen Edwards	rolling term
HTMT	Haemoon Oh	August 15, 2026
RETL	Jiyeon Kim	August 15, 2025
SPTA	Mark Nagel	August 15, 2026

## **Student Academic Responsibilities Committee (Elected)**

**Policy:** EC 104

**Policy name:** Student Academic Responsibilities Committee

**Date reviewed:** May 8, 2024

### **Policy**

The Committee on Student Academic Responsibilities shall consist of one faculty representative elected by each program, department or school and two student members. The Dean will appoint the two students who must be of Junior or Senior standing (60 credits or more) and enrolled in the college. Membership shall be for two years for faculty members and one year for each student member. The Associate Dean of Academic Programs will serve on the committee as ex officio. This committee meets on an as needed basis.

### **Responsibilities**

The responsibilities of this committee are to:

1. meet within the first three weeks of the Fall semester to elect a Chairperson, who shall call additional meetings as necessary to conduct committee business;
2. elect a secretary during the first meeting whose responsibility will be to record minutes of each meeting, maintain an electronic copy of said minutes, and provide to the committee;
3. notify the Dean's appointee to inform him/her who was elected as Chairperson and secretary;
4. once students members are selected, provide their names to the Dean's appointee;
5. execute the USC policy of Academic Responsibility – The Honor Code in compliance with University approved policies and procedures (Student Affairs Policy STAF 6.25) which are stated in the *Carolina Community: USC Student Handbook and Policy Guide*; and
6. file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

### **Composition of College Committee**

The College Committee is composed of faculty members selected from a pool of faculty from the college where the alleged violation occurred designated by the Dean of the College and students from the College and/or the Carolina Judicial Council. Faculty members are appointed annually by the Dean, and student members are selected annually according to the guidelines set in the Constitution of the Carolina Judicial Council, or may be appointed by the Dean of the College.

For a hearing, the College Committee shall consist of at least five (5) members: three (3) faculty members selected from the pool designated by the Dean of the College; and two (2) students selected from the College and/or the Carolina Judicial Council.

**University of South Carolina Policies**  
 directly related to the  
**Student Academic Responsibilities Committee**

Reviewed on May 8, 2024

Student Affairs Policy STAF 6.25: <https://sc.edu/policies/ppm/staf625.pdf>

[https://www.sc.edu/about/offices\\_and\\_divisions/cte/orientation/new\\_faculty\\_orientation/docs/2107\\_information\\_table\\_resources\\_docs/student\\_conduct\\_honor\\_code\\_brochure\\_2017.pdf](https://www.sc.edu/about/offices_and_divisions/cte/orientation/new_faculty_orientation/docs/2107_information_table_resources_docs/student_conduct_honor_code_brochure_2017.pdf)

**Carolinian Creed**

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of conduct behavior.

**As a Carolinian...**

*I will practice personal and academic integrity;*

*I will respect the dignity of all persons;*

*I will respect the rights and property of others;*

*I will discourage bigotry, while striving to learn from differences in people, ideas, and opinions;*

*I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.*

Allegiance to these ideals requires each Carolinian to refuse, form and discourage behaviors which threaten the freedom and respect every individual deserves.

**For more information and additional resources**

**The Writing Center**  
<http://artsandsciences.sc.edu/write/university-writing-center>

**The Center for Teaching Excellence**  
[http://www.sc.edu/about/offices\\_and\\_divisions/cte/index.php](http://www.sc.edu/about/offices_and_divisions/cte/index.php)

**Student Success Center**  
[www.sa.sc.edu/ssc](http://www.sa.sc.edu/ssc)

**Student Conduct & Academic Integrity**  
**University of South Carolina**  
 803.777.4333 | [osc@sc.edu](mailto:osc@sc.edu)  
[@UofSCCred](#)

Your guide to the UofSC  
**Honor Code**

---

**Your Responsibility as a Student:**

As a student at the University of South Carolina, you are expected to maintain high ethical standards inside and outside the classroom. The Honor Code helps to create a culture of integrity, establish fairness, uphold our academic reputation, and prepare you for the workforce.

When a student is asked to sign the Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member and request of record.

