

May 6, 2011

College of Arts and Sciences

**University of South Carolina
Columbia**

**APPOINTMENT, REVIEW, AND PROMOTION POLICIES
for CLINICAL FACULTY**

I. Policy

Clinical Track Faculty

Clinical faculty members contribute to the mission of the University of South Carolina by supervising and instructing students in the clinical, field, classroom, or laboratory setting and by engaging in practice and outreach. Clinical track faculty members are not eligible for tenure, nor does any of the time spent in a clinical track faculty position count toward the probationary term for tenure. The purpose of this policy is to provide an institutional framework for this group of professionals by outlining the appointment, annual review, and promotion procedures that apply specifically to them. In this document, the term “clinical faculty member” refers to faculty who are appointed to positions labeled Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.

This policy applies to all units within the College of Arts and Sciences. The College policy is subordinate to related policies outlined in the University of South Carolina *Faculty Manual* and in Policy and Procedures related to appointment of unclassified academic personnel (<http://www.sc.edu/policies/acaf100.pdf>, <http://www.sc.edu/policies/acaf106.pdf> and <http://www.sc.edu/policies/acaf116.pdf>.) In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authorities. In this document “unit head” refers to the chair of a department, or the director of a program, center, institute, or school, or a person with similar responsibilities.

Clinical Faculty Ranks

As per university policy, clinical faculty members usually possess a minimum of a master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline.) Appointments to clinical faculty positions are made on an annual basis. Clinical faculty members are not eligible for tenure, and service in a non-tenure track appointment is not considered part of the probationary period of tenure consideration. Clinical faculty members may be appointed at the level of Clinical Assistant Professor,

Clinical Associate Professor, or Clinical Professor. Appointment at the rank of Clinical Professor requires approval from the Provost.

II. Procedures

Appointment Procedures

The process of creating a clinical faculty position may be initiated by a department chair, director of a program, school, center, or institute, or the Dean. A clinical faculty member must hold an appointment in one of the College's departments or programs. In all cases, the creation of a clinical faculty position must be approved by the head of the unit in which the position will be based, and by the Dean.

Proposals for the creation of a clinical faculty position must provide a description of the requested position, including the specification of the type of activities to be performed by the clinical faculty member. Proposals should specify the source(s) of the funds that will support the position and the period for which those funds will be available. Appointment to a clinical faculty position carries no guarantee of funding beyond this specified period.

Search Process

Clinical faculty positions must be advertised for a minimum of five working days, preferably for ten calendar days. It is also highly recommended that the department, program, school, center, or institute, establish a search committee and formalize their hiring criteria. (Reappointment of the same person to the same position does not require an advertised search).

Hiring

The duration of an appointment to a clinical faculty position is normally one year. The university requires annual review and reappointment of all non-tenure track faculty members. Reappointment is based upon satisfactory performance and the continued availability of funds.

Each clinical faculty member receives a letter of appointment from the Dean specifying the beginning and ending dates of the appointment along with a specific assignment to a unit for administrative and evaluation purposes. All offers must include the following conditional language: "Continuation of this appointment is contingent upon satisfactory performance, the instructional needs of the College, and the availability of funds."

Annual Review and Reappointment Procedures

Each clinical faculty member will receive an annual written evaluation of his or her performance by the unit head. The review will be provided to the clinical faculty member no later than 90 days prior to the end of his or her appointment. The unit head will evaluate the individual's involvement in educational programs, student teaching/counseling evaluations, peer evaluation, annual evaluation letters, and scholarly and service contributions. The author of the annual review will assess the clinical faculty member's performance based on the terms of the contract or letter of appointment that specifies the duties of the clinical faculty position, and will indicate

whether or not the clinical faculty member's performance has been satisfactory or unsatisfactory.

The supervisor will provide a copy of the annual review to the clinical faculty member, who will sign the evaluation to indicate that the document has been received and read. This signature does not imply agreement with the evaluation, but rather only its receipt by the clinical faculty member. The clinical faculty member may respond in writing to the annual evaluation, and the response, along with the evaluation letter, will become part of the individual's permanent file. The unit head may also meet with the clinical faculty member upon his or her request to discuss the review.

Promotion Procedures

Timing of Promotion Request

A clinical faculty member may request promotion on an annual cycle tied to his or her appointment and keyed to the starting date of the appointment. Promotion, if granted, becomes effective on the candidate's reappointment date. A clinical assistant professor will not be recommended for promotion until after the fifth year of service, and a clinical associate professor will not be recommended for promotion until after the third year of service at the associate level.

If a clinical faculty member chooses to request promotion, he or she will assemble a promotion file and supply it to the unit head at least 90 days prior to the date of the new appointment. The unit head will then provide copies of these items to the department or program's voting faculty and the decision for promotion will be based on a simple majority. In cases where promotion is recommended, the unit head will provide a letter of recommendation to the Dean no later than **May 15**.

Promotion File

A clinical faculty member's request for promotion should be made in writing to the faculty member's unit head. Along with this request, the clinical faculty member will provide an up-to-date promotion file that includes the following items:

1. Letter of request
2. Current curriculum vitae
3. Sample student evaluations
4. At least one peer evaluation
5. Any other documents or teaching artifacts the faculty member wishes to provide.

The unit head will then provide copies of these items to the department or program's voting faculty and the decision for promotion will be based on a simple majority. In cases where promotion is recommended, the unit head will provide a letter of recommendation to the Dean no later than **May 15**.

Upon obtaining approval from the Provost, the Dean will then transmit this decision to the candidate in writing. In the case that a clinical faculty member is not recommended

for promotion, the unit head may meet with the faculty member upon request to provide feedback regarding the department's decision.

Non-Reappointment and Termination

Appointments of clinical faculty members shall be in writing and shall specify the beginning and ending date of the appointment. Appointments shall terminate on the date specified and no further notice of non-reappointment is required. If a clinical 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.

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 12.18 Change of Status to and from Tenure-Track Faculty.

Voting Rights

Individual departments, programs, institutes, schools, and centers specify voting rights, if any, for clinical faculty members. These rights govern action on matters at the level of the department, program, institute, school, or center. As with tenure-track faculty members, voting rights of clinical faculty members at the university-level of governance, including matters of tenure and promotion, are specified in the USC-Columbia *Faculty Manual*.

Reviewed:

College of Arts and Sciences Senior Staff (March 28, 2011 and April 11, 2011)

College of Arts and Sciences Chairs and Directors (April 13, 2011) with comment period to April 25, 2011

College of Arts and Sciences Academic Planning Council (March 29, 2011 and April 12, 2011) with comment period to April 25, 2011