

<b>Term</b>	<b>Definition/Description</b>
<b>Administrative Appointments</b>	When faculty assume an administrative role, in their college, Provost Office, etc., such as Dean, Chair, Graduate/Undergrad Director, Deputy/Asst/Assoc Provost; will often include an expanded pay basis, salary adjustment/course release.
<b>Administrative Salary Adjustment (ASA)</b>	Defined by state regulations, ASA's are strictly for administrative appointments at the level of Dean, Asst/Assoc Dean, Dept Chair, Asst/Assoc Chair.
<b>All But Dissertation (ABD)</b>	Term used when hiring new faculty, usually with a TT offer, who have not yet completed their dissertation. If not successful by time of hire, should be dropped to a non-tenure track hire until successfully defended and awarded Ph.D. This can occur outside of normal graduation dates.
<b>Discipline</b>	Refers to the area of knowledge/education as related to faculty appointment - i.e. Mechanical Engineering, Epidemiology, Accounting.
<b>Faculty Leave Accrual</b>	Sick Leave is prorated based on appointment; annual is only accrued by faculty in 12-month appointments.
<b>Faculty Manual</b>	Describes essential elements of the employment relationship between the faculty and the university.
<b>Faculty Overload (FOV)</b>	FTE faculty assuming additional course load and temporary additional pay.
<b>Faculty Retention Increases</b>	Retention increases require bona vide job offers from other institutions.
<b>Grant Salary Adjustment</b>	Compensation for duties funded by a grant that are not considered part of the employee's base appointment.
<b>Homegrown Faculty</b>	Refers to graduates of USC; typically not hired into tenure-track positions on Columbia campus without Provost approval.
<b>Leave of Absence (LOA)</b>	Unpaid leave for Faculty on leave for professional or personal reasons; if other than FMLA, this requires approval up to the President for FTE faculty.
<b>Leave with Partial Pay</b>	Faculty on leave for professional reasons, partial salary is usually to make them whole, ex: Fulbright at 75%, college will cover 25%.
<b>Multiple Concurrent Actions</b>	When multiple actions occur on a faculty member, typically with administrative appointment - ex: Dept Chair, basis change, SAP.
<b>Non-Reappointment</b>	Non-Tenure Track appointment is not being renewed or extended. Criteria defined in the faculty manual for the applicable campus.
<b>Pay Basis</b>	Appointment or contractual period as defined by offer or appointment letter for all FTE, RGP/TL faculty. Always 9, 10.5, 11, or 12 months. Letter must specify dates.
<b>Pay for Performance (PFP)</b>	No restrictions to amount or frequency for faculty performance increases (as there is with staff positions).
<b>Professional Leave</b>	Faculty on leave for reasons other than FMLA - requires approval up to the President for FTE faculty.

<b>Term</b>	<b>Definition/Description</b>
<b>Professional Track</b>	All faculty appointments other than those designated by policy as tenure/tenure-track - Assistant/Associate Professor, Professor, Librarian (formerly designated as Non-Tenure Track).
<b>Professional Track End Date</b>	Professional-track hires and reappointments must have designated appointment dates in offer/reappointment letters, including pay basis and defined out of basis time.
<b>Proviso Statement</b>	Required by state proviso to be in all offers and reappointment letters: "This offer is subjected to any proviso enacted by the General Assembly whether it be in effect at the time of this offer or enacted after the execution of this offer."
<b>Rank Promotion</b>	Promotion to higher rank in tenure-track, clinical or research, or professional track.
<b>Reappointment</b>	Extension of appointment for professional-track positions, requires reappointment letter with title, pay basis, salary, effective dates, proviso statement, etc.
<b>Reference Letters</b>	All faculty hires require three current letters of reference, signed and on letter head.
<b>Sabbatical</b>	Removal of normal duties, including all non-research supplements, to focus on research, publications, etc.; can be one semester at full pay or full academic term at pro-rated salary.
<b>Southern Association of Colleges and Schools (SACS)</b>	Southern Association of Colleges and Schools, which governs higher education, including UofSC.
<b>Special Contract Employees</b>	Temporary hires with contract approved by BOT; special contract employees are not required to take 15-day break; limited use.
<b>Summer Compensation</b>	Earnings outside of faculty basis/contract time; varies depending on basis and effective dates for faculty in expanded pay basis.
<b>Temporary Salary Adjustment (TSA)</b>	Salary adjustment for short-term duties outside of normal responsibilities, defined start and end dates, not to exceed one year.
<b>Tenure and Promotion (T&amp;P)</b>	Process of review of Assistant/Associate Professors for promotion to higher rank and award of tenure, requires approval up to BOT.
<b>Tenure Track Clock</b>	Faculty may start at any time, but the tenure clock only starts 1/1 or 8/16.; hires with tenure may be effective anytime, but tenure isn't applied until approved by BOT with designated effective dates of 1/1 or 8/16. In limited cases, tenure may be awarded at time of hire with BOT approval.
<b>Tenure/Tenure Track</b>	Defined and regulated by the Faculty manual for the applicable campus.
<b>Terminal Degree</b>	Highest level of education in a discipline, typically a Ph.D., M.D, J.D, Master's.
<b>Variable Salary Adjustment (VAR)</b>	Typically used for medical or research faculty, college guarantees a variable supplement for a certain amount of time, then faculty has to bring in enough funding to support the adjustment.