**Tips to avoid Honor Code Violations:**

Manage Your Time

Talk to Your Professor

Use Proper Citation

**Honor Code Violations:**

**Plagiarism:** Is the use of work or ideas without the proper acknowledgement of the original source. This includes:

- Partial or incomplete citation of work or ideas.
- Improperly paraphrasing by acknowledging the source but failing to present the material in one's own words.
- Paraphrasing without acknowledgment of the source.
- Multiple submissions of the same or substantially the same academic work for academic credit.
- Copying, partially or entirely, any material without acknowledgement of the source.

**Cheating:** Is the improper collaboration or behavior in connection with any academic work. This includes:

- Copying another individual's or group's academic work.
- Receiving and utilizing academic work for the purposes of fulfilling an academic requirement.
- Completing any academic work for someone else or permitting someone else to complete academic work on your behalf.
- Using any bribe or unauthorized aid (e.g. outside source, cell phone, calculator, notes, previous testing material).

**Falsification:** Misrepresenting or misleading others with respect to academic work. This includes:

- Signing in for another student who is not in attendance or requesting this action.
- Interfering with an instructor's ability to evaluate accurately a student's competency or performance on any academic work.
- Fabrication of documents submitted in connection with academic work.

**Complicity:** Assisting or attempting to assist another in any violation of the Honor Code. This includes:

- Sharing academic work with another student (either in person or electronically) without the permission of the instructor.
- Communicating (either in person or electronically with another student(s) or other individual(s)) during an examination without the permission of the instructor.

**The Carolinian Creed**

*As a Carolinian...*

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;
- I will respect the rights and property of others;
- I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
- I will demonstrate concern for others, their feelings, and their need for the conditions which support their work and development.

35

**STUDENT ACADEMIC RESPONSIBILITIES COMMITTEE MEMBERS**  
 (Chairperson and Secretary must be elected. See Responsibilities above.)

		<b>Term Ends</b>
Associate Dean for Academic Programs (ex officio)	Karen Edwards	rolling term
HTMT	Robby Lybrand	August 15, 2026
RETL	Terry Kim	August 15, 2025
SPTA, Chairperson	Tena B. Crews	August 15, 2025
Student Member (Jr./Sr. Standing)		August 15, 2025
Student Member (Jr./Sr. Standing)		August 15, 2025

## **Student Leadership and Experience Committee (Elected)**

**Policy:** EC 100

**Policy Name:** Student Leadership and Experience Committee

**Date:** May 8, 2024

### **Policy:**

The Student Leadership and Experience Committee is an appointed committee that consists of two faculty representatives from each academic unit, one representative from Student Services, Marketing and Communications, Corporate Engagement, and Alumni Relations. In addition, there will be two members who are appointed at-large. The at-large committee members may come from faculty or staff in any unit within the College. The purpose of the committee is to foster collaborative interactions between students and HRSM faculty at key events throughout the academic year, and to monitor and evaluate the experience of student life inside HRSM. Membership shall be for a two-year term (except for half of the inaugural cohort, which will serve for three years). The Assistant Dean for Enrollment Management and Professional Development will serve as an ex officio member. The Recruitment Coordinator and the Leadership and Event Services Coordinator would serve as permanent members of the committee.

### **Responsibilities:**

The responsibilities of this committee are to:

- 1) meet at the beginning of each semester to elect a Chairperson and to address students to faculty experiences and student enrichment matters;
- 2) elect a secretary whose responsibility will be to record the minutes of each meeting;
- 3) notify the Dean's appointee to inform him/her who was elected as Chairperson and secretary;
- 4) ensure, track, and facilitate departmental faculty representation at key College of HRSM student functions, including but not limited to:
  - a. all prospective student recruitment events (year-round);
  - b. student Welcome Back (Beach Bash) and other new student-centric events;
  - c. alumni Events;
  - d. HRSM Career Expos/related events (Fall/Spring);
  - e. college-wide student programming;
  - f. Marnie Pearce Professionalism Seminar Events;
  - g. hooding and Cording (Fall/Spring);
  - h. university events: University Awards Day, University Convocation (Fall/Spring); and
  - i. HRSM and unit events including, but not limited to, the Dean's Lecture Series, Industry Panels, SEVT, CSRI, etc.
- 5) facilitate faculty involvement / greeting with groups on HRSM tours during Fall and admitted student outreach by faculty in the Spring;
- 6) closely monitor best practices of student experience across the USC campus and share collective guidance with committee;
- 7) coordinate the Dean's Student Leadership Council to meet with key student leaders annually and discuss student engagement in broad terms, then make recommendations to Department Chairs and Dean's leadership team regarding substantive matters that surface;

