

Promotion from Instructor to Senior Instructor  
College of Arts and Sciences

Eligibility:

Based on University Policy (ACAF 1.06) persons holding the rank of Instructor are eligible for promotion to the rank of Senior Instructor after six consecutive years of service at the rank of Instructor.

Criteria:

Eligible individuals may be recommended for promotion on the basis of a positive vote from the faculty of their home department. Faculty recommendations must be endorsed by the Department Chair and the Dean of the College. Final approval rests with the Provost.

Procedure:

1. Each spring the College will review the status of individuals holding the rank of instructor. Departments will be notified when individuals have more than 5.5 consecutive years of service in the rank of Instructor.
2. Departments electing to pursue promotion for these individuals must take a faculty vote on the question of promotion.
3. On the basis of a positive vote the Department Chair submits a letter to the Dean of the College reporting the outcome of the vote, including the faculty ballot count, and a recommendation for promotion to Senior Instructor. To ensure timely promotion, letters from the Chair must be submitted to the College no later than May 15.
4. The College reviews the letter from the Chair, confirming eligibility and a positive faculty recommendation.
5. The College endorses and forwards the recommendation of the Chair to the Provost.
6. The Provost reviews the recommendation and notifies the College of approval or disapproval.
7. Approved promotions will be effective at the beginning of the following fall semester.

For questions concerning this procedure please contact Assistant Dean, Sonya Brown,  
[skbrown@gwm.sc.edu](mailto:skbrown@gwm.sc.edu) or 7-8451