B. Contracts of Untenured Faculty and Unclassified Academic Administrators

1. Role of the President and of the Provost in Appointments

The President, in keeping with the By-laws of the Board of Trustees, retains the power of approval of all initial appointments, renewals of appointments, promotions in rank, compensation, conferrals of tenure and termination of faculty members and unclassified academic administrators. The Provost, acting in accordance with the provisions stated in this Faculty/Administration Manual, is responsible for making the final recommendation to the President in respect to all faculty and unclassified academic appointments.

2. Terms and Conditions of Appointment

   a. Before an initial appointment is completed, the precise terms and conditions of the appointment of an instructional faculty member, librarian or unclassified academic administrator of the College of Charleston will be placed in the files of the department, of the appropriate school Dean, of the President’s and Provost’s respective offices.

   b. Any subsequent extensions or modifications of an appointment will be stated or confirmed in writing, and a copy of the document will be given to the faculty member or academic administrator and placed in the files noted above. Renewal contracts for instructional faculty members are normally issued from August 16 to May 15; for librarians and unclassified administrators from July 1 to the following June 30.

   c. Generally faculty appointments are either tenure-track or with tenure. All other appointments are special in status and described in paragraph e (below).

   d. In accordance with South Carolina law, all faculty members of the College will receive a letter from the College notifying them if they have reasonable assurance of their employment for the following academic year.

   e. Special status appointments include adjunct, visiting, instructor, Senior Instructor and other faculty titles and ranks and the reappointment of retired members on special conditions. These appointments are made for fixed terms of limited duration and are

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19 This section is based directly upon and quotes extensively from the 1982 Recommended Institutional Regulations on Academic Freedom and Tenure, 1. Statement of Terms of Appointment, p.15a. This document is hereafter referred to as 1982RIR.
neither tenure-track or with tenure. The terms and conditions of an appointment with Special Status may be provided by contract or by letter of appointment. With the exceptions of the ranks of instructor and Senior Instructor, no obligation exists on the part of the College to evaluate such a special appointee with a view to continued employment past the end of the fixed term, nor to give any notice in respect of such an intention. A special appointment terminates automatically upon expiration of the fixed term.

f. All administrative appointments are “at the pleasure of the President” but are normally 12-month renewable appointments.