

Faculty Manual

2024-2025



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.

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- 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

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- 4.2. Tenure: Conditions and Procedures
- 4.3. Promotions – Faculty
- 4.4. Post-tenure Review – Effective 2019-2020
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 - 5.1.2. ADA Compliance Policy for Students
- 5.2. Faculty Absence from Class
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- 5.4. Classroom Assignment
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6. Research-Related Policies

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- 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 Policy and Procedures
- 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
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7. Workplace Policies

- 7.1. ADA Complaint Procedure
- 7.2. Campus Smoking Policy
- 7.3. Drug-free Workplace
- 7.4. Employee Assistance Referral Program
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- 7.5. Equal Opportunity Statement
- 7.6. Family Medical Leave Act
- 7.7. Grievance and Appeals - Faculty
- 7.8. Hazardous Weather
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- 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
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- 8.3. Graduate Council
- 8.4. Faculty Committees
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- 8.4.9. Honors
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 - 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 Administration

- 10.1. CBA 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. [Winthrop Think College](#)

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. [University College](#)

- 13.1. [Academic Success Center](#)
- 13.2. [Academic Advising Center](#)
- 13.3. [Honors Program](#)
- 13.4. [International Center](#)
- 13.5. [Learning Excellent Academic Practices \(LEAP\) Program](#)
- 13.6. [McNair Scholars Program](#)
- 13.7. [Office of the First Year Experience](#)
- 13.8. [Office of Nationally Competitive Awards](#)
- 13.9. [Office of Undergraduate Research](#)
 - 13.9.1. [SOURCE](#)
 - 13.9.2. [Summer Undergraduate Research Experience](#)
- 13.10. [TRiO Achievers Program](#)

14. [Graduate, Extended, and Online Education](#)

- 14.1. [Continuing and Professional Education](#)
- 14.2. [Online Graduate Programs](#)
- 14.3. [Winthrop Office of Online Learning \(WOOL\)](#)

15. [Ida Jane Dacus Library and Louise Pettus Archives](#)

- 15.1. [Ida Jane Dacus Library Faculty Manual](#)
- 15.2. [Book A Librarian](#)
- 15.3. [Course Reserves](#)
- 15.4. [Databases](#)
- 15.5. [Digital Commons](#)
- 15.6. [Government Documents](#)
- 15.7. [Information Literacy Instruction](#)
- 15.8. [Interlibrary Loan and PASCAL Delivers](#)
- 15.9. [Louise Pettus Archives and Special Collections](#)

15.10. [OneSearch \(online catalog\)](#)

15.11. [Meditation Room](#)

15.12. [Research Guides](#)

16. [University Facilities and Resources](#)

16.1. [Center for Career Development and Internships](#)

16.2. [Computing and Information Technology](#)

16.3. [Environmental Health and Safety](#)

16.4. [Facilities Management](#) (project and work request systems)

16.5. [Grants and Sponsored Research Development](#)

16.6. [Lois Rhome West Health, Physical Education, and Wellness Center](#)

16.7. [Ombuds Office](#)

16.8. [Traffic, Parking, and Registration of Vehicles](#)

16.9. [University Bookstore](#)