- 8) monitor and ensure quality student involvement/participation and college support/advisement in all associate student organizations (ASO) student clubs/boards including, but not limited to, those on the attached list;
- 9) oversee the HRSM Leadership Program, support recruitment and selection process and engage leaders in department level opportunities;
- 10) oversee the cultivation and nomination of HRSM students for all campus awards and recognitions, including, but not limited to the following:
  - a. National Fellowships
  - b. Campus Leadership Recognitions
  - c. College and Departmental Awards
  - d. Peer Leadership Opportunities (UNIV, Housing, Student Gov. etc.
  - e. others
- 11) maintain the HRSMedge mentoring program subcommittee to provide oversight and guidance to the management of college-wide program;
- 12) maintain a college-wide subcommittee to support all university Mental Health initiatives for students. The mental health initiative subcommittee membership shall consist of a group of five (5) volunteer members from the HRSMedge mentoring committee; and
- 13) file an annual report of all meetings, minutes, activities, and decisions with the Dean's appointee; deadline is the last faculty meeting of the Spring semester (Chairperson's responsibility).

### Student Leadership and Experience Committee

(Chairperson and Secretary must be elected. See Responsibilities above.)

Unit	Member	Term Ends
HTMT Faculty/Instructor	Rich Harrill	August 15, 2026
HTMT Faculty/Instructor	George Hendry	August 15, 2027
SPTL Faculty/Instructor	Steve Taylor	August 15, 2026
SPTL Faculty/Instructor	Matt Dunn	August 15, 2027
RETL Faculty/Instructor	Kris Ellison	August 15, 2026
RETL Faculty/Instructor	Patricia Chambers	August 15, 2027
Student Services Representative	Alissa Samek	August 15, 2026
Marketing and Communications Representative	Allen Wallace	August 15, 2027
Corporate Engagement Representative	Krystal Qi	August 15, 2026
Alumni Relations Representative	Roxanne Price	August 15, 2027
At-Large Member	Jessica Chavis	August 15, 2026
At-Large Member	Mike Moody	August 15, 2027
Assistant Dean of Enrollment Management and Professional Development (ex officio)	Collin Crick	rolling term
Recruitment Coordinator	Laura Bishop	rolling term
Leadership Services and Events Coordinator	Emma Dickenson	rolling term

<b>HRSM Student Leadership Populations</b>		
HRSM Leaders		
Club Management Association of America		
Eta Sigma Delta		
HRSM Global Community Club		
National Retail Federation		
Event Planners	emerging	
Fashion Board at USC	Not an ASO	
Sigma Psi Mu		
National Society of Minorities in Hospitality		
Restaurant & Lodging Association		
Retailing Advisory Board		
SPTe Mentors		
HRSM Univ 101 Peer Leaders		
HRSM Dean's Student Leadership Council		
Tepper Scholars Program		
Student Government Representatives		
Women in Sport and Entertainment		
Sports Analytics Club		
HRSM underREPRESENTED		
Theme Parks and Attractions		
Collegiate DECA		
HRSM Entrepreneurs	emerging	
Beverage Management Association	emerging	



## **Faculty Senate (Elected)**

**Policy:** EC 102

**Policy Name:** Faculty Senate

**Date Reviewed:** May 8, 2024

### **Policy:**

Based on Faculty Senate regulations the College faculty will elect the appropriate number of faculty senators to serve as the College representatives. Membership shall be for two years, with one or two of the senators rotating off at the end of their term of service. The faculty members will begin their duties at the first Faculty Senate meeting of the Fall or, in the case of a mid-year vacancy, at the next regularly scheduled Faculty Senate meeting.

### **Responsibilities:**

The responsibilities of this committee are to:

1. attend all Senate meetings;
2. represent the College when programs or courses are presented for approval;
3. represent the faculty on all Senate matters;
4. report pertinent information to the department/school faculty; and
5. report to the Dean any information that might affect the College, positively or negatively, in a timely manner.

### **Membership Qualifications:**

Membership qualifications include

- the faculty member must be at the Assistant Professor level or above (for tenure-track faculty) or at the Senior Instructor level or above (for professional-track);
- additional terms may not be served until one year following the expiration of service on the Senate;
- in accordance with a motion passed at the April 1990 College faculty meeting, there shall be no more than one Faculty Senator elected from each academic program, department or school to serve at any one time. Each of the following areas will be considered separately in the election of Faculty Senators: HTMT; RETL; SPTE; and at large; and
- in accordance with a motion passed at the February 11, 1999, College faculty meeting, the following nominating procedures will be effective beginning in 1999-00.

