



# Arts and Sciences

## UNIVERSITY OF SOUTH CAROLINA

**POLICY: Appointment, Review, and Promotion of FTE Professional-Track Faculty**

**DATE: September 2024**

### I. PURPOSE

This policy provides the college-level framework for the appointment, annual review, and promotion of FTE professional-track faculty in the College of Arts and Sciences (CAS). The professional-track designation is for faculty members engaged in research, instruction, service, and/or administration but not eligible for tenure. This policy does not apply to grant-funded employees.

This policy applies to all CAS units. This college policy is subordinate to related policies outlined in the [University of South Carolina Faculty Manual](#) [Approved June 19, 2024] and in the [University Policy and Procedures Manual](#). In cases of inconsistencies between this college policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authorities.

### II. POSITION APPROVAL AND APPOINTMENT

- A. **Unit Criteria:** Each academic unit must have approved criteria for review and promotion of all Professional Track Faculty. These criteria must detail unit expectations and metrics for instruction, research, and service, as applicable to the position. A copy of the criteria in effect at the time of appointment or promotion must be provided to the PTF member at time of appointment. Review and promotion criteria are developed by individual CAS units with approval by the Dean, Provost and the University Committee on Professional Track Faculty per the Faculty Manual.
- B. **Position Approval:** New or replacement FTE professional-track faculty positions, including the conversion of non-FTE positions to FTE positions, must have an approved [Academic Position Request/FTE form](#) prior to hiring or conducting a search. The unit must submit the completed form to the Office of the Dean for approval. Professional-track faculty positions include all positions defined and listed in the [Faculty Manual](#) and [University Policy ACAF 1.16 Professional-track Faculty](#).
- C. **Hiring and Search Process:** The hiring process for FTE Professional-Track faculty follows the same policies and procedures as for FTE tenure-track faculty as outlined in [University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-track, and Professional-track Faculty](#).

**D. Credential Verification:** All university faculty and other academic personnel involved in instruction must meet the SACSCOC credential requirements for teaching at the appropriate level or have approved alternate credentials as outlined in [University Policy ACAF 1.20 Credential Verification for Instructors of Record](#).

**E. Position Appointment:**

1. Appointment to a professional-track faculty position is made by the College. Each professional-track faculty member will receive a letter of appointment from the Dean specifying the beginning and ending dates of the appointment.

The letter will define teaching load (base is always 4:4 for Instructional and Teaching Faculty), research and service expectations, as appropriate, and start and end dates, and will state that “This position may be renewable at the discretion of the Dean and is subject to satisfactory annual performance evaluations and continued availability of funding.” Administrative appointments are defined in a secondary letter, as appropriate.

2. Appointment Length
  - a. Appointment lengths align with university and unit level promotion criteria and review policies. The maximum duration for an initial hire in CAS is one academic year.
  - b. Faculty are hired on annual appointments for the first three years. Upon a successful third year review, faculty will be reappointed for a 3-year term. Upon successful promotion, faculty may be reappointed for a term of not less than 3, but not more than 5 years.
  - c. Appointments may not exceed five academic years at a time.
  - d. Appointments are renewable at the discretion of the Dean and are subject to annual performance reviews and availability of funding. Renewal, regardless of appointment term, is contingent upon satisfactory annual performance and availability of funds.

### III. REVIEW AND REAPPOINTMENT

- A. **Performance Review:** Annual review of all professional-track faculty is required per the [Faculty Manual](#) and [ACAF 1.16](#). The unit head is responsible for ensuring that all professional-track faculty members are reviewed annually in writing. The review is conducted as specified in the unit criteria.

Where professional-track faculty hold joint appointments, the secondary unit must also be involved in the review with processes specified in the unit criteria.

- B. **Reappointment:** Reappointment is based on unit review, programmatic need, and funding support. Following a successful annual evaluation, reappointment requests must be submitted by the unit to the appropriate Associate Dean. The first reappointment following the initial hire will be for one year. Subsequent reappointment must be equal to or exceed three years after three consecutive years of appointment ([ACAF 1.16](#)). For conversion to, or renewal of, multiyear appointments, the unit head must submit the following items to the appropriate Associate Dean for review and approval:

1. One-page justification for the request highlighting the reasons for the longer reappointment and focusing on the professional faculty member's teaching and/or research effectiveness as appropriate for the appointment.
2. The professional faculty member's curriculum vitae.
3. Peer and student teaching evaluations of the professional faculty member from the past 2 years, if applicable.
4. Evaluation and description of administrative duties, if applicable.

