Collection #: ARC 802
Name: Vice President for Academic Affairs Collection
Dates: 1959-1999
Size: 5 cubic feet
Processed: September-October 2009 by EBF
Restrictions: Noted in container list and on folders
Citation: Vice President for Academic Affairs Collection, ARC 802, Waring Historical Library, Medical University of South Carolina, Charleston

Historical Sketch:
The Vice President for Academic Affairs was formally established as an executive position of the Medical College of South Carolina at the October 14, 1966 meeting of the Board of Trustees. Prior to the creation of this position the President of the Medical College handled both hospital and academic administrative issues. Since its inception, the institution had grown a great deal and the new position was needed to assist the President in effectively and efficiently running the institution. Through changes to the by-laws, the Board created the position “1st Vice President” which assumed responsibility for all administrative duties pertaining to faculty, students, and academic affairs.

The position was originally designated as the Vice President (Academic Affairs) and Dean of the School of Medicine. Dr. Franklin C. Fetter was hired as Dean of the Medical College in April 1966 and assumed the role of 1st Vice President in October 1966. At the April 14, 1967 Board meeting, a motion passed that separated into two positions the position held by Dr. Fetter: 1st Vice President and Dean, School of Medicine. Dr. Fetter retained the position of Dean of the School of Medicine. Upon stepping down from the 1st Vice President position, the President of the Medical College assumed Dr. Fetter’s duties until the appointment of Dr. James W. Colbert, Jr., as the first Vice President for Academic Affairs on February 1, 1969.
The Board of Trustees appoints the Vice President for Academic Affairs position with advice from the MUSC President or the appropriate standing committee. The incumbent is administratively responsible to the President for all academic matters. In the absence of the President of the University, s/he acts as the Chief Executive Officer. The Vice President for Academic Affairs and Provost is responsible for the coordination of planning for education and research and formulates plans to implement policy approved by the President. The Deans of each college report to and through this office to the President of the University. Associated duties include responsibilities for overseeing the educational and clinical activities of the MUSC affiliates (those organizations that are included as component units in MUSC’s financial statements), including purview over the organizations as they relate to the total program of the Medical University. The Chief Executive Officers of the MUSC affiliates, except UMA and MUHA, report to the Vice President for Academic Affairs. The positions of Associate Provost for Education and Student Life, Associate Provost for Institutional Research and Assessment, and Associate Provost for Research report directly to the Vice President for Academic Affairs.

Oct. 1966-May 1967 Franklin C. Fetter, “1st Vice President”
1969-1974 James W. Colbert, Jr. (died in office)
1975 William H. Knisely
1975-1977 W. Curtis Worthington, Jr. (acting)
1995-1999 Raymond S. Greenberg (and Provost)
2000-2002 John R. Raymond, Interim (and Provost)
2003-2010 John R. Raymond (and Provost)
2010-present Mark S. Sothmann (and Provost) (acting)

Scope and Content:
The Vice President for Academic Affairs Collection, 5 cubic feet, 1959-1999, documents the administrative activities of the office since its inception in 1966. The collection traces the development of various university programs and also the termination of programs; contains records concerning important academic issues pertaining to faculty and students such as tuition and fees, grievance procedures, and contracts, positions, and pay; and MUSC’s collaborative programs with the Veterans Administration Hospital, University Medical Associates, and South Carolina academic institutions. The collection also includes files on the 1969 Hospital Workers Strike.

The types of records found in this collection include correspondence, memoranda, reports, minutes, policies and procedures, strategic plans, notes, speeches, journal articles, budget reports, studies, proposals, and news clippings. Records are arranged into three series: (1) Academic Affairs, (2) Administrative Files, and (3) Student Affairs.

Arrangement:
The collection was transferred to the University Archives with folders originally arranged alphabetically by folder title; also folder contents span the tenures of several Vice Presidents for Academic Affairs. During processing it was determined that the files
should be rearranged according to series and sub-series identified in South Carolina’s “General Records Retention Schedules for State Colleges and Universities.” Files were ultimately arranged into series by function and there under arranged alphabetically by folder title. Contents of folders were maintained in their original order. Files are not arranged by terms of vice presidents.

