

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

MEMORANDUM
NUMBER 5-113

25 October 2018

**FACULTY AND ADMINISTRATIVE STAFF POSITIONS WITH
MILITIA/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 militia/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 militia/military rank.
- B. Commissioned appointments will be at the grades on [Annex A](#) on the date of appointment to the position. Promotions in militia/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 Assistant Vice President 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 militia/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 Vice President for Finance and Business on 25 October 2018.

Non-substantive changes include change to policy title and the additions/changes to numerous positions listed in Annex A.

B. Responsible Department:

Human Resources

C. Responsible Official:

Assistant Vice President for Human Resources

D. Cross References

[Memorandum 6-128 Wear and Appearance of Military Uniforms, Civilian Clothing, and Departmental Uniforms Policy](#)

[Disciplinary Guidelines](#)

7. RESCISSION

Memorandum 5-113, dated 24 October 2018, Memorandum 6-113, dated 20 December 2016, Memorandum Number 2-7, dated 15 August 2012, and any previous versions are rescinded.

8. REVIEW

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed, CLC, 25 October 2018//
CHARLES L. CANSLER
Colonel, SCM
Vice President for Finance and Business

Attachment:

[Annex A](#), Administrative Staff Positions with Militia/Military Rank

Annex A
FACULTY AND ADMINISTRATIVE STAFF POSITIONS WITH MILITIA/MILITARY
RANK**

POSITIONS

RANK

Office of the President

President of the College	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
Academic Deans	Colonel
Assistant/Associate Provosts	Lieutenant Colonel/Colonel
Director of Library Services	Lieutenant Colonel/Colonel
Executive Director of the Krause Center	Lieutenant Colonel/Colonel
Faculty Department Head/Associate School Deans	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	Major/Lieutenant Colonel/Colonel
Chief Information Officer	Major/Lieutenant Colonel/Colonel
Deputy Director/Associate Directors of Admissions	Captain/Major
Admission Counselors	Lieutenant/Captain/Major
Director of Financial Aid	Major/Lieutenant Colonel/Colonel
Associate/Assistant Directors of Financial Aid	Captain/Major
Registrar	Major/Lieutenant Colonel/Colonel
Associate Registrar	*Captain/Major
Director of International Studies	Major/Lieutenant Colonel/Colonel
Director of Multicultural Student Services	Major/Lieutenant Colonel/Colonel
Director of Academic Success Center	Major/Lieutenant Colonel/Colonel
Assistant Director of Academic Success Center	*First Lieutenant/Captain
Director of the Honors Program	Major/Lieutenant Colonel/Colonel
Director of the Public Speaking Lab	*Captain/Major
Director Center for Excellence and Innovation in Teaching, Learning, and Distance Education	* Major/Lieutenant Colonel/Colonel

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
College Compliance Officer	Lieutenant Colonel/Colonel
Associate VP for Facilities and Engineering	*Lieutenant Colonel/Colonel
Director of Government and Community Affairs	*Lieutenant Colonel/Colonel
Deputy Chief Financial Officer	Major/Lieutenant Colonel/Colonel
Assistant VP for Auxiliary Services	Major/Lieutenant Colonel/Colonel
Assistant VP for Human Resources	Major/Lieutenant Colonel/Colonel
Director of Public Safety	*Major/Lieutenant Colonel/Colonel
Director of Budget Services	Major/Lieutenant Colonel
Director of Procurement Services	Major/Lieutenant Colonel
Director of Environmental Health and Safety	*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	**CPT through LTC
Battalion Senior Non-Commissioned Officers	**1SG to CSM
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 to Lieutenant Colonel
Cadet Supply Services Specialist	**Master Sergeant
Assistant Supply Services Specialist	**Staff Sergeant/Master Sergeant
Cadet Training NCO	**SFC/MSG/SGM

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

****Marine Corps, Navy, Air Force, and Coast Guard will wear equivalent rank**