4.2.b Board/administrative distinction

The governing board ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.

Compliance Judgment: In Compliance

Rationale

     Authority and Duties of the Govern Board. The University of South Carolina Aiken is governed by the Board of Trustees of the University of South Carolina System. The powers of the University of South Carolina Board of Trustees are prescribed in the provisions of the South Carolina Code of Laws Section 59-117-40 [1] and are delineated in Article IV of the Board of Trustees Bylaws.[2] As outlined in the Board of Trustees Bylaws, "the Board…shall establish the general policies of the University System, shall lay out the University System's broad program of educational activity, shall approve the budget for the next fiscal year, and shall provide ultimate accountability to the public and the General Assembly. Within these fundamental responsibilities, the Board will perform, where appropriate, many essential functions, including but not limited to… establish policies and goals of the University and direct the President to implement and achieve those policies and goals; … approve compensation policy for faculty and staff; [and] …establish auditing policies and standards and appoint independent auditors."

     The broad categories of governing board policies and documents illustrating related actions taken (e.g., agenda or minutes of meetings) include:

- ***Setting governing and administrative policies:*** (e.g., adopting a mission review policy [3]; setting an internal control policy and specifying personnel with delegated authority over specific policy areas [4]);
- ***Budget and Finance:*** (e.g., approval of a designated fund budget for scholarships [5]; approval of the USC System budget [6]; approval of state institution refunding bonds [7]);

- ***Real estate and facilities***: (e.g., [facility renovations](#) [8]; [campus construction projects](#) [9]; [facility maintenance](#) [10]; [approval of Comprehensive Permanent Improvement Plans](#) [11]);

- ***Personnel matters:*** (e.g., [approval of the Faculty Manual](#) [12]; [approval of honorary titles](#) [13]; [appointment of the institution's Chancellor](#) [14]);

- ***Legal and contractual matters:*** (e.g., [approval of large contracts](#) [15]); and

- ***Approving missions and educational programs:*** (e.g., [review of the institution mission](#) [16]; [approval of new academic programs](#) [17]).

Process of Adopting and Modifying Policies. The university system uses a standard policy format and a uniform review and approval process for university policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as state and regional accreditation requirements. All institutions and campuses of the USC system must follow the procedures outlined in the [Policy on Policies](#) [18] regarding the approval of new university policies and the revision or repeal of existing policies. All system-wide university policies with the exception of Board of Trustee policies must be approved by the president. Board of Trustees policies must be reviewed by the Office of General Counsel prior to approval by the Board of Trustees. Drafts of new policies, substantially revised policies, and policies recommended for repeal must be distributed to the university community for review and comment prior to final approval.

Dissemination of Policies. University-approved versions of policies for the system and USC Columbia are disseminated through an online [Policies and Procedures Manual.](#) [19] Policies specific to USC Aiken are maintained by the office of the Chancellor and are available on the [USC Aiken Policy and Procedures website](#). [20]

Administration and Implementation of Policies. As a senior campus in the University of South Carolina system, USC Aiken has extensive autonomy and local decision-making capacity within the context of organizational policies and system-wide approval processes. Illustrative examples of the autonomous administration and implementation of policies include:

- ***Institutional planning:*** (e.g., developing a campus master plan [21]; developing a strategic plan [22]; developing a budget and establishing budgetary priorities [23]);

- ***Curricular decisions:*** (e.g., adopting new courses or modifying existing courses [24]; developing new programs of study [25]; evaluating the General Education core [26], undergraduate programs of study [27], and graduate programs of study [28]);

- ***Hiring and personnel issues:*** (e.g., faculty recruitment [29]; hiring of classified personnel [30]; recommendations of tenure and promotion [31]; post-tenure reviews [32]);

- ***Student matters:*** (e.g., making admissions decisions [33]; disciplinary actions [34]; awarding financial aid and scholarships [35]; campus housing [36]);

- ***Academic matters:*** (e.g., assigning grades [37]; appeals of grades and probation and suspension decisions [38]; grade changes [39]; transfer of credit decisions [40]; documenting transfer credits [41]).

Supporting Documentation

1. South Carolina Code of Laws Section 59-117-40
2. Article IV of the Board of Trustees Bylaws
3. Board of Trustees Mission Review Policy
4. Board of Trustees Internal Control Policy
5. BOT Meeting June 7, 2019 Minutes: Scholarship Fund Budget
6. BOT Meeting July 11, 2018 Minutes: Budget Approval
7. BOT Meeting August 17, 2018 Minutes: State Institution Refunding Bonds
8. BOT Meeting December 18, 2018 Minutes: Building Renovations
9. BOT Meeting February 8, 2019 Minutes: Aiken Scholars Academy
10. BOT Meeting April 29, 2019 Minutes: Phase 1 HVAC Replacement
11. BOT Meeting April 29, 2019 Minutes: CPIP
12. BOT Meeting September 19, 2018 Minutes: Faculty Manual
13. BOT Meeting June 22, 2018 Minutes: Honorary Academic Titles

14. [BOT Meeting June 29, 2012 Appointment of the Chancellor](#)

15. [BOT Meeting June 22, 2018 Minutes: Aramark Contract](#)

16. [BOT Meeting December 13, 2016 Minutes: Mission Review](#)

17. [BOT Meeting December 18, 2018 Minutes: New Academic Concentration](#)

18. [USC System Policy on Policies](#)

19. [USC System Policies and Procedures Manual website](#)

20. [USC Aiken Policy and Procedures Manual website](#)

21. [USC Aiken Campus Master Plan](#)

22. [USC Aiken Strategic Planning Timeline and Process](#)

23. [USC Aiken Budget Forum](#)

24. [Courses and Curricula Committee End-of-Year Report](#)

25. [University Planning Committee End-of-Year Report](#)

26. [General Education Committee End-of-Year Report](#)

27. [Academic Assessment Committee End-of-Year Report](#)

28. [Graduate Advisory Committee End-of-Year Report](#)

29. [Faculty Recruitment Guide](#)

30. [Classified Hiring Guide](#)

31. [Promotion and Tenure Committee End-of-Year Report](#)

32. [Post-tenure Review Committee End-of-Year Report](#)

33. [Admissions Decision Example](#)

34. [Student Judicial Procedures](#)

35. [Financial Aid Decision Example](#)

36. [Campus Housing Agreements](#)

37. [Guide to Submitting Grades](#)

38. [Scholastics Standing and Petitions Committee End-of-Year Report](#)

39. [Grade Change Example](#)

40. [Transfer of Credit Appeal Example](#)

41. [Transfer of Credit Process Example](#)