

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-113

20 December 2016

**FACULTY AND ADMINISTRATIVE STAFF POSITIONS WITH MILITARY
RANK POLICY**

1. PURPOSE

Members of the faculty and administrative staff are eligible to be commissioned officers in the Unorganized Militia of South Carolina. The purpose of this General Order is to establish criteria for appointment in the Unorganized Militia of South Carolina, and to provide procedures by which promotions in military ranks will be made.

2. REFERENCE

[S.C. Code Ann. § 25-1-520](#) (Law Co-op, 1976) (click hyperlink and scroll down to Section 25-1-520)

3. DEFINITIONS

Unorganized Militia of South Carolina: Certain personnel of The Citadel commissioned in unorganized militia as defined by State law and The Citadel.

4. POLICY

- A. Appointment in the Unorganized Militia of South Carolina is determined by direct contact with the Corps of Cadets and the need for professional staff members to hold a military rank.
- B. Commissioned appointments will be at the grades on [Annex A](#) on the date of appointment to the position. Promotions in military ranks must be approved by the President. Recommendations for promotion will be submitted annually in May by the Provost, Vice Presidents, Commandant, and Director of Athletics with appropriate consideration to the job effectiveness, merit, and length of service; special consideration is given to high standards of military bearing, appearance, military courtesy, and proper wearing of the uniform. Initial eligibility for promotion will be as follows:
 1. From First Lieutenant to Captain, four years as First Lieutenant.

2. From Captain to Major, six years as Captain or eleven years of service at The Citadel.
 3. From Major to Lieutenant Colonel, seven years as Major or sixteen years of service at The Citadel.
 4. From Lieutenant Colonel to Colonel, seven years as Lieutenant Colonel or twenty years of service at The Citadel.
- C. In accordance with College Regulations, faculty and staff members who have earned an equal or higher military rank in any branch of the armed services other than that to which they would otherwise be entitled at The Citadel may wear the uniform and use the title of such rank. However, they must be active members of the reserve components of the armed services or retired officers therefrom or retired from the regular armed services. A member of the South Carolina Army National Guard may wear rank commensurate with their rank in the National Guard if their assigned Guard unit grants permission.
- D. Faculty and professional staff members who are commissioned in the Unorganized Militia of South Carolina will wear the uniform prescribed for officers of the South Carolina National Guard in accordance with Army Regulation or the appropriate branch of service regulation if a current member of, or retired from, that branch, except that the South Carolina and The Citadel Insignia will be worn where appropriate. Accordingly, staff members must take positive action to ensure the proper wear of the uniform in terms of fit, neatness, and propriety, setting a proper example for each other and for the Corps of Cadets.
- E. The Director of Human Resources, in coordination with the Provost, Vice Presidents and the Commandant, and Director of Athletics will review the faculty and professional staff rank structure annually in June/July and submit proposed changes, as appropriate, with supporting rationale to the President for approval. Only faculty and staff positions listed in Annex A will carry military rank.
- F. Any exceptions to this policy must be in writing with consideration given to the job effectiveness, merit, length of service, high standards of military bearing, appearance, military courtesy, and proper wearing of the uniform. All exceptions must be coordinated through the respective Vice President, Human Resources, and the Senior Vice President for Operations and Administration, with final approval from the President.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action up to and including termination.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Senior Vice President for Operations and Administration on 20 December 2016.

Non-substantive changes include the following: Title change to policy - Faculty and Administrative Staff Positions with Military Rank. Where administrative staff was referenced throughout document, added "faculty." Updated Senior Vice President for Operations and Administration title. Added "up to and including termination" to Compliance paragraph (paragraph 5). Added cross reference documents (paragraph 6D). Added all faculty designations and additional staff positions to Annex A.

B. Responsible Department:

Human Resources

C. Responsible Official:

Director of Human Resources

D. Cross References

Memorandum 6-128 Wear and Appearance of Military Uniforms, Civilian Clothing, and Departmental Uniforms Policy, currently in draft

[Disciplinary Guidelines](#)

7. RESCISSION

Memorandum 6-113, dated 15 March 2015, Memorandum Number 2-7, dated 15 August 2012, and previous versions are rescinded.

