

## Chapter 1

### Faculty Organization

#### 1.0 FACULTY MEMBERSHIP AND RANKS

The University faculty consists of the chancellor, provost, and deans; professors, associate professors, and assistant professors; librarians, associate librarians, and assistant librarians; clinical/professional track faculty; clinical assistant, clinical associate, clinical professor, professor of practice; senior instructors, full-time instructors, and adjunct lecturers; visiting faculty and emeriti professors; and such other persons as the faculty chooses to elect to its ranks. For the purpose of determining quorum at General Faculty Meetings, no one at the dean level or above will be counted.

The responsibilities and roles of the faculty necessarily vary by discipline and position. All full-time faculty members recognize that excellence in education remains the central purpose of our university mission. Academic units generally rely on a combination of tenure-track professors, non-tenure-track full-time instructors, and part-time faculty to staff courses.

To maintain accreditation and consistency with institutional goals, academic units should rely primarily on tenured and tenure-track professors with terminal degrees in their area of teaching emphasis.

A number of factors cause reliance on full- and part-time, non-tenure-track faculty, including staffing flexibility within the academic unit and budget constraints. While these faculty may have terminal degrees, some without terminal degrees may possess vital professional experience or accreditation credentials or clinical experience required by the program.

Tenure-track faculty members consist of the ranks of assistant professor, associate professor, and professor, and assistant librarian, associate librarian, and librarian. Tenure at USC Upstate matches the conventions practiced at many universities across the country: After a probationary period, tenure-track faculty members must apply for and, if successful, are granted tenure, which recognizes their positive contributions to the University.

Tenure provides increased job security and expanded participation in peer review and other responsibilities. Tenure-track faculty members are evaluated according to their contributions in teaching or librarianship, scholarly and creative production, and service and qualify for promotions in rank when meeting specified performance levels.

Full-time, non-tenure-track faculty members are hired at the clinical assistant professor, clinical associate professor, clinical professor, and professor of practice, instructor or instructor librarian rank. Appointments shall be in writing and specify the beginning and ending date of appointment. Appointments terminate on the date specified. (See USC System policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.)

Clinical faculty are individuals with a master's degree or higher appointed to instruct students in clinical, field, or laboratory settings, and/or to engage in practice and outreach, and/or have substantial professional caliber to administer academic programs and other administrative activities. These faculty must have education, certification, and licensure to meet the minimum regulatory requirements by an accrediting organization recognized by the U.S. Department of Education.

Instructors are normally expected to possess at minimum a master's degree in their field, and to meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or other accreditation requirements to teach in their area of expertise. Instructor Librarians are expected to possess a master's degree in library science from a program accredited by the American Library Association.

Non-tenure-track faculty typically maintain a higher teaching load than tenure-track faculty. They are evaluated during annual review accordingly, with less weight given to scholarly and creative production and service.

Tenure-track full-time faculty may apply to change to non-tenure track. In order to change from tenure-track to non-tenure track applicants must follow the procedure in USC Upstate ACAF policy 1.1.8.

After meeting the specified time and performance expectations of the university and of their unit, non-tenure track faculty may apply for promotion to an advanced rank within their position following the procedure in USC Upstate ACAF policy 1.18.

Promotion may include additional duties compensated by a reallocation of some teaching responsibility.

All full-time faculty members with terminal degrees who teach graduate courses at USC Upstate are Graduate Faculty members. All faculty members who teach graduate courses and are not full-time faculty or who do not hold a terminal degree are Adjunct Graduate Faculty members.

Specific criteria and procedures for selection and evaluation of Graduate Faculty and Adjunct Graduate Faculty are determined by individual academic units and approved by the provost.

## 1.1 UNIVERSITY LEADERSHIP

Some of the faculty described in the general membership occupy key administrative roles and execute managerial and supervisory functions. These include the chancellor, provost, and deans. In matters of faculty governance, those holding administrative positions shall refrain from voting.

### 1.1a Chancellor

The Chancellor for USC Upstate is the chief administrative officer of the campus. The chancellor is responsible for the operation and development of the campus and the implementation of applicable University policies. The chancellor reports to the President of the University of South Carolina.

### 1.1b Provost and Senior Vice Chancellor for Academic Affairs

The Provost and Senior Vice Chancellor for Academic Affairs<sup>1</sup> is the chief academic officer for the University. The provost is responsible for curricula planning and development of the total educational program, and for faculty, library and other academic services. The provost is appointed by the chancellor (see Chapter 3, *Procedures*) and represents the chancellor when appropriate.

### 1.1c Academic Deans

Deans are appointed by the chancellor upon recommendation from the provost following the prescribed search procedures (see Chapter 3, *Procedures*) and report to the provost..

The dean is the chief academic administrator of a college or the Library. Deans report directly to the provost. Deans are responsible for the personnel and program administration of the unit; they review curricula and programs; they appoint chairs of departments and assign their duties, they supervise the use of funds, space, and equipment, and prepare the budget of the unit. Deans are the presiding officers of the

---

<sup>1</sup> Hereafter referred to as provost.

faculty of their unit. Deans of units that are not departmentalized also have the duties and responsibilities of department chairs. Deans consult the faculty of the unit on significant matters concerning academic personnel and curricula.

The deans may also appoint assistant or associate deans to assist the dean in administering the unit. They serve at the pleasure of the dean.

#### 1.1d University Librarian

The Dean of Library serves as the chief librarian of the university.

#### 1.1e Department Chairs

Department chairs are appointed following the prescribed procedures (see Chapter 3, *Employment*). The chair is responsible for implementing University policies as they apply to the affairs of the unit. The chair is responsible for personnel and program administration within the unit. The chair consults and seeks the advice of the faculty with respect to educational policy and unit governance. Chairs report to the dean. When delegated by the dean, they represent the dean of their college.

The chairs may also appoint assistant chairs to assist the chair in administering the department or division. They serve at the pleasure of the chair.

### 1.2 STATEMENT ON ACADEMIC FREEDOM

USC Upstate adheres in principle to the American Association of University Professors' 1940 *Statement of Principles on Academic Freedom and Tenure*.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. However, research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing their subject. However, they should be careful not to introduce into their teaching controversial matters that are not related to their subject.
- College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When faculty members speak or write as citizens, they are free from institutional censorship or discipline. They indicate that they are not speaking for the university.