

School of Journalism and Mass Communication  
Policies and Procedure for non-tenure track faculty

A. Academic Unit Policies (Must comply with *Faculty Manual* and *Policies and Procedures Manual*)

SJMC adheres to USC policy ACAF 1.06, entitled "Unclassified Academic Titles," with respect to the position of Senior Instructor:

Senior Instructor: A regular, full-time appointment of a person who has held the rank of Instructor at the University of South Carolina for a minimum of six consecutive years. Initial appointment may not be made at this rank; appointment must be by promotion from the rank of Instructor on the vote of the departmental faculty, and the recommendation of the department chair (in departmentalized units) and the college/school dean. Appointment is on an annual or multi-year basis and service under such an appointment is not considered part of a probationary period for tenure consideration.

B. Appointment and Hiring Procedures (according to ACAF 1.00)

SJMC follows the university's policy for hiring non-tenure track faculty, which within the unit includes Instructors and Visiting Professors (regardless of rank). No one is appointed at the Senior Instructor rank. Consistent with the university policy, in order to be awarded a Senior Instructor rank, the faculty member must be at the rank of Instructor for six consecutive years.

All non-tenure track searches will follow a similar procedure as tenure-track searches in that a search committee will be used and the position will be advertised widely.

C. Review and Promotion

Unit Criteria

Research: For Instructors and Senior Instructors, no research is required. These faculty teach a full 4/4 course load. For Visiting Professors, research or service is required based on the appointment. The same criteria are used as for tenure-track faculty in that consistent and impactful scholarship and or service is expected.

Teaching: Each non-tenure track faculty member uses the same student evaluation instrument for teaching effectiveness as that is used by tenure-track faculty. The unit expects that the non-tenure track faculty member's teaching evaluations are on par with the majority of the entire faculty.

Service: Instructors are not required to conduct service since their contracts are based only on full-time teaching. However, if an Instructor is interested in becoming a Senior Instructor, he or she is expected to engage in significant service that impacts the School. Visiting professors are expected to engage in nominal service if they have a research requirement or major service if they have a service requirement.

Annual Review

Each year, the director of SJMC asks the non tenure-track faculty members to submit self assessments from the previous year. The director then reviews this report, examines all teaching evaluations and uses personal knowledge to review the non tenure-track faculty member. The director writes a formal report. One copy goes to the individual and one copy is kept in the faculty member's file.

## Promotion

Instructors have the opportunity to be promoted to Senior Instructor after a period of six years. The process is as follows: A motion for promotion of an instructor meeting the durational requirement of the University policy may be made by any member of the faculty of the School of Journalism and Mass Communications at a meeting of the faculty. The motion will require a second.

Promotion to the position of Senior Instructor is appropriate in those instances where an Instructor who has performed satisfactorily as a teacher has in addition thereto demonstrated a sustained participation in the affairs of the School of Journalism and Mass Communications or with the professional constituencies of the School as evidenced by activities such as, but not limited to, undertaking committee assignments, conducting student advisement, engaging in professional association membership or sponsorship of student professional organizations.

Voting on the motion for promotion is restricted to faculty holding the rank of assistant professor or higher. If a vote on a motion for promotion is favorable, the faculty will forward the recommendation to the Director of the School of Journalism and Mass Communications with a request that the recommendation be approved by the Director. If the Director concurs in the recommendation of the faculty, the recommendation will be transmitted to the Dean of the College of Mass Communications and Information Studies with the request by the faculty that the recommendation be approved by the Dean.

Should a motion for promotion fail, or should the recommendation not be concurred in by the Director or the Dean, a motion regarding the individual may not be made to the faculty at the earliest until a meeting in the successive academic year. (SJMC policy P61, approved by the faculty on October 30, 2009.)

## Non-Reappointment and Termination

Non-tenure track appointments are typically yearly appointments with expectation of reappointment if the evaluation process is positive. If a non tenure-track faculty member is not reappointed, or is terminated, university policies for termination or non-reappointment are followed.

## Change of Status

The only change of status available to non tenure-track faculty is promotion from Instructor to Senior Instructor. If a tenure-track position comes available, a non tenure-track faculty member is welcome to apply for the position. He or she will be treated in the same manner as all applicants in the search pool.

## D. Voting Rights

All non tenure-track faculty have full voting rights in the School of Journalism and Mass Communications with the exception of voting on tenure-track matters.