



# Arts and Sciences

## UNIVERSITY OF SOUTH CAROLINA

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

**DATE: November 18, 2022**

### I. PURPOSE

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

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 24, 2022] 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. 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 should submit the completed form to the Office of the Dean for approval. Professional-track faculty positions include all positions defined and listed in [University Policy ACAF 1.16 Professional-track Faculty](#).
- B. 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](#).
- C. 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](#).

#### **D. 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 along with a specific assignment to a unit for administrative and evaluation purposes.

The letter will define teaching load (base is always 4:4 for Instructional 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.”

2. Appointment Length
  - a. Appointment lengths are to align with university and unit level promotion criteria and review policies (See Section II). The maximum duration for an initial hire in CAS is typically one academic year.
  - b. Generally, 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 5-year terms.
  - c. Appointments may not exceed five academic years at a time. They 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**

The university requires annual review of professional-track faculty according to [University Policy ACAF 1.16 Professional-track Faculty](#).

- A. **Unit Criteria:** Review and promotion criteria are developed by individual CAS units and must be based on primary position duties (i.e., balance of teaching, research, and service or administrative duties as appropriate). The unit’s professional-track faculty along with tenure-track faculty should be involved in the development of unit criteria.

**B. Performance Review:** Annual review of all professional-track faculty is required. 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, preferably by an elected committee. In some instances, annual review by the direct supervisor, or by the department or program chair, institute or center director may be appropriate. Professional-track faculty involvement in the review process is strongly encouraged. Note that in cases where professional-track faculty hold joint appointments, the secondary unit must also be involved in the review with processes specified in the unit criteria. The annual review is submitted to the unit head. In some cases, the Associate Dean will serve in this role.

**C. Reappointment:** Reappointment is based on unit review, programmatic need, and funding support. Following a successful annual evaluation, reappointment requests should be submitted by the unit to the appropriate Associate Dean. For conversion to or renewal of multiyear appointments, the unit head should 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. Note, all faculty hired on annual appointments for the first three years will be reappointed for a 3-year term upon positive review.
2. The professional faculty member's curriculum vitae.
3. Faculty and student teaching evaluations of the professional faculty member from the past 3 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.

**D. 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. Notice of non-reappointment is recommended but not required. 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.

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

### 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 by 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 should be submitted to the unit head.
  - b. In centers and institutes not affiliated with a school, department, or program, promotion files should be submitted to the appropriate Associate Dean, who will serve in the unit head role for review and recommendation.
2. The promotion files should be assembled in accordance with the type and rank of position as outlined below. Please 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.

#### a. **Instructional Faculty**

The instructional faculty member will assemble the following items for submission in a promotion file:

- Current curriculum vitae
- Personal statement
- Annual evaluations
- All student evaluations
- Peer reviews of teaching
- Summary of service and administrative activities if applicable
- Supporting materials (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
- Other letters of support (optional)

The promotion file should be submitted to the faculty member's unit head

by the date indicated in the promotion review schedule.

**b. Clinical Faculty**

- i. The clinical faculty member will assemble the following items for submission in a promotion file:
- Current curriculum vitae
  - Personal statement including summary of clinical research and teaching activities as appropriate
  - List of clinical research and teaching activities as appropriate (publications, presentations, or other scholarly products produced during the present appointment as a clinical faculty member)
  - List of submitted proposals if applicable (indicate the outcome of each proposal submitted during present appointment as funded, declined, or pending, as well as the role of the clinical faculty member in each proposal as principal investigator, co-principal investigator, or key personnel)
  - All student evaluations
  - Peer reviews of teaching
  - Summary of service and administrative activities if applicable
  - Supporting materials (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
  - Other letters of support (optional)

The promotion file should be submitted to the faculty member's unit head by the date indicated in the promotion review schedule.

- ii. **Outside Letters of Reference:** The unit head should solicit three external review or referee letters to add to the promotion file of clinical research faculty. Additional letters from other commentators are also welcome as additions to the file.

Every effort should be made so that none of the reviewers are individuals who trained the candidate, served as a co-author with the candidate on publications in the last four years, or was a co-principal investigator with the candidate in the last four years. The request for review letters by the unit head will include a request for a one- page bio-statement describing the reviewer and a statement of non- involvement between the reviewer and the candidate.

c. **Research Faculty**

- i. The research faculty member will assemble the following items for submission in a promotion file:
- Current curriculum vitae
  - Personal statement including summary of research activities
  - List of research activities (publications, exhibits, performances, or other scholarly products produced during present appointment)
  - List of submitted proposals (indicate the outcome of each proposal submitted during present appointment as funded, declined, or pending, as well as the role of the research faculty member in each proposal as principal investigator, co-principal investigator, or key personnel clearly described)
  - All student evaluations if applicable
  - Peer reviews of teaching if applicable
  - Summary of service and administrative activities if applicable
  - Supporting materials (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
  - Other letters of support (optional)

The promotion file should be submitted to the faculty member's unit head by the date indicated in the promotion review schedule.

