

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

MEMORANDUM
NUMBER 5-113

1 October 2020

**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. The highest rank for a position is also noted within Annex A. The President must approve promotions in militia/military ranks. 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 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 1 October 2020.

Non-substantive changes include changes to 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 14 January 2019 and 25 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, 15 August 2020//
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 |
| Director of Executive Operations | **Lieutenant Colonel/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/Captain |
| Faculty Senior Instructor | Captain/Major |
| 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 |
| Director of Multicultural and International Student Services | Major/Lieutenant Colonel/Colonel |
| Director of Student Success Center | Major/Lieutenant Colonel/Colonel |
| Assistant Director of Student Success Center | *First Lieutenant/Captain |
| Director of the Honors Program | Major/Lieutenant Colonel/Colonel |
| Director of the Public Speaking Lab | *Captain/Major |
| Director of Center for Excellence and Innovation in Teaching, Learning, and Distance Education | *Major/Lieutenant Colonel/Colonel |
| Director of Center for Performance, Resiliency, Readiness and Recovery | *Major/Lieutenant Colonel/Colonel |
| Director of Study Abroad, International and Domestic Programs | *Major/Lieutenant Colonel/Colonel |
| Director, Science, Technology, Engineering, and Mathematics Center of Excellence | *Major/Lieutenant Colonel/Colonel |

Annex A

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

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 |
| VP for Facilities and Engineering | 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 |
| 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**