

<b>ADMINISTRATIVE DIVISION</b> Academic Affairs	<b>POLICY NUMBER</b> ACAF 7.12
<b>POLICY TITLE</b> Compensation for Promotion and Post-Tenure Review	
<b>SCOPE OF POLICY</b> USC Upstate	<b>DATE OF REVISION</b> January 13, 2025
<b>RESPONSIBLE OFFICER</b> Provost	<b>ADMINISTRATIVE OFFICE</b> Office of the Provost

**PURPOSE**

The purpose of this policy is to specify the compensation schedule for Promotion and Tenure and Post-Tenure Review and the review cycle for College and University Professional Association (CUPA) analyses and adjustments. This compensation schedule and CUPA review cycle is dependent upon the budget and fiscal health of the institution.

**DEFINITIONS**

**Promotion:** Promotion occurs when a faculty member moves from the rank of Assistant Professor/Librarian to Associate Professor/Librarian, from Associate Professor/Librarian to Professor/Librarian, or from Instructor to Senior Instructor.

**Post-Tenure:** The period of time in a faculty member’s career that begins upon completion of the tenure process.

**Post-Tenure Review Cycle:** The calculation of years in the post-tenure review schedule is based on the most recent of the following dates: the awarding of tenure, last promotion, or last successful post-tenure review. After the initial post-tenure review, all tenured faculty will go through post-tenure review every six years.

**CUPA Data:** Data provided by the College and University Professional Association for Human Resources on composition and pay equity for faculty positions.

**POLICY STATEMENT**

Faculty members who are promoted from Assistant Professor/Librarian to Associate Professor/Librarian will be awarded a salary increase of \$6000; Faculty members who are promoted from Associate Professor/Librarian to Professor/Librarian will be awarded a salary increase of \$8000. Faculty members who are promoted from Instructor to Senior Instructor will be awarded a salary increase of \$3000. Faculty members who have earned tenure by 2025 and receive a favorable post-tenure review will be awarded a salary increase of 7.5% of the faculty salary base pay (not including any administrative adjustments) for the first review. For all other favorable post-tenure reviews faculty will receive a salary increase of \$2000. In addition, an analysis of all faculty salaries based on CUPA data will occur every five years resulting in salary adjustments to address issues with pay equity.

## **PROCEDURES**

Salary increases for tenure, promotion, and successful post-tenure review are effective at the beginning of the academic year (August 16) following the decision. The increase is applied to the salary as it is on the effective date of the increase to account for any changes to the salary that occur between the time of the decision and the following academic year. The increase is applied to the base salary; supplements, recurring stipends, or other forms of extra compensation are not included in the calculation. All increases are documented by a letter from the Provost's Office, copies of which should be retained by the faculty member and department.

## **RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES**

### **[USC Upstate Faculty Manual](#)**

#### **[Chapter 5 – Faculty Review](#)**

#### **[Appendix V – Guidelines for File Preparation for Promotion & Tenure](#)**

#### **[Appendix VI – File Review for Promotion and Tenure](#)**

#### **[Appendix VII – Guidelines for File Preparation for Other Reviews](#)**

## **USC Upstate**

## **HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
January 14, 2022	New policy approval
January 13, 2025	Changes to PTR compensation