

ADMINISTRATIVE DIVISION	ACAF Academic Affairs
POLICY NUMBER	ACAF 1.15
POLICY TITLE	Transfer of Tenure Between Academic Units
SCOPE OF POLICY	USC Columbia
DATE OF REVISION	April 14, 2025
RESPONSIBLE OFFICER	Executive Vice President for Academic Affairs and Provost
ADMINISTRATIVE OFFICE	Office of the Provost

PURPOSE

The University of South Carolina is dedicated to fostering the professional growth and development of its faculty. The purpose of this policy is to establish clear and efficient processes for the voluntary transfer of a faculty member’s tenure between academic units within the University of South Carolina.

DEFINITIONS AND ACRONYMS

Tenure: provides that once a probationary period is successfully completed, a tenured full-time faculty member is not subject to periodic reappointment and may be dismissed only for adequate cause or under extraordinary circumstances, such as financial exigency or bona fide program discontinuance.

POLICY STATEMENT

The University supports the voluntary transfer of tenured faculty members between academic units, subject to appropriate procedures and approvals. The transfer of tenure must preserve the rights and privileges associated with tenure and maintain the integrity of the tenure process.

PROCEDURES

A. Initiation of Transfer Request

1. A faculty member who wishes to transfer their tenure must submit a written request to the department chair of the unit where they would like to transfer their tenure. These transfers are considered lateral moves.
2. The department chair of the receiving department will review the request and consult with the dean before proceeding.

B. Review and Approval Process

1. The receiving department/academic unit must perform a tenure and promotion review, following its established procedures. The chair of the department then provides a written recommendation to the dean regarding the transfer of tenure.

2. The academic dean of the receiving college/school will review the department's recommendation, consider the fiscal implications of the move, and potentially request additional information or evaluations. The dean then makes a recommendation to the provost regarding the transfer of tenure.
3. The provost will review the dean's recommendation, potentially requesting additional information or evaluations, and then make a recommendation to the president.
4. The president will review the provost's recommendation, potentially requesting additional information or evaluations, and then make a recommendation to the Board of Trustees.
5. The Board of Trustees will review the president's recommendation and make the final decision on the transfer of tenure.

C. Documentation

1. Written documentation of the transfer process, including all recommendations, decisions and approvals, must be maintained in the faculty member's personnel file.
2. After the transfer of tenure is approved, the department chair or dean of the receiving unit will provide a written statement to the faculty member outlining their duties and responsibilities in the new department.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
April 14, 2025	New policy approval