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SECTION: Academic Affairs

SUBJECT: Unclassified Academic Titles

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Policy for: Columbia and Regional Campuses

Procedure for: Columbia and Regional Campuses

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I. Policy

The University recognizes only the unclassified academic titles listed below (i.e., the Division of Human Resources will process only those personnel forms using titles on this list):

- A. Professor: A regular, full-time appointment of a person who normally holds the earned doctorate or terminal degree and has at least nine years of effective and relevant experience. To be eligible for this rank, a faculty member must have a record of outstanding performance normally involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. Full professors are eligible for tenure.
- B. Distinguished Professor: A title awarded to members of the University faculty in their final year of service at Carolina who have earned the rank of tenured full professor. Upon retirement, this title will change to that of Distinguished Professor Emeritus.
- C. Distinguished Professor Emeritus: A title conferred on tenured faculty who at the time of their retirement hold the rank of professor.
- D. Professor Emeritus: A title conferred on tenured faculty who at the time of their retirement hold the rank of assistant or associate professor.
- E. Professor, Part-time: Same as Professor but hired on a part-time basis. Not eligible for tenure.
- F. Associate Professor: A regular, full-time appointment of a person who normally holds the earned doctorate or terminal degree and who possesses strong

potential for further development as a teacher and a scholar. To be eligible for this rank, a faculty member must have a record of effective performance usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. Associate professors are eligible for tenure. (Also see Professor Emeritus.)

- G. Associate Professor, Part-time: Same as Associate Professor but hired on a part-time basis. Not eligible for tenure.
- H. Assistant Professor: A regular, full-time appointment of a person who normally holds the earned doctorate, other terminal degree or the equivalent and who possesses strong potential for development as a teacher and as a scholar. Assistant professors are eligible for tenure. (Also see Professor Emeritus.)
- I. Assistant Professor, Part-time: Same as Assistant Professor but hired on a part-time basis. Not eligible for tenure.
- J. Librarian: A regular, full-time appointment of a person who normally holds a terminal degree in his/her field and a master's degree in library science and has strong potential for effective professional service. Librarians are eligible for tenure. This title can be expanded to Assistant Librarian or Associate Librarian as appropriate to the status of the individual.
- K. Senior Instructor: A regular, full-time appointment of a person who has held the rank of Instructor at the University of South Carolina for a minimum of six consecutive years. Initial appointment may not be made at this rank; appointment must be by promotion from the rank of Instructor on the vote of the departmental faculty, and the recommendation of the department chair (in departmentalized units) and the college/school dean. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- L. Instructor: A regular, full-time or part-time appointment of a person who holds the master's degree or bachelor's degree plus substantial additional graduate study such as evidence of having fulfilled the requirements for admission to candidacy for the doctor's degree. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- M. Lecturer: Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration. The term "Distinguished Lecturer" may be used only on rare occasions and must have prior approval, through academic channels, of the President.

- N. Adjunct or Clinical Professor: A full- or part-time appointment of a faculty member of substantial professional caliber to supervise and instruct students outside the classroom setting or to serve as an honorary member of the faculty of a department other than his/her own department.

According to individual circumstances, these professors may be salaried or serve without a stipend. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration. This title can be expanded to Adjunct or Clinical Assistant Professor, Adjunct or Clinical Associate Professor or Adjunct or Clinical Instructor as appropriate to the status of the individual.

- O. Research Professor: A full-time appointment of a faculty member engaged primarily in research. The research professor usually possesses the earned doctorate, other terminal degree or the equivalent and considerable research experience in his/her field. Appointment is on a temporary, annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration. This title can be expanded to Research Assistant Professor or Research Associate Professor as appropriate to the status of the individual.

- P. Visiting Professor: A full-time appointment, usually for no more than one or two years, of one who holds academic rank or high professional status elsewhere and is presently on leave of absence from his/her home organization. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration. This title can be expanded to Visiting Assistant Professor or Visiting Associate Professor as appropriate to the status of the individual.

II. Unclassified Staff Academic Titles

- A. Post-Doctoral Fellow: Considered an unclassified staff position of a person who has recently completed requirements for the doctorate and is engaged in further study through research projects and activities. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- B. Teaching Associate: Considered an unclassified staff position of a person who holds at least a bachelor's degree. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration. The title of Teaching Associate is to be used only for individuals whose primary duty is teaching non-academic credit courses.

- C. Senior Teaching Associate: Considered an unclassified staff position of a person who has held the rank of Teaching Associate at the University of South Carolina for a minimum of six consecutive years. Initial appointment may not be made at this rank; appointment must be by promotion from the rank of Teaching Associate approved through appropriate channels. Masters degree required. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- D. Research Associate: Considered an unclassified staff position, usually funded on non-appropriated funds, held by an individual who possesses a master's degree. The research associate plans and conducts research. Appointment is on a temporary, annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- E. Master Teacher I: Considered an unclassified staff position. Candidate must hold a minimum of a Child Development Associate Credential (or equivalent child development credential). Position assists the lead teacher in a Child Development Center. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.
- F. Master Teacher II: Considered an unclassified staff position. Candidate must hold a minimum of at least a Bachelor's degree in Early Childhood Education or a related field. A Master's degree in Early Childhood Education is desired but not required. Candidates not holding the Master's must enroll in a graduate program leading toward that degree in the field of Early Childhood (or closely related field such as Child Development). Position is utilized in Children's Center as a lead teacher, planning, developing and managing classroom activities. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.

III. Related Policies

USC Columbia Faculty Manual, Section 2: Regulations and Policies

USC Regional Campuses & Continuing Education Faculty Manual, Section C-1: Regulations and Policies

IV. Reason for Latest Revision

Revised to include other terminal degrees in several descriptions as well as to allow for multi-year appointments for instructors, lecturers and adjunct, clinical, research, and visiting faculty members. Also revised to include departmental approval for promotion to Senior Instructor.