



# The Graduate School

## UNIVERSITY OF SOUTH CAROLINA

### GRADUATE FACULTY TERM APPOINTMENT NOMINATION REQUEST

#### **GUIDELINES FOR USING THE G-TAN FORM**

Faculty members and scholars not otherwise eligible for regular membership in the Graduate Faculty may be appointed to Term Appointments.

Term Appointments to the Graduate Faculty are granted upon nomination by an academic unit to the Dean of the Graduate School for a period not to exceed 3 years and may be renewed upon expiration. Term Appointments confer the rights only to teach graduate courses and to serve on graduate students' committees.

Term Appointments are appropriate for USC faculty in the School of Law and the School of Medicine, USC faculty emeriti, clinical faculty, research professors, faculty members at other institutions (including other campuses of the USC system), and others holding an appropriate terminal degree or other credentials. Term appointments are not necessary for faculty from other institutions serving as outside members of doctoral committees; for that purpose, use the Doctoral Committee Appointment Request form, found in our forms library.

According to the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:

Standard 6.2.a (Faculty Qualifications), reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. It is the institution's obligation to justify and document the qualifications of its faculty. Determining the acceptability of faculty qualifications requires judicious use of professional judgment, especially when persons do not hold degrees in the teaching discipline or are qualified based on criteria other than their academic credentials. Similarly, persons holding a degree at the same or lower level than the level at which the course is taught require additional qualifications and the application of professional judgment. Additional justification is needed for these cases as compared to cases where the academic credentials are a "perfect match" for the teaching assignments.

The minimum threshold outlined in University ACAF 1.20 are as follows:

- Faculty teaching graduate and post-baccalaureate course work, including all mixed-level courses: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- For graduate and post-baccalaureate courses, including all mixed-level courses, the instructor of record must have, at minimum, 18 hours of relevant graduate course work in addition to alternative credentials. Exceptions require approval of the Office of the Provost.



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Name of Nominee:

Current Position:

Institutional Affiliation:

Nominated by (Academic Unit):

Terminal Degree (name of degree and date):

Attach a copy of the nominee's curriculum vitae and a memo of nomination that provides justification for the appointment, addressing both the nominee's qualifications and the unit's need for making the nomination. If the person does not hold the terminal degree, special justification must be provided.

Submit this form and all attachments electronically to [graddean@mailbox.sc.edu](mailto:graddean@mailbox.sc.edu)

**Period of Term Appointment (not to exceed 3 years):**

	<u>Term</u>	<u>Year</u>		<u>Term</u>	<u>Year</u>
<b>Beginning term:</b>	<input type="text"/>	<input type="text"/>	<b>Ending term:</b>	<input type="text"/>	<input type="text"/>

**Restrictions (e.g. teaching only, committee membership only, etc.)**

I support this term-appointment,

Endorsed: Chair of Department/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean of College/School: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Dean of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of this request does not offer any financial commitment on the part of the Graduate School.