**Series 1: Academic Affairs** – Correspondence, memoranda, reports, policies and procedures, financial statements, press releases, agendas, minutes, CVs, and news clippings pertaining to the administration of MUSC’s academic functions and affairs. Records document the Vice President for Academic Affairs’ overall management of issues relating to individual faculty, academic departments, programs, and positions. Includes files on the establishment and termination of academic positions and programs. The series is arranged alphabetically by folder title; 1.25 cubic feet; 1969-1999.

**Series 2: Administrative Files** – Correspondence, memoranda, policies and procedures, minutes, notes, reports, surveys, financial statements, contracts, articles, news clippings, and proposals documenting the overall administration of the office of the Vice President for Academic Affairs. Includes files on the 1969 Hospital Workers Strike; administrative positions and staffing; affiliations with other hospitals including the Veterans Administration, Roper Hospital, and St. Francis; university affiliations with other colleges and universities; committees pertaining to academic affairs; and tenure. The series is arranged alphabetically by folder title; 2.75 cubic feet; 1959-1999.

**Series 3: Student Affairs** – Correspondence, memoranda, policies and procedures, financial statements, reports, notes, and minutes pertaining to the administration of student affairs and activities. Records concern topics such as admissions, grievance procedures, student fees and tuition, student health, and the Wellness Center. The series is arranged alphabetically by folder title; 1 cubic foot; 1972-1995.

**Subject Headings:**

Colbert, James W., Jr., 1920-1974
Greenberg, Raymond S.
Hospital Workers' Strike, Charleston, S.C., 1969
Knisely, William H., 1922-2004
Medical College of South Carolina
Medical University of South Carolina
Newberry, W. Marcus, 1938-
Raymond, John R.
Sothmann, Mark S.
Worthington, W. Curtis (Ward Curtis), 1925-
Faculty, Medical $x Organization & administration $z South Carolina.
Universities $x Organization & administration $z South Carolina.
Schools, Medical $x Organization & administration $z South Carolina.
Academic Medical Centers $x Organization & administration $z South Carolina.
Hospitals, Teaching $x Organization & administration $z South Carolina.
Inventory:

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BOX 1

1. Academic Positions: Josephine Abney Professorship – Clinical Oncology, 1977
3. Academic Positions: Daniels Chair Cardiology, 1994
8. Academic Positions: Folk Memorial Chair of Oncology, 1989
10. Academic Positions: Jeffrey Edwin Gilliam Chair, 1989
17. Academic Positions: SIMS Hester Chair, OB/GYN, 1976-1986
18. Academic Positions: State (Case) Professor of the Year Award, 1988-1994
20. Academic Positions: Vallotton Chair, 1986
22. Charleston Consortium Steering Committee Graduate Center, 1969-1971
25. Environmental Medicine – Medical Surveillance Program, circa 1988
31 Radiology: Chair, Department of Radiology, 1974-1998
32 Radiology: Radiation Therapy, College of Allied Health Sciences, 1982-1997
34 Radiology: Respiratory Therapy Program – College of Allied Health Sciences, 1971-1990
35 Radiology Oncology – Department of Radiology Oncology (New Department as of 10/10/1986), 1986-1989
37 Savannah River Site Wellness Grant, 1992
38 Savannah River Site Wellness Program, 1988-1990
39 Schwabe, 1988-1993
40 Surgery: Burn Unit, circa 1983
44 Surgery: Oncology, 1985, 1986
45 Surgery: Pediatric Surgery Division, 1979, 1980
47 Surgery: Super Computer, 1992
48 Surgery: Miscellaneous, 1996-1999
49 Systems Analysis Group (Clemson/MUSC), 1972
50 Transplantation: MUSC Transplant Program, 1985-1994
52 Transplantation: Liver, 1987, 1988

