

NUMBER: ACAF 1.16
SECTION: Academic Affairs
SUBJECT: Non-Tenure Track Faculty
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Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Executive Vice President for Academic Affairs and Provost
Issued by: Office of the Provost

I. Policy

The University of South Carolina recognizes the importance and contribution of non-tenure-track faculty to the educational, research, and service missions and success of the University.

Non-tenure-track faculty members are defined in University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff. Non-tenure track faculty members are engaged in research, instruction, inside and outside the classroom, service, and administration. Non-tenure track faculty members are not eligible for tenure nor does any of the time that is spent in a non-tenure-track position count toward the probationary period for tenure.

This policy applies to all non-tenure track faculty positions listed in University Policy ACAF 1.06, including those below:

- instructor, lecturer, senior instructor, senior lecturer and distinguished lecturer
- instructor librarian
- assistant clinical professor, associate clinical professor, and clinical professor
- clinical instructor, clinical senior instructor, clinical lecturer, and clinical senior lecturer
- assistant research professor, associate research professor, and research professor
- part-time assistant professor, part-time associate professor, and part-time professor
- adjunct assistant professor, adjunct associate professor, adjunct professor
- professor of practice
- visiting professor, visiting associate professor, and visiting assistant professor
- legal writing instructor
- librarian emeritus
- professor emeritus and distinguished professor emeritus
- distinguished research professor emeritus and distinguished clinical professor emeritus
- endowed chair emeritus or named professorship emeritus

A. College, School and Academic Unit Policies

The roles of non-tenure track faculty vary by college, school and academic unit; for that reason each college, school, and academic unit develops policies to address its particular academic environment.

1. Each college, school, and academic unit must have a written set of policies regarding non-tenure track faculty members that remain in compliance with this policy, the USC Columbia *Faculty Manual*, all pertinent state and federal laws, and all requirements of the South Carolina Commission on Higher Education (CHE) and the Southern Association of Colleges and Schools and Commission on Colleges (SACSCOC).
2. Policies created by colleges, schools, and academic units regarding non-tenure track faculty must be approved by the dean, and then forwarded to the office of the provost for final approval. The dean of the college or school may authorize separate policies and procedures for the different academic units within the college or school or may have one policy for all academic units within the college or school. The dean is responsible for ensuring that all approved policies regarding non-tenure track faculty are implemented within the college/school.

B. Appointment and Hiring

1. All appointments to non-tenure track faculty positions must follow the guidelines in University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure Track Faculty.
2. Appointments to non-tenure track faculty positions at the University may only be awarded by college and school deans. All faculty positions must have an official appointment in a college or school regardless of the position's organizational home. If a unit reports to a vice president, the vice president should be consulted prior to appointment.
3. Required Approvals
 - a. Appointments at the rank of distinguished lecturer or professor of practice must be approved, through academic channels, by the president.
 - b. Appointments at the rank of clinical professor or research professor must be approved, through academic channels, by the executive vice president for academic affairs and provost.
 - c. Appointment to all other non-tenure track faculty positions must be approved by the college or school dean, unless otherwise specified by the executive vice president for academic affairs and provost.

4. Credential Requirements for Instructional Staff

All University faculty and other academic personnel involved in instruction must meet SACSCOC credential requirements for teaching at the appropriate level as outlined in University Policy ACAF 1.20 Credential Verification for Instructors of Record. College and school deans are responsible for ensuring that all non-tenure track faculty in instructional positions have the required credentials.

C. Review and Promotion

1. Unit Criteria: Review and promotion criteria are developed by individual units and must be based upon primary position duties (i.e., specified balance of teaching, research and/or outreach activities, and service to the university). The unit's non-tenure track faculty along with the tenure-track faculty should be involved in the development of the unit criteria.

2. Annual Review: Annual review of all non-tenure-track faculty members is required. Annual review of non-tenure track faculty should be scheduled according to an annual review calendar. The annual review is conducted as specified in the unit criteria, either by a select committee, by the direct supervisor or by the department chair, institute/center director, or dean. The annual review is submitted to the department chair, institute/center director, or dean depending upon whether the unit is a college that has departments, institutes, and/or centers.

3. Promotion: Promotion of a non-tenure-track faculty member can be recommended if the faculty member has (a) completed the time in rank specified in the promotion criteria, if applicable, and (b) has met the unit criteria for promotion.

Calls for promotion materials and review of these materials should be according to the calendar set by the unit.

Promotion is recommended by the dean and approved by the executive vice president for academic affairs and provost. If the unit reports to a vice president, the vice president should also provide a recommendation.

4. Non-Reappointment and Termination: Appointments of non-tenure-track faculty shall be in writing and shall specify the beginning and ending date of appointment. Appointments shall terminate on the date specified and no further notice of non-reappointment is required. If a non-tenure track faculty member is appointed without a specified ending date, notice of non-reappointment shall be given in writing to the faculty member at least twelve months prior to the termination date. Termination of employment before the end of the contract period can be for lack of satisfactory performance, just cause and/or insufficient funds.

5. Change of Status: The change of status to and from the tenure-track faculty is governed by the USC Columbia *Faculty Manual* and University Policy ACAF 1.18 Change of Status to and from Tenure-Track Faculty.

D. Voting Rights

Colleges/schools and academic sub-units (e.g., departments) specify the voting rights, if any, for non-tenure track faculty members. These rights govern action on matters at the level of the college/school or sub-unit. As with tenure-track faculty members, voting rights of non-tenure track faculty members at the university-level of governance, including matters of tenure and promotion, are specified in the USC Columbia *Faculty Manual*.

II. Procedures

1. Procedures for the development, revision, and oversight of college/school policies are the responsibility of the dean. All initial and revised policies on non-tenure track faculty must be sent from the dean to the executive vice president for academic affairs and provost for approval.
2. Searches for new and replacement non-tenure track faculty members should be advertised for no less than five working days and preferably for ten calendar days.
3. When an emergency situation exists and a position must be filled immediately, a non-tenure-track faculty member may be placed in the position for no more than one semester or four and one-half months. If the position needs to be filled for additional time after the initial emergency time period, then a documented search process must be conducted, including advertising, as required by University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty.
4. Appointments must use University-approved titles and credential requirements as defined in University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.
5. The length of the appointment must be specified in an offer letter and may not exceed five years. The appointment may be renewable.

Offer letters must also state the appointment is contingent upon the availability of funding. Even in multi-year contracts, the offer letter must state that renewal for each subsequent year is contingent upon satisfactory performance and available funds.

6. The Division of Human Resources must be notified regarding processing of appointments, promotions, non-reappointment, termination, and grievances for non-tenure-track faculty.

III. Related Policies

USC Columbia Faculty Manual

University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty

University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions

University Policy ACAF 1.18 Change of Status to and from Tenure-Track Faculty

University Policy ACAF 1.20 Credential Verification for Instructors of Record

University Policy EOP 1.00 Equal Opportunity Policy

University Policy EOP 1.04 Non-Discrimination Policy

University Policy HR 1.90 Job Reference and Background Checks

IV. Reason for Revision

Policy revised to reference related policy, ACAF 1.20 Credential Verification for Instructors of Record, and to remove outdated procedures regarding SACSCOC Faculty Roster responsibilities.