

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY.

**UNIVERSITY OF SOUTH CAROLINA**  
**College of Hospitality, Retail, and Sport Management**  
**APPOINTMENT, REVIEW, AND PROMOTION OF NON-TENURE-TRACK FACULTY**

The University of South Carolina is committed to providing its students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world. A particular strength of the University of South Carolina is the excellence, breadth, and diversity of the institution's faculty. Accordingly, the University recognizes the importance and contribution of non-tenure-track faculty to the educational, research, and service missions and success of the University.

The College of Hospitality, Retail and Sport Management (“the College”) offers academic programs in Hotel, Restaurant, and Tourism Management; Interdisciplinary Studies; Retailing; Sport and Entertainment Management; and Integrated Information Technology. The College believes that the presence of a high quality and diverse faculty community is necessary to provide its students with the highest-quality education. To that end, the College is committed to recruiting, retaining, and promoting outstanding non-tenure-track faculty who demonstrate excellence in their fields.

**NON-TENURE-TRACK FACULTY POSITIONS**

In accordance with University Policy ACAF 1.16, non-tenure-track faculty positions at the College may include:

- Research Assistant Professor, Research Associate Professor, and Research Professor
- Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor
- Clinical Instructors or Clinical Lecturers
- Visiting or Adjunct Professors, regardless of rank
- Senior Instructor or Senior Lecturer
- Instructors or Lecturers
- Professor of Practice

All non-tenure-track faculty appointments must adhere to the guidelines and definitions contained in University Policy ACAF 1.06 Academic Titles for Non-Tenure-Track Faculty.

## **EQUAL OPPORTUNITY**

It is the policy of the University and the College to recruit, hire, train, promote, and otherwise make personnel decisions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status (except where sex or age is a *bona fide* occupational qualification.)

## **APPOINTMENT**

To fill a non-tenure-track faculty vacancy, the Dean or his/her designee will determine the scope of a search, including whether a search committee will be used. However, searches for new and replacement non-tenure-track faculty members must be advertised no less than five working days and preferably for 10 calendar days, except where an emergency situation exists (*see* ACAF 1.16). A documented search process is required for all academic positions, whether the search is internal or external. Reappointment of the same person to the same position does not require an advertised search.

Appointments to non-tenure-track faculty positions may only be awarded by the College's Dean. At the time of appointment, the Dean may also specify the proportions of research, teaching, and service expected of the appointment for the duration of the appointment. The Dean should confirm that the correct title has been applied, and that the candidate meets the required criteria for each hire. University faculty and other academic personnel involved in instruction will be included on the campus, college or school's Faculty Roster and must meet the Southern Association of Colleges and Schools ("SACS") credential requirements for teaching at the appropriate level. Appointments at the rank of clinical professor or research professor must also be approved by the provost.

Appointments of non-tenure-track faculty shall be in writing and shall specify the beginning and ending date of appointment. Offer letters must comply with University Policy ACAF 1.16. 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. Appointment to a full-time non-tenure-track faculty position shall include full voting rights within the College. Voting rights at the University-level of governance are specified in the USC Columbia Faculty Manual.

## **REVIEW**

All full-time non-tenure-track faculty members will be evaluated annually. The faculty member's direct supervisor will conduct the annual review according to the College's annual review calendar and using the College's Annual Performance Review document. The annual review will be submitted to the Dean and Department Chair, where applicable. Non-tenure

track faculty members shall be equally eligible for salary increases as other faculty members based on funds available.

## **PROMOTION**

Each year, potential candidates for promotion will be advised in writing by the Dean or his/her designee. At the beginning of each academic year the Dean or his/her designee and affected Department Chairs will meet with the new non-tenure track faculty to discuss promotion requirements. At the end of each academic year the Dean or his/her designee and affected Department Chairs shall meet with potential promotion candidates to discuss the submission of files. Consideration for promotion shall be without prejudice and the outcome shall not adversely affect the candidate's opportunity for continued employment.

The candidate bears primary responsibility for preparation of a file upon which a promotion decision may be based, and delivering the completed file to the Office of the Dean by the required date. To apply for promotion, the candidate must submit partial primary and secondary files as described for the Tenure and Promotion process (<http://www.sc.edu/tenure/forms.shtml>). For the primary file, the candidate should complete sections II.A (personal information), II.C (teaching history), II.E (service and outreach activities), II.D (scholarly and professional publications) if applicable and III (personal statement). The secondary file should include documentation of activities listed in the primary file (e.g., full CV, quantitative student course evaluations, publications). In general, letters from external reviewers are not required, but may be requested on an individual basis.

The application is reviewed by an ad hoc committee appointed by the appropriate department chair/center director/program director (where applicable), and the appropriate associate dean (academic or research). This ad hoc committee has at least four members, to include: the department chair/center director/program director (where applicable), two full-time members from the candidate's home department, preferably non-tenure-track faculty, and one full-time non-tenure-track faculty member from a different academic department within the College. The associate dean serves as an ex officio member of the committee. At least one member of the ad hoc committee should be a faculty member at or above the rank to which the candidate is applying. Each member of the committee must submit a written ballot. Recommendations are forwarded to the Dean for final review and recommendation with regard to promotion.

Promotion awards are dependent upon the candidate's performance. The Dean will review the candidate's qualifications and productivity in teaching, research and/or outreach activities, and service. Promotions are recommended by the Dean and approved by the Provost. Promotion awards will be made in writing to the candidate, as prescribed by the College's calendar. Promotion recipients receive multiple-year employment contracts, not to exceed five years. The contract may be renewable, and must comply with University Policy ACAF 1.16.

