

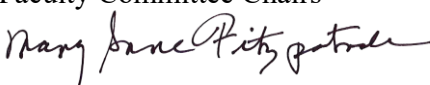


UNIVERSITY OF
South Carolina
Office of the Provost

Mary Anne Fitzpatrick
Executive Vice President for
Academic Affairs and Provost

Memorandum

To: Academic Deans
Department Chairs / School Directors
Unit Professional-Track Faculty Committee Chairs

From: Mary Anne Fitzpatrick 
Executive Vice President for Academic Affairs and Provost

Subject: Professional-Track Faculty Title-Series Transfers

Date: April 10, 2026

New faculty titles were approved by University of South Carolina in the 2024 *Faculty Manual* and by the State of South Carolina Department of Administration. Now that updated promotion criteria inclusive of these new faculty titles are beginning to be approved, faculty and academic units have sought guidance regarding how faculty can transfer from one professional-track title series to another. This memorandum outlines the circumstances in which such requests may be made.

[ACAF 1.18 Change of Status between Faculty Tracks](#) provides that “Changing the appointment status of a full-time faculty member who seeks a transfer from one professional track title to another (e.g., senior instructor to teaching associate professor) is an administrative decision and does not require a new search, provided a proper search was conducted initially. However, this change does require a vote of the faculty in the unit. Requests must be approved through academic channels by the provost.”

Title-series transfers may only be initiated in those units with approved professional-track faculty criteria. All such transfers are lateral; promotions actions require a separate request and process.

Transfer request procedures

1. A faculty member initiates a transfer request by submitting to the department chair (or dean when applicable) a brief packet including the following: a personal statement including a description of how their credentials and experience meet the requested new title’s definitions, along with a current curriculum vitae. The personal statement and description together should not exceed 2 single-spaced pages.

2. All unit faculty, including tenure-track, tenured, and professional-track faculty, review the request and vote according to their usual voting procedures, providing a recommendation for or against the change of status. For departmentalized units with college-level criteria, the vote is conducted by all faculty in the department/unit; a college-wide vote is not required in these cases. Individual vote justifications are not required.
3. The department chair (or dean in non-departmentalized units) provides a written recommendation including the date of the unit vote, a summation of the unit recommendation, and their own recommendation.
4. The dean conveys the complete file to the provost with their own recommendation. Requests must be submitted through the appropriate [submission portal](#) on the Office of the Provost website.
5. The provost's decision is final for all transfer requests. Transfers will be effective August 16 or January 1.

Additional stipulations

6. No transfers using the new title series may proceed until an academic unit's professional track faculty promotion criteria and procedures have been approved. The [Faculty Manual](#) provides additional details on the criteria approval process, but in short, promotional criteria must be approved by the unit faculty, chair/director if applicable, dean, provost, and finally the University Committee on Professional-Track Faculty.
7. Faculty members will only be transferred from one professional-track title series to another by their own direct request. Transfers may not be initiated administratively as unit actions.
8. Transfer requests will only be made in a lateral fashion from a faculty member's current rank within one professional-track title series to the corresponding rank within another.
9. Transfer requests may not simultaneously include promotion requests as they are separate actions that require separate processes. For example, a faculty member at the rank of senior instructor with nine years' service and a doctoral degree may not request transfer to the rank of teaching professor. They must first request a transfer to the teaching associate professor rank. If that request is approved, then the faculty member can pursue promotion within the teaching professor title series using the approved unit professional-track promotion criteria with files submitted according to unit deadlines for final submission to the Office of the Provost annually on May 1.

The transfer process outlined here is intended only as an interim measure providing faculty the opportunity to seek titles not previously available at the university. **Accordingly, all such requests must be submitted to the Office of the Provost within a year of from the date of unit criteria approval.**

Please contact the Office of Faculty Affairs at provacaf@mailbox.sc.edu if you have any questions or concerns. Many thanks for your hard work and your patience through this process as we work together to support professional-track faculty advancement.

c: Jennifer Ng, Vice Provost for Faculty Affairs and Dean of Faculty
Lisa Hammond, Associate Provost for Faculty Affairs