8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, TGP, 20 December 2016//
THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Senior Vice President for Operations and
Administration

Attachment:

Annex A, Faculty and Administrative Staff Positions with Military Rank

Annex A

FACULTY AND ADMINISTRATIVE STAFF POSITIONS WITH MILITARY RANK**

POSITIONS

RANK

Office of the President

President of the College	Lieutenant General
Executive Assistant to the President	Lieutenant Colonel/Colonel
Special Assistant to the President	*Major/Lieutenant Colonel
Special Assistant for Board Matters	*Major/Lieutenant Colonel

Provost

Provost and Dean of the College	Brigadier General
Associate Provosts	Lieutenant Colonel/Colonel
Director of Library Services	Lieutenant Colonel/Colonel
Executive Director of the Krause Center	Lieutenant Colonel/Colonel
Faculty Department Head	Lieutenant Colonel/Colonel
Faculty Professor	Lieutenant Colonel/Colonel
Faculty Associate Professor	Major/Lieutenant Colonel
Faculty Assistant Professor	Captain/Major
Faculty Instructor	First Lieutenant
Director of Admissions	Captain/Major/Lieutenant Colonel
Deputy Director/Associate Directors of Admissions	Captain/Major
Admission Counselors	Lieutenant/Captain/Major
Director of Financial Aid	Captain/Major/Lieutenant Colonel
Associate/Assistant Directors of Financial Aid	Captain/Major
Registrar	Captain/Major/Lieutenant Colonel
Associate Registrar	*Captain/Major
Academic Deans	Lieutenant Colonel/Colonel
Dean of Citadel Graduate College	*Lieutenant Colonel/Colonel
Director of International Studies	Captain/Major/Lieutenant Colonel
Director of Multicultural Student Services	Captain/Major/Lieutenant Colonel
Director of Academic Support Center	Captain/Major/Lieutenant Colonel
Assistant Director of Academic Support Center	*First Lieutenant/Captain

POSITIONS

RANK

Additional Administrative Staff

Senior VP for Operations and Administration	Colonel
VP for Finance and Business	Colonel
VP for Communications and Marketing	Colonel
Athletics Director	*Colonel
Associate VP for Facilities and Engineering	Lieutenant Colonel/Colonel
College Compliance Officer	Lieutenant Colonel/Colonel
Director of Human Resources	Major/Lieutenant Colonel
Director of Public Safety	*Lieutenant Colonel/Colonel
Director of Government and Community Affairs	*Lieutenant Colonel/Colonel
Director of Auxiliary Services	Major/Lieutenant Colonel
Director of Auxiliary Technology	Lieutenant/Captain/Major
Director of Financial Services	Captain/Major/Lieutenant Colonel
Director of Environmental Health and Safety	*Captain/Major/Lieutenant Colonel
Director of Budget Services	Captain/Major/Lieutenant Colonel
Director of Procurement Services	Captain/Major/Lieutenant Colonel
Director of Operations/Facilities and Engineering	*Major/Lieutenant Colonel
Treasurer	*Captain/Major/Lieutenant Colonel

Office of the Commandant

Commandant of Cadets	Colonel
Chief of Staff	Lieutenant Colonel/Colonel
Assistant Commandants	Lieutenant Colonel/Colonel
Department Sergeant Major	Command Sergeant Major
Battalion TAC Officers	Lieutenant Colonel
Company TAC Officers	Warrant Officer, CPT through LTC
Citadel Surgeon	*Lieutenant Colonel/Colonel
Director of Religious Activities	Lieutenant Colonel
Director of Bands	Major/Lieutenant Colonel
Director of Bag Pipe Bands	Captain/Major
Officers in Charge	Lieutenant/Captain
Cadet Supply Services Specialist	Master Sergeant
Assistant Supply Services Specialist	Master Sergeant
Cadet Training NCO	SFC/MSG/SGM

***May be a non-military appointment, at the discretion of the President**

****Navy and Coast Guard will wear equivalent rank**