### **Research-Focused Faculty**

Non-tenure-track faculty members' distribution of efforts will be evaluated on a basis of 40 percent teaching, 40 percent research, and 20 percent service and/or outreach activities. To be awarded promotion, the candidate should be rated above- standard in at least two of these three broad categories, and should not be rated below-standard in any of the categories. In addition, the following criteria are applicable for promotion decisions for non-tenure track faculty:

To be eligible for promotion to the rank of **Research Associate Professor**, a faculty member must:

- Hold a terminal degree in a discipline appropriate to his or her academic specialty area or a terminal degree with supporting coursework or industry experience appropriate to the academic specialty area;
- Have research expertise and experience in the field;
- Demonstrate scholarly accomplishment, including significant refereed publications;
- Have served as principal investigator or co-principal investigator on externally funded research;
- Have an established reputation in his/her field; and
- Have at least seven years of effective, relevant experience.

To be eligible for promotion to the rank of **Research Professor**, a faculty member must:

- Hold a terminal degree in a discipline appropriate to his or her academic specialty area or a terminal degree with supporting coursework or industry experience appropriate to the academic specialty area;
- Have research expertise and experience in the field;
- Demonstrate scholarly accomplishment, including significant refereed publications;
- Have served as principal investigator or co-principal investigator on externally funded research; and
- Be recognized internationally/nationally in his/her field; and  Have at least nine years of effective, relevant experience.

### **Teaching-Focused faculty**

Non-tenure-track teaching-focused faculty members' distribution of efforts will be evaluated on a basis of 80 percent teaching, and 20 percent service, outreach, and/or research. To be awarded promotion, the candidate should be rated above-standard in teaching, and should not be rated below-standard in any of the three broad categories. In addition, the following criteria are applicable for promotion decisions for non-tenure track faculty:

To be eligible for promotion to the rank of **Clinical Associate Professor**, a faculty member must:

- Hold a terminal degree in a discipline appropriate to his or her academic specialty area;
- Possess substantial professional expertise and experience in the field;
- Have record of at least seven years of effective clinical performance in supervising and instructing students in clinical, field, classroom, or a laboratory setting; and
- Have strong potential for further development as a clinician.

To be eligible for promotion to the rank of **Clinical Professor**, a faculty member must:

- Hold a terminal degree in a discipline appropriate to his or her academic specialty area;
- Possess substantial professional expertise and experience in the field;
- Have record of at least nine years of effective clinical performance in supervising and instructing students in clinical, field, classroom, or a laboratory setting; and
- Possess a proven stature as a clinician.

To be eligible for promotion to the rank of **Clinical Senior Instructor** or **Clinical Senior Lecturer**, a faculty member must:

- Hold at least a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours in the teaching discipline;
- Possess substantial professional expertise and experience in the field;
- Have record of effective clinical performance in supervising and instructing students in clinical, field, classroom, or a laboratory setting;
- Have held the rank of Clinical Instructor or Clinical Lecturer at the University of South Carolina for a minimum of six consecutive years; and
- Have received approval for the promotion by vote of the departmental faculty and the recommendation of the department chair.

To be eligible for promotion to the rank of **Senior Instructor** or **Senior Lecturer**, a faculty member must:

- Hold at least a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours in the teaching discipline;
- Have held a regular, full-time appointment as an Instructor or Lecturer at the University of South Carolina for a minimum of six consecutive years; and
- Have received approval for the promotion by vote of the departmental faculty and the recommendation of the department chair.

To be eligible for promotion to the rank of **Professor of Practice**, a faculty member must:

- Hold at least a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours in the teaching discipline;
- Possess substantial professional expertise and experience in the field;
- Have a proven reputation in professional achievement and expertise, experience, and international/national recognition in his/her professional field;
- Have record of at least nine years of effective performance in instruction, creative work, and leadership in professional practice; and
- Have received approval for the promotion, through academic channels, of the president.

### **Definitions**

Teaching: Teaching includes such activities such as regularly scheduled classes, classes delivered online or in other flexible delivery modes, the supervision of independent studies, advisement, the supervision of student research, the supervision of internships, participation on undergraduate and graduate thesis/dissertation committees, creation of instructional materials, significant restructuring of existing courses, and the design of new courses.

Service: Service activities are required of all faculty members and should be completed in a diligent and ongoing manner. Involvement in one's professional discipline adds to the quality of teaching efforts. The degree and quality of service locally, regionally, nationally and internationally will be evaluated, as will service to the College and University.

Outreach: Faculty expertise can benefit members of other institutions, the community, and its constituents; faculty members are expected to provide their expertise to these entities. The degree and quality of professional activity locally, regionally, nationally and internationally will be evaluated.

Research (Research-Focused faculty): When the Dean evaluates the candidate's file, the quantity and quality of research efforts are considered. Research quality may include:

- Acceptance rate of the journal;
- Impact of the information revealed;
- Creativity of the thought processes; and
- Rigor of the methods utilized.

Research (Teaching-Focused faculty): Research activities are not required for teaching-focused non-tenure-track faculty. Recognizing that some such faculty may wish to engage in research, the College strives to reward those efforts. When the Dean evaluates the file of a faculty member, the quantity and quality of a candidate's research efforts are considered.

Standard: Meets requirements outlined in the faculty member’s position description.

Above standard: Exceeds requirements outlined in the faculty member’s position description.

Below standard: Does not meet requirements outlined in the faculty member’s position description.

SEE ALSO THE FOLLOWING RELATED POLICIES:

- USC Columbia Faculty Manual
- University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions
- University Policy ACAF 1.16 Non-tenure-Track Faculty
- University Policy EOP 1.00 Equal Opportunity Policy
- University Policy EOP 1.04 Non-Discrimination Policy