

NUMBER: ACAF 1.18
SECTION: Academic Affairs
SUBJECT: Change in Status to and From Tenure Track Faculty or Instructor to Senior Instructor
DATE: May 31, 2010
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Approved by: Deans 6/14/2010
Issued by: Academic Affairs

I. Policy

- A. Changing the appointment status of a full-time faculty member to a faculty position not on tenure track is an administrative decision and does not require a new search.

Note: The administrative unit should consult with the Office of International Support for Faculty & Staff on possible immigration restrictions or implications for international faculty.

- B. Changing the appointment status of a full-time faculty member not on tenure track to tenure track is also an administrative action, not governed by procedures for promotion within the tenure track, and does not require a new search, provided a proper search was conducted initially.

Change in status from full –time faculty member may occur under two circumstances:

1. After having served as a full-time faculty member for one academic year, a faculty member may be considered for reappointment at the appropriate tenure-track rank if the unit criteria for appointment at that rank have been met, and if the faculty member was hired as a result of a proper search; or
2. The official offer letter sent pursuant to a proper search may specify that a tenure-track appointment is contingent upon satisfaction of contingencies; e.g.,

- C. Changing the appointment status of an Instructor to a Senior Instructor is an administrative decision and does not require a new search.

Change in status from an Instructor to Senior Instructor may occur under these conditions

1. After six years of consecutive service as an Instructor
2. Having met the unit's criteria for promotion
3. An approval vote by the departmental faculty
4. A recommendation by the Department Chair
5. A recommendation by the Dean

Note: The administrative unit should consult the Office of International Support for Faculty & Staff for international faculty.

II. Procedures

A. Transfer from Tenure Track to Non-Tenure Track

1. The dean will submit a written request to the Senior Vice Chancellor along with the candidate's curriculum vita.
2. The Senior Vice Chancellor may approve, disapprove or defer a decision on the change of appointment status.
3. If approved, the change in appointment takes effect the beginning of the following semester after written approval by the Senior Vice Chancellor (January 1 or August 16).

B. Transfer to Tenure Track Following One Year of Service

1. The Unit faculty vote and provide a recommendation for or against the change in status.
2. The dean and department chair (if there is a department chair) provide written recommendations to the Senior Vice Chancellor.
3. The dean certifies that a proper search was conducted at the time of the initial appointment of the faculty member.
4. The Senior Vice Chancellor may approve, disapprove or defer a decision on the change in status.
5. If approved, the change in appointment status takes effect the following fall semester date of 8/16 following written approval by the Senior Vice Chancellor.

C. Transfer to Tenure Track for Satisfying Contingency

1. The change in appointment follows when the contingency has been met, provided the faculty member's performance has been satisfactory.
2. The change in appointment takes effect the following fall semester date of 8/16 following the date the contingency was satisfied.

D. Transfer from Instructor to Senior Instructor

1. The Unit faculty vote and provide a recommendation for or against the change in status.
2. The dean and department chair (if there is a department chair) provide written recommendations to the Senior Vice Chancellor.
3. The Senior Vice Chancellor may approve, disapprove or defer a decision on the change in status.
5. If approved, the change in appointment status takes effect the following academic semester following written approval by the Senior Vice Chancellor.

Note: Basic wording (with changes) taken from USC Columbia's ACAF 1.18 dated 2/1/95;
revised 10/26/06