Once approved, the formal letter of reappointment will be sent directly to the professional-track faculty member by the Office of the Dean.

- C. **Non-Reappointment and Termination:** Appointments of professional-track faculty shall be in writing and shall specify the beginning and ending date of appointment. Appointments shall terminate on the date specified. Please consult the Faculty Manual for more information regarding the various circumstances under which employment may be terminated before the end of the contract period.
- D. **Change of Status:** The change of status to and from the tenure-track faculty is governed by the USC Columbia Faculty Manual and policy [ACAF 1.18 Change of Status Between Tenure Track and Professional Track](#).

## **IV. PROMOTION**

### **A. Promotion Eligibility**

Each year the Office of the Dean will notify all professional-track faculty and their respective unit heads of the opportunity to submit their files for promotion. Written notification will include the promotion review calendar.

Promotion eligibility is governed by the [Faculty Manual](#) and [ACAF 1.16](#).

### **B. Promotion File Submission**

1. Each professional-track faculty member pursuing promotion will submit a promotion file containing the documents outlined below by the date indicated in the Office of the Dean's schedule for promotion of professional-track faculty.
  - a. In departments, schools, academic programs, and centers and institutes affiliated with a department or academic program, promotion files must be submitted to the unit head.
  - b. In centers and institutes not affiliated with a school, department, or program, promotion files must be submitted to the appropriate Associate Dean, who will serve in the unit head role for review and recommendation.
2. The promotion files must be assembled according to the type and rank of position outlined below. See Appendix A: Professional-Track Faculty Promotion File Requirements for a summary list of the documents required for each type of professional-track faculty position under review.

### **C. Promotion File Review**

1. Professional-Track Faculty Promotion Review: Per the faculty manual, the faculty of each academic unit shall elect a professional-track faculty review committee. By April 15<sup>th</sup> of each year, each unit professional-track faculty committee shall elect a chair for the upcoming academic year and report the chair's name to the Office of the Provost and the Chair of the University Committee on Professional-Track Faculty.

Standing unit tenure and promotion committees may be used in lieu of an independent review committee provided that at least one professional-track faculty member above the present rank of the candidate(s) is added to the review and assessment of professional-track faculty member promotion files.

Joint appointments must include input from the secondary unit as specified in unit criteria.

2. The Unit Head or Review Committee Chair, as appropriate, will add the following

required materials for each position type to the file and then provide copies of the file to the promotion review committee:

- a. Instructional
    - Peer reviews of teaching (supplied by the candidate or committee per the unit criteria)
    - Teaching summary of Student and Peer Evaluations (supplied by the committee, per UCTP guidelines).
  - b. Clinical
    - Peer reviews of teaching (if applicable) (supplied by the candidate or committee per unit criteria)
    - Teaching summary (if applicable) (supplied by the committee, per UCTP guidelines) for TT faculty)
    - External review letters (if applicable) (requested by and submitted to the committee)
  - c. Research
    - Peer reviews of teaching (if applicable) (supplied by the candidate or committee per unit criteria)
    - Teaching summary (if applicable) (supplied by the committee)
    - External review letters (requested by and submitted to the committee)
3. Promotion Review Committee review and recommendation should follow the procedures outlined in the unit criteria.

#### **D. Unit Vote and Recommendation**

1. The Unit Head or Review Committee Chair, as appropriate, will provide the complete file to the department or program's voting faculty for review as defined by the unit criteria.
2. Faculty must complete the [Unit Promotion Ballots](#) and add justifications. See also Section IV. Voting Rights below.

The unit recommendation for promotion will be based on a simple majority vote by unit faculty.

3. In the cases where promotion is recommended, the Unit Head will add the [Vote Summary Form](#) and Chair or Director's Letter of Support to the file and then submit the complete dossier file to the Dean.

#### **E. Dean/Provost Decision**

1. The Dean will review each professional-track faculty promotion file and render a recommendation to the Provost in writing.
2. The Provost will review the recommendation and notify the College of approval or disapproval.
3. The Dean will notify the faculty member of the final decision. If approved, the notification letter will include the effective date of the promotion in concurrence with the renewal of their appointment.

