

Executive Director of Student Conduct and Academic Integrity

Classification

Classification Information

Classification Title	Program Manager III
Class Code	AH55
Band	9
Min Salary	\$73,421
Mid Salary	\$104,631
Max Salary	\$135,842
Advertised Rate	B
Advertised Minimum Salary	\$77,092
USC Minimum Qualifications	Master's degree in business related field and 5 years related program management experience, or bachelor's degree and 7 years related experience.
Base Hours	2080
Census	0100
SOC Code	11-1021
EEO Code	E2
Job Group	02

Position Details

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Position Information

Internal Title	Executive Director of Student Conduct and Academic Integrity
Position Number	00003881
Employee's Building	
Campus	Columbia
Work County	Richland
Slot	77
Type of Staff Position	Full-time Equivalent (FTE)
Part/Full Time	Full Time
Hours per Week	37.5
(HISTORICAL) Hours per Week	37.5
Weeks per Year	52
Basis	12 months
FLSA	Exempt
Initiator Access	Joy Beard, Alicia Bervine, Philis Best, Augusta Schneider
Position Specific SOC Code	11-1021

Position Description

Job Purpose

The Executive Director of Student Conduct and Academic Integrity provides overall leadership and management for the Office of Student Conduct, the Office of Academic Integrity, and the Behavioral Intervention Team. The incumbent serves as the chief subject matter expert and adviser to the Division of Student Affairs and Academic Support on policies, procedure, and practices related to the student conduct and honor codes and adjudication processes. The Executive Director of Student Conduct and Academic Integrity provides leadership to continually improve the effectiveness and efficiency of the campus-wide conduct system and the student academic integrity system in collaboration with students, staff and faculty. Additionally, s/he will lead promotion of responsible citizenship and the ideals embodied in the Carolinian Creed. S/he is responsible for advisement of the various councils and hearing boards involved in the resolution of alleged Honor Code or Code of Conduct violations. The Executive Director manages the review and development of college policies and procedures related to student conduct and the Honor Code. Responsibilities include leading the multi-disciplinary Behavioral Intervention Team (BIT). As the BIT Chairperson, s/he will

be responsible for guiding the response to students identified as students of concern. S/he will oversee the implementation of the Behavioral Intervention Team's recommendations, processes, outreach to faculty/staff and students, and coordination of appropriate campus offices and services in response to student needs. The Executive Director of Student Conduct and Academic Integrity provides budgetary oversight, oversees all staff hiring and evaluation, coordinates strategic planning and assessment, and is responsible for providing training and staff development opportunities. S/he reports to the Dean of Students.

USC Minimum Qualifications

Master's degree in business related field and 5 years related program management experience, or bachelor's degree and 7 years related experience.

Position Specific Minimum Qualifications (Classified and Unclassified positions)

Master's degree in business related field and 5 years related program management experience, or bachelor's degree and 7 years related experience.

Preferred Qualifications

Master's degree in higher education or student affairs and 10 or more years of related experience.

Knowledge/Skills/Abilities

Knowledge of behavioral health issues, knowledge of the legal issues and privacy laws related to student conduct and behavioral health issues and records; command of the fields of student conduct and behavioral intervention; oral and written/publication skills; experience in training and/or workshop facilitation; extensive knowledge of due process rights of students; diplomacy in dealing with students, parents, behavioral health providers, law enforcement personnel, and other campus constituents on sensitive and confidential cases; strong interpersonal skills and a commitment to student development and integrative learning.

Supervisory Responsibilities

This individual supervises the following: 1. The Director for Student Conduct; 2. The Director of Academic Integrity; 3. The Assistant Director for BIT; 4. The Office Manager. These professionals supervise 5 other professional staff, five graduate assistants and fifteen undergraduate student assistants.

Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

The person in this role has independent decision making capabilities.

Job Duties

All job duties must add up to 100%.

Job Duties requires at least 1 entry.

Job Duty

Oversees the Office of Student Conduct and the university-wide student conduct process. Administers policies and procedures for all students alleged to have violated the Student Code of Conduct and for all victims, witnesses, and referral agencies. Directs the distribution of student conduct cases to conduct administrators throughout the Division to promote fair and timely resolution. Establishes and reviews policy and procedures to ensure conformance with federal and institutional guidelines. Plans, writes, publishes and updates programmatic information related to policies, procedures and services available to students, faculty and staff.

Essential Function

Yes

Percentage of Time

20

Job Duty

Responsible for managing the response to students referred to the Behavioral Intervention Team as students of concern. Manages behavioral intervention policy and procedures and the review process for the university by serving as the team's

chairperson; and, provides for the coordination of response plans for BIT students who are experiencing behavioral, mental health, and other personal concerns. Identifies key campus partners for inclusion and participation in the BIT process. The Executive Director manages and oversees the strategic planning process for the team and its campus partners through ongoing assessment, use of best-evidence practices, and stakeholder input. Manages coordinator of behavioral intervention ensuring efficient and effective work flow and case resolution.