### **Nominations Procedures:**

The list of nominees presented to the faculty for election to the Faculty Senate will consist of the candidate receiving the largest number of nominations from each of the programs/departments/schools eligible for representation. All candidates included in a tie vote will be listed on the ballot.

Prior to nominating a faculty member for consideration, the nominator must contact the potential nominee to determine his or her willingness to serve if elected.

**Election Procedures**

The slate of nominees will be presented at the last faculty meeting of the Spring semester for voting by the full faculty.

**FACULTY SENATE MEMBERS**

		<b>Term Ends</b>
RETL	Donna Watts	August 15, 2025
HTMT	Charlie Partlow	August 15, 2026
SPTE	Tom Regan	August 15, 2026
At-large	Khalid Ballouli	August 15, 2025

## **Staff Senate (Elected)**

**Policy:** EC 105

**Policy Name:** Staff Senate

**Date Reviewed:** May 8, 2024

Based on Staff Senate regulations the College staff will elect the appropriate number of staff senators to serve the College. Membership shall be for two years according to Staff Senate by-laws. The staff member(s) will begin his or her duties July 1, or in the case of a mid-year vacancy, at the next regularly scheduled Senate meeting.

### **Mission:**

The Staff Senate represents all classified and unclassified, temporary, temporary grant and time-limited staff employees at the University of South Carolina-Columbia hereinafter referred to as the "University". The Staff Senate serves in an advisory capacity to the President of the University and their designee(s). The Staff Senate accepts and shares responsibility with the administration, faculty, and students for attaining the stated goals of the university and to foster a spirit of community.

### **Purpose:**

The Staff Senate serves as an advisory board to the University President and seek to do the following:

1. create an open forum to facilitate communication among staff and the administration;
2. engage staff and bring their interests and concerns before the administration;
3. explore solutions for more efficient and effective University operations;
4. promote a positive campus climate and strengthen the sense of community among staff;
5. participate in service work that supports the University and surrounding community;
6. propose and support programs to enhance and encourage professional development;
7. attend all Senate meetings;
8. represent the staff on all Senate matters;
9. report pertinent information to the College staff; and
10. report any information that might affect the College, positively or negatively, in a timely manner.

### **Membership Qualifications:**

- Staff Senators will consist of Full-Time Equivalent (FTE) (full-time or, part-time), and Research Grant Position (RGP) employees of the University who have been employed at the University for a minimum of one (1) consecutive year before their election dates. At the time of the election, the employee must be a member of the specified organizational unit (HRSM). If a Senator ceases to be a University FTE or RGP employee, they are automatically removed as a Senator.
- Time Limited (TL) and Temporary employees) are not eligible to become Senators but are represented by their Senators.

- A Senator must be in good standing with the University upon election and remain in such standing during their terms.

**Nomination Procedures:**

Elections for vacant Staff Senate seat(s) shall be held each March annually across the University, depending on vacancies. Elections will be managed by the Staff Senate Membership Committee, which will be advised by the immediate past-president.

**Election Procedures:**

The Staff Senate Membership Committee will create the ballots (electronic or paper) for each organizational unit, manage ballot collection, tabulate ballots, and report election results. More information can be found in the [Staff Senate By-Laws](#).

**STAFF SENATE**

		<b>Term Ends</b>
At-large	Stephanie Richards	June 30, 2026

**TENURE AND PROMOTION CHAIR  
(Elected)**

*1-year term. All College of HRSM tenured faculty are members of the Tenure and Promotion Committee per the faculty manual.*

		<b>Term Ends</b>
HRSM (College Committee)		May 1, 2025
SPTC	John Grady, Chair Mark Nagel, Chair-elect	May 1, 2025 May 1, 2026
RETL	Jung-Hwan Kim, Chair	May 1, 2025
HTMT	Ercan Turk, Chair	May 1, 2025

**LIBRARY REPRESENTATIVE  
(Representative)**

*Kathy Snediker is our library liaison. 777-2346 – <a href="mailto:snediker@mailbox.sc.edu">snediker@mailbox.sc.edu</a>
--