

University of South Carolina Lancaster
Policy and Procedures for Senior Instructor Appointment

Issued by: Office of the Dean
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The University of South Carolina [Policies and Procedures Manual](#) definition of Non-Tenure Track Faculty Appointments for Senior Instructor or Senior Lecturer can be found in [ACAF 1.06](#): Academic Titles for Faculty and Unclassified Academic Staff Positions:

I.C.3.b.i.b, page 6

Senior Instructor or Senior Lecturer: An initial appointment may not be made at this rank. An individual promoted to the rank of Senior Instructor or Senior Lecturer must 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 must have received approval for the promotion by vote of the departmental faculty, the recommendation of the department chair (in departmentalized units), the recommendation of the campus, college or school dean, and the approval of the executive vice president for academic affairs and provost or the Senior campus chief academic affairs officer.

USC Lancaster faculty who serve as full-time instructors and meet the required service time of a minimum of six consecutive years may submit a written request to the Academic Dean of their intent to apply for Senior Instructor by March 15th (as stated in the PCCFM Page 17). The file will be presented to the USC Lancaster Instructor Peer Review Committee for a vote and to the campus dean for approval. If approved by both the Peer Review Committee and the Dean, the request would then be sent to Chancellor of Palmetto College for final review and approval.

An instructor promoted to Senior Instructor will receive

- A salary increase that has been reviewed and approved by the Office of the Chancellor prior to extending an offer.
- 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 availability of funds.

USC Lancaster Senior Instructor Appointment Procedures

- An instructor who has been a full-time instructor and meets the required service time of a minimum of six consecutive years may submit a letter of intent to the Academic Dean by March 15th during or after the candidate's sixth year of service on the USC Lancaster Campus.
- An instructor would submit a file in a single PDF document to include:
 - A 2-page summary of accomplishments that relate to the criteria set forth for effective teaching and service in the *PCCFM* section, Guidelines for Documentation of Standards for Tenure and Promotion, "Teaching Effectiveness" and "Service." A candidate may include a discussion of scholarship if desired, but this is not required and candidates may not be penalized if scholarship is not included.
 - Five most recent years of Faculty Information Forms
 - Five most recent years of Peer and Administrative reviews
 - Five most recent years of teaching evaluations
- This file should be submitted to the Instructor's Peer Review Committee for review and a vote.
- The file would then be forwarded to the Dean of the campus for approval.
- The file would then be forwarded to the Chancellor for final review and approval.

Timeline

March 1st – The Dean or the Dean's designated academic administrator shall notify instructors of eligibility for appointment to Senior Instructor.

March 15th – Candidates who want to be considered for Senior Instructor must respond to the Dean's notice by filing notice of intent to apply in writing.

November 1st – Candidates must submit a file electronically to the designated dropbox.

December 1st – The chair of the campus instructor peer review committee shall write a letter notifying the candidate of the committee's recommendation. The file, including the ballots, justifications, and letters from any other level of local review, will be forwarded to the Palmetto College Campus Dean.

January 5th - The Dean will forward the files and any recommendations to the Office of the Palmetto College Chancellor for final review and approval by the Chancellor of Palmetto College.

Instructor Peer Review Committee description, excerpted from the Bylaws of the Faculty Organization of the University of South Carolina Lancaster, approved by the Faculty Organization 1 February 2019

INSTRUCTOR PEER REVIEW COMMITTEE

Membership: Six members elected by the faculty. Each member must be at the rank of instructor with at least five consecutive years' full-time experience at USC Lancaster. No one who participates in administrative review of candidates may be elected to this committee.

Purpose: The committee conducts the annual peer review of instructors reviewed without scholarship, a process designed to document the professional development of the faculty member and to provide regular and constructive evaluations of the performance of the faculty member.

In addition, the committee will review files submitted by candidates for appointment to Senior Instructor. This review will follow the USCL Office of the Dean's Policy and Procedures for Senior Instructor Appointment and the USC Lancaster Senior Instructor Appointment Procedures. Using the candidates' files for support, the committee will vote and forward the names of recommended candidates to the Dean for consideration. The minimum number of senior instructors necessary for voting on a candidate is six. In the event that there are not six senior instructors available, additional members shall be appointed by the instructor peer review committee, in consultation with the local dean.