Essential Function

Yes

Percentage of Time

20

Job Duty

Provides leadership to the Office of Academic Integrity (OAI) managing its Director and OAI staff in upholding an Honor Code process for undergraduate and graduate students. Ensures that the academic integrity process affords fundamental fairness, timeliness, and due process. Serves as a liaison to Academic Affairs and provides training and outreach to faculty, deans, and colleges. Reviews and recommends policy revisions. Supervises and monitors the completion of post-adjudication action plans with students involved in Honor Code processes and identifies effective interventions.

Essential Function

Yes

Percentage of Time

15

Job Duty

Provides budgetary oversight and aligns resource use with institution and division priorities to most effectively service students, faculty, and staff. Oversees all staff hiring and evaluation, and coordinates strategic planning and assessment, responsible for public relations and all office operations. Oversees the training of all staff members, including graduate assistants, and implements an ongoing professional development program to support staff development and growth. Manages the office's strategic planning efforts including the Blueprint for Success.

Essential Function

Yes

Percentage of Time

10

Job Duty

Oversees compliance with Title IX requirements by providing a fair and equitable hearing process for of all students involved in interpersonal violence cases, and by maintaining and enhancing partnerships with campus offices with Title IX responsibilities. Collaborates with the Equal Opportunities Office on executing No Contact directives and interim restrictions that preserve the rights of both the complainant and the respondent. Oversees a Code of Conduct hearing process that meets regulatory requirements stipulated by the Violence Against Women Act and other relevant legislation. The Executive Director researches, analyzes and recommends policy changes to the campus-wide Interpersonal Violence Policy and recommends changes to practice. Ensures and surpasses Office of Civil Rights compliance requirements through educational trainings for students and staff members.

Essential Function

Yes

Percentage of Time

10

Job Duty

Aligns unit's resources and response to enrollment growth in traditional, transfer, and international students. Directs program policy changes in response to changing legislation affecting special populations including students with disabilities and other protected classes. Monitors and advises agency head on program issues related to pending legislation and the implementation of federal protections and reporting requirements. Testifies at special committee hearings on behalf of the university or state university system when needed.

Essential Function

Yes

Percentage of Time

10

Job Duty Collects, analyzes and interprets data for all programs administered, disciplinary data and Title IX data. Manages the development of reports and descriptive materials. Secures data and student records and manages their retention in accordance to federal, state and institutional regulations, including FERPA. Manages the offices strategic planning efforts including the Blueprint for Success. Trains system users individually and in groups to ensure users are knowledgeable and consistent with case tracking and recordkeeping for the protection of students and the college.

Essential Function Yes

Percentage of Time 10

Job Duty Promotes a campus climate of civility and responsible citizenship through education and outreach to the USC community on the behavioral and academic expectations valued by the University and espoused in The Carolinian Creed. Oversee proactive campus outreach aimed at increasing campus recognition of these shared values. Provides oversight and advisement to the Carolina Judicial Council. Other duties as assigned.

Essential Function Yes

Percentage of Time 5

Seated Employee

Employee First Name Alisa

Employee Middle Name

Employee Last Name Liggett

Employee ID V96661418

(HISTORICAL) Employee ID

Supervisor Information

Supervisor USC ID

Supervisor First Name

Supervisor Last Name

Supervisor Position Number

Funding Information

PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

Source of Funding

State Funding % 100.00

Federal Funding % 000.00

Other Funding % 000.00

Position Attributes

Hazardous weather category Essential

Safety/Security Sensitive or Requires a CDL No

Please explain

ADA Checklist

ADA Checklist

Mental Demands Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Math, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication

Additional Mental Demands Ability to manage multiple priorities simultaneously Ability to identify problems and develop and implement effective solutions

Physical Demands Carrying, Attendance, Driving, Reaching, Sitting, Speaking, Squatting, Stooping, Bending, Standing, Walking, Writing, Talk or Hear

Lifting Requirements Up to 25 Pounds (Light)

Visual Acuity Requirements Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)

Noise Conditions Ability to Adjust Focus

Physical Demands (Elements Exposed to) None of these listed

Additional Physical Demands

Please Select Any and All Equipment Needed to Perform the Duties Computer and Peripheral Equipment, Copier, Fax, Credit Card Transactions, Scanner, Telephone, Vehicles

List Any and All Additional Equipment Needed to Perform the Duties

Seated Employee

Seated User

Details

First Name Alisa

Last Name Liggett

Work Email alisac@mailbox.sc.edu

Employee ID V96661418

Supervisory Position

Supervisor Position Description

Job Title	Dean of Students and Deputy Title IX Coordinator
Position Number	00004588
Org Unit	SAAS Division of Student Affairs (460000)
First Name	Marc
Last Name	Shook
Email	SHOOKMH@mailbox.sc.edu

Position Documents

No documents have been attached.