

CS 3.2.7 - Organizational Structure

The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies.

Compliance Finding: In Compliance

Narrative:

The University of South Carolina Beaufort (USC Beaufort) is governed by the Board of Trustees of the University of South Carolina system which includes the Columbia Campus, three Senior Campuses (USC Aiken, USC Beaufort, USC Upstate) and four regional campuses (USC Lancaster, USC Salkehatchie, USC Sumter, USC Union). The USC System Organizational Chart [i] and the USC Beaufort Organizational Chart [ii] illustrate the USC System structure and the USC Beaufort structure.

The chart shown below describes the areas of administrative and operational responsibility for the institution. The complete organizational chart for the institution is maintained by Human Resources and incorporates every employee of USC Beaufort.



USC Beaufort administrative units are organized as follows: Academic Affairs, Student Development, Finance and Operations, Advancement, Community Outreach, Information Technology, and Athletics. The head of each division reports directly to the Chancellor, and this group constitutes the Administrative Council. These clearly delineated units ensure appropriate managerial attention in support of the primary focus of the institution of teaching and student services. The unit head for Academic Affairs carries the title of Executive Vice Chancellor clearly indicating that the Chief Academic Officer is the senior member of the Chancellor’s administrative team. The Director of Athletics Development also serves as the Director of Athletics.

Table 1 Heads of Administrative Units

POSITION TITLE	NAME
<u>Chancellor</u>	<u>Jane T. Upshaw</u>
<u>Executive Vice Chancellor for Academic Affairs</u>	<u>Michael D. Parsons</u>
<u>Interim Vice Chancellor for Finance and Operations</u>	<u>B. Earle Holley</u>
<u>Vice Chancellor for Advancement</u>	<u>Lynn W. McGee</u>
<u>Vice Chancellor for Student Development</u>	Vacant February 29, 2008
<u>Associate Chancellor for Community Outreach</u>	<u>C. Leary Bell</u>
<u>Chief Information Officer</u>	<u>Hollis E. King, Jr.</u>
<u>Director of Athletics Development</u>	<u>Kim E. Abbott</u>

Policies and procedures [iii] are organized based on the administrative structure, and changes for USC Beaufort policies are submitted by the administrative unit head to the Administrative Council for review and discussion. Final approval is made by the Chancellor. USC Beaufort's policies and procedures regarding the faculty, their rights and responsibilities are set forth in the USC Beaufort Faculty Manual [v]. USC Beaufort policy and procedure changes are disseminated through the Administrative Council members to the employees within each unit, and are available on line as well. The University of South Carolina policies and procedures take precedence over any other policies and procedures; USC Beaufort policies and procedures may not contradict the University of South Carolina Policies and Procedures Manual [v] that governs the entire USC system.

Supporting Documentation

- i [USC System Organizational Chart](#)
- ii [Functional Organizational Chart USC Beaufort](#)
- iii [USC Beaufort Policies and Procedure Manual](#)
- iv [USC Beaufort Faculty Manual](#)
- v [University of South Carolina Policies and Procedures Manual](#)