- ii. **Outside Letters of Reference:** The unit head should solicit three external review or referee letters to add to the promotion file of a research faculty member. Additional letters from other commentators are also welcome as additions to the file.

Every effort should be made so that none of the reviewers are individuals who trained the candidate, served as a co-author with the candidate on publications in the last four years, or was a co-principal investigator with the candidate in the last four years. The request for review letters by the unit head will include a request for a one- page bio-statement describing the reviewer and a statement of non- involvement between the reviewer and the candidate.

## C. Promotion File Review

1. Professional-Track Faculty Promotion Review Committee: The Unit Head will appoint a professional-track faculty promotion review committee to review the faculty member's promotion file and recommend a decision on the promotion request. This committee must include at least one professional-track faculty member above the present rank of the candidate(s) under review. If the unit does not have an appropriately ranked professional-track faculty member for this service, a suitable substitute from another unit may be asked to serve on the committee, in consultation with the unit Associate Dean.

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 materials 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)
    - Teaching summary (supplied by the committee)
  - b. Clinical
    - Peer reviews of teaching (if applicable) (supplied by the candidate or committee)
    - Teaching summary (if applicable) (supplied by the committee)
    - 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)
    - 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 copies of the complete file including the review committee recommendation, if applicable, to the department or program's voting faculty for review as defined by the unit criteria, along with the unit Promotion Form. See also Section IV. Voting Rights below. The unit recommendation for promotion will be based on a simple majority vote by unit faculty.
2. 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.

#### **DI. 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.

#### **DII. Appeal of Negative Decisions**

Appeal of negative decisions regarding promotion of professional-track faculty must be made in writing to the Unit Head within 14 workdays of receipt by the faculty member of the promotion decision. The appeal letter will be an explicit, evidence-based explanation of why the candidate disagrees with the promotion decision. The Unit Head will evaluate the appeal and provide a written response within 14 workdays. If the faculty member does not receive an explanation from the Unit Head or believes that the response is unsatisfactory, the faculty member may request from the Dean a written summary. The Dean will review the entire record, including the appeals, and will provide a written final decision within 30 workdays.

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.

## **VI. Policy review and dissemination**

This policy should be distributed annually to all department chairs and directors of schools, academic programs, centers, and institutes. The policy should also be reviewed and revised at least every five years.

### **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](#)



**POLICY: Appointment, Review and Promotion of FTE Professional-Track Faculty  
(November 2022)**

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

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

**Promotion File for INSTRUCTIONAL FACULTY**

- Vote [Summary Form](#) (please use College template)
- Current curriculum vitae\*
- Personal statement including summary of teaching activities\*
- Student evaluations\*
- Summary of service and administrative activities if applicable\*
- Supporting materials\* (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
- Other letters of support\* (optional)
- Peer review of teaching (supplied by the candidate or the committee)
- Teaching summary (supplied by the committee)
- [Unit Promotion Ballots](#) (please use College template)
- Chair or director's letter (supplied by the unit head)

**Promotion File for CLINICAL FACULTY**

- Vote [Summary Form](#) (please use College template)
- Current curriculum vitae\*
- Personal statement including summary of clinical research and teaching activities\*
- Student evaluations\* (if applicable)
- Summary of service and administrative activities\* (if applicable)
- List of clinical research and teaching activities\* (publications, presentations, or other scholarly products produced during the present appointment as a clinical faculty member)
- List of submitted proposals if applicable\* (indicate the outcome of each proposal submitted during current appointment as funded, declined, or pending, as well as the role of the clinical faculty member in each proposal as principal investigator, co-principal investigator, or key personnel)
- Supporting materials\* (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
- Other letters of support\* (optional)
- External review letters (if applicable) (requested by and submitted to the unit head)
- Peer review of teaching (if applicable) (supplied by the candidate or committee)
- Teaching summary (supplied by the committee)
- [Unit Promotion Ballots](#) (please use college template)
- Chair or director's letter (supplied by the unit head)

### **Promotion File for RESEARCH FACULTY**

- Vote [Summary Form](#) (please use College template)**
- Current curriculum vitae\*
- Personal statement including summary of research activities\*
- Student evaluations\* (if applicable)
- Summary of service and administrative activities\* (if applicable)
- List of research activities\* (publications, exhibits, performances, or other scholarly products produced during current appointment)
- List of submitted proposals\* (indicate the outcome of each proposal submitted during current appointment as funded, declined, or pending, as well as the role of the research faculty member in each proposal as principal investigator, co-principal investigator, or key personnel)
- Supporting materials\* (documents or artifacts demonstrating recognition of the faculty member during the present appointment, including special citations, awards, or other evidence indicating success)
- Other letters of support\* (optional)
- Peer review of teaching (if applicable) (supplied by the candidate or committee)**
- Teaching summary if applicable (supplied by the committee)**
- External review letters (requested by and submitted to the unit head)**
- [Unit Promotion Ballots](#) (please use College template)**
- Chair or director's letter (supplied by the unit head)**