BOX 2

1 University Affiliated Facilities Program, 1972-1982
2 University Ethics & Medical Humanities (Health Care Ethics), 1987-1992
3 University History of the Health Sciences Program, 1987, 1991
4 University Lectureship Distinguished University Lecturer, 1983
7 Writing Center – Tom Waldrep, 1994

Administrative Files

8 10th Year Celebration: Dr. James B. Edwards, 1992
10 Administrative Positions: Associate Provost – Educational Programs, 1995
11 Administrative Positions: Associate Provost – Research, 1995
12 Administrative Positions: Dean, Division of Continuing Education (Terminated
Administrative Positions: Vice President for Academic Affairs Collection

13 Administrative Positions: Jan Bellack, 1995
14 Administrative Positions: Vice President for Clinical Affairs – Defunct, 1981
15 Administrative Positions: Vice President for Development, 1993
18 Administrative Positions: Vice President for Research Development, 1995
19 Affiliations: Area Health Education Consortium, n.d.
20 Affiliations: CMH (Charleston Memorial Hospital) Task Force Final Reports, 1984, 1985
23 Affiliations: Fetter Clinic – Fetter Problem, 1972-1973
26 Affiliations: General & Charleston Memorial Hospital, 1959, 1961, 1969-1983
27 Affiliations: Department Supervision Responses, 1983-1984
28 Affiliations: MUSC-Allendale County Family Practice Center, 1993
29 Affiliations: MUSC Medical Center – Hampton County Harrison Peeples Health Care Center, 1992, 1994
30 Affiliations: Saturday Scholars – In Conjunction with Charleston Public Schools – 4 R’s Program, 1988, 1992
31 Affiliations: UMA Board Minutes, 1995
32 Affiliations: UMA – Executive Committee, 1995
33 Affiliations: University Medical Associates, 1995
34 Affiliations: VA Affiliation Final - Report, 1983
37 Affiliations: VA – Infection Control Reports [Confidential], 1982-1983
38 Affiliations: VA – Investigation, Ansley Joseph D., 1983 [Restricted]
39 Affiliations: VA Letters - Dr. Newberry (written 2/7/1983)
42 Affiliations: VA Sanitized Local investigation, 1975, 1976, 1982 [Restricted]
43 Affiliations: VA Sanitized Local investigation, 1975, 1976, 1982 [Restricted]
44 Affiliations: Summary of MUSC-VA Affiliation Report, 1983
46 Agreements – Negotiations: Charleston County Council, 1983-1990
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45 Sebring Aimar House, 1987
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7 St. George’s University, 1983-1084
8 State Landmarks in Medicine (Published by Roche PHAR/RA), 1990
9 Substance Abuse, 1971-1990 (1 of 2)
10 Substance Abuse, 1971-1990 (2 of 2)
11 Substance Abuse Center, 1975
12 Surveys: National Survey of Postsecondary Faculty, 1988, 1993
13 Surveys: Peterson’s Survey, 1990, 1992
14 Surveys: Questionnaires, 1984-1994
15 Surveys: Questionnaire – Tenure & Retrenchment, 1978
16 Surveys: Senator Lake Questionnaire, 1979
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30 University of Alabama at Birmingham, 1988, 1989, 1990
32 University of South Carolina - WSRC Solicitation No. A24284AM, SCUREF Cooperative Agreement, 1990
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34 VA Contract – College of Nursing, 1973, 1974
35 Vince Moseley Clinic [Defunct], 1985-1987
38 Waring Library Society, 1978-1990
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22 Grievance Procedures: SGA – Student Honor Code, 1994
24 Grievance Procedures: University Honor Council & Policy, 1995
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34 Note Taking Service, 1977-1988
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43 Student Fees: Dual Degree Programs – Tuition & Fees, 1994
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69 Wellness Center: Student Center Committee, 1981
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73 Wellness Center: Wellness Center, 1984-1992