In the case that a professional-track faculty member is not recommended for promotion, the unit head will meet with the faculty member upon request to provide feedback regarding the decision.

#### **F. Appeal of Negative Decisions**

The process for appeal of negative decisions is governed by the faculty manual. Professional faculty denied promotion may reapply after two academic years beginning in the following fall semester.

## **V. Voting Rights**

Voting rights of full-time professional-track faculty members at the university level of governance are specified in the USC Columbia Faculty Manual. Voting rights for professional-track faculty at the college/school level and in academic sub-units (e.g., departments) follow the university voting rights unless otherwise specified in the academic unit/sub-unit policies or bylaws. These rights govern action on matters at the level of the college/school or sub-unit.

### **RELATED UNIVERSITY POLICIES:**

[USC Columbia Faculty Manual](#)

[University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Professional-Track Faculty](#)

[University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

[University Policy ACAF 1.16 Professional-Track Faculty](#)

[University Policy ACAF 1.18 Change of Status to and from Tenure-Track Faculty](#)

[University Policy ACAF 1.20 Credential Verification for Instructors of Record](#)



**APPENDIX A: PROFESSIONAL TRACK PROMOTION FILE AND BOOKMARK REQUIREMENTS**

(An asterisk (\*) indicates items submitted by the faculty member; **items in garnet should be added by unit head**)

**Promotion File for INSTRUCTIONAL AND TEACHING FACULTY**

- Vote [Summary Form](#)
- Unit Criteria
- MOU (Memorandum of Understanding) as appropriate**
- Current curriculum vitae\*
- Please include the following information as appropriate per unit criteria\*:
  - Teaching and Mentoring
  - Service
  - Scholarship and Research
  - Personal statement including summary of teaching, service and research activities
  - List of Supporting materials in Secondary File\* (Student evaluations and annual reviews required. May include other documents or artifacts as required by the unit criteria, such as syllabi, special citations, awards, or other evidence indicating success)
- Teaching summary of student and peer evaluations (supplied by the committee)
- Peer review of teaching (supplied by the candidate or the committee)
- Other letters of support\* (optional)
- Secondary unit letter (as appropriate)
- [Unit Promotion Ballots with justification](#)
- Chair or director's letter (supplied by the unit head)



## **Promotion File for CLINICAL FACULTY**

- Vote [Summary Form](#)
- Unit Criteria
- MOU (Memorandum of Understanding) as appropriate
- Current curriculum vitae\*
- Please use PTF Template to include the following information as appropriate per unit criteria\*:
  - Teaching and Mentoring
  - Service
  - Scholarship and Research
  - Personal statement including summary of teaching, service and research activities
  - List of Supporting materials in Secondary File\* (Student evaluations and annual reviews required. May include other documents or artifacts as required by the unit criteria, such as syllabi, special citations, awards, or other evidence indicating success)
- External review letters (if applicable) (requested by and submitted to the unit head)
- Teaching summary of student and peer evaluations (supplied by the committee)
- Peer review of teaching (if applicable) (supplied by the candidate or committee)
- Other letters of support\* (optional)
- Secondary unit letter (as appropriate)
- [Unit Promotion Ballots with justification](#)
- Chair or director's letter (supplied by the unit head)

## **Promotion File for RESEARCH FACULTY**

- Vote [Summary Form](#)
- Unit Criteria
- MOU (Memorandum of Understanding) as appropriate
- Current curriculum vitae\*
- Please use PTF Template to include the following information as appropriate per unit criteria\*:
  - Teaching and Mentoring
  - Service
  - Scholarship and Research
  - Personal statement including summary of teaching, service and research activities
  - List of Supporting materials in Secondary File\* (Student evaluations and annual reviews required. May include other documents or artifacts as required by the unit criteria, such as syllabi, special citations, awards, or other evidence indicating success)
- External review letters (requested by and submitted to the unit head)
- Peer review of teaching (if applicable) (supplied by the candidate or committee)
- Teaching summary of student and peer evaluations (if applicable) (supplied by the committee)
- Other letters of support\* (optional)
- Secondary unit letter (as appropriate)
- [Unit Promotion Ballots with justification](#)
- Chair or director's letter (supplied by the unit head)