



Policy Number	Policy/Procedure Name	Approval Date	Owner
COP-COM-2.2	Election Procedure of Faculty Senators	8/3/2026	Faculty Governance

Scope

This procedure applies to University of South Carolina (USC) College of Pharmacy faculty.

Policy Statement

The USC College of Pharmacy is committed to implementing a fair and transparent election process to represent its faculty in the University Faculty Senate.

Purpose

The purpose of this procedure is to establish a fair, transparent, and consistent process for selecting faculty representatives from both Department (CPOS and DDBS) to the Faculty Senate. Faculty Senators are expected to attend Faculty Senate meetings, represent the full college faculty, and communicate relevant updates college-wide. Senators serve a 3-year term and may serve no more than two consecutive terms or a total of 9 years in any 12-year period.

Procedures

This procedure establishes standardized processes for the election of faculty to the Faculty Senate, including clear communication protocols to ensure timely elections and appropriate notification of elected representatives.

- Eligible Faculties:** To be eligible to represent the College on the Faculty Senate, an individual must hold a faculty appointment and possess voting privileges within the College, in accordance with Article II (Voting Policies) of the College of Pharmacy Bylaws. [USC College of Pharmacy Bylaws](#)
- Distribution of Seats to Represent the College of Pharmacy:** The number of Faculty Senate representatives allocated to the College of Pharmacy is determined in accordance with the *Faculty Manual, Bylaws of the Faculty Senate, Article II (Members)*. The Dean shall annually calculate the number of Faculty Senate seats allocated to the College. Any reduction in the number of allocated seats shall not result in the removal of a currently serving Faculty Senator before the expiration of the elected term. Any reduction shall be implemented as the terms expire. [USC Columbia Faculty Manual](#)
- Election Procedures:** Based on the total number of faculty in the College of Pharmacy, the

allocation of Faculty Senate seats shall be distributed equitably between departments.

- a. If the number of allocated seats is even, each department shall conduct its own election to select an equal number of eligible faculty representatives (example, four seats: two from DDBS and two from CPOS).
 - b. If the number of allocated Senate seats is odd, each department shall elect an equal number of representatives, and the additional seat shall be filled through at-large election elected by all faculties of the College (example, five seats: two from DDBS, two from CPOS, and one selected at-large).
 - c. The allocation and process shall be announced at the beginning of the academic year preceding the first Faculty Senate meeting, typically during Orientation Week in late August.
 - d. Elections for senators shall be conducted for three-year terms, implemented in a staggered and rotational manner to ensure continuity.
4. **Vacancies:** In the event of a vacancy arising from resignation, separation from the College, or loss of eligibility, the vacancy shall be filled by the respective department from which the departing faculty member belonged.

Related Information

[USC College of Pharmacy Bylaws.](#)

[USC Columbia Faculty Manual](#)

History

Date of Revision	Revision
8/3/2026	New procedure approved by affirmative vote of College of Pharmacy Faculty

Policy requires a vote and/or administrative directive with review cycle established; Procedures defined by committee(s) and/or administratively.

Appendices

(If applicable)