

NUMBER: ACAF 1.00  
SECTION: Academic Affairs  
  
SUBJECT: Recruitment of Academic Personnel  
  
DATE: February 1, 1995  
  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: James C. Moeser  
Issued by: Provost's Office

---

## I. Policy

A. No vacant academic position or anticipated vacancy or new position may be advertised or offered without the approval of the Provost. (See ACAF 1.03)

B. The University of South Carolina provides affirmative action and equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, handicap or veteran status.

C. Primary responsibility for implementing the affirmative action policy in recruiting academic personnel rests with each dean and department chair.

## II. Procedure

After approval to fill a new position or vacancy has been received from the Provost, deans and department heads should be in contact with the Office of Equal Opportunity Programs when they begin the search process to determine the exact process to be followed and the reporting mechanisms that will be required. Typically, hiring departments seek qualified applicants through traditional means such as The Chronicle of Higher Education, professional journals, graduate schools, professional societies, etc. Qualified applicants might also be located through appropriate publications and programs which are concerned primarily with issues of minorities and women. Assistance in locating these sources is available from the Office of Equal Opportunity Programs.

A. Advertisements -- Any listing of an academic position (other than temporary or reappointments as specified in ACAF 1.03) must limit the qualifications to those appropriate to the position to be filled.

1. As a guide, the following items should be considered for inclusion in the ad:
  - a. name of the University;
  - b. title of position;

- c. responsibilities/duties of the position;
- d. minimum and preferred skills, experience and education;
- e. rank and salary range;
- f. description of materials to be submitted as application, i.e., curriculum vita, references, etc.;
- g. whom to contact;
- h. application deadline.
- i. Additionally, all ads must indicate "The University of South Carolina is an affirmative action/equal opportunity employer."

2. Send an information copy of the ad or position vacancy notice to the Office of Equal Opportunity Programs and a second copy to Job Service, P.O. Box 567, Columbia, SC 29208.

B. Applicant Screening Committee -- An applicant screening committee should be constituted according to departmental/college procedures.

1. Applicant screening committees should include:

- a. appointing to the committee at least three faculty members of the department where the vacancy is to be filled;
- b. appointing both tenured and nontenured faculty members to the committee;
- c. appointing, if possible, women and minority faculty members to the committee;
- d. making applications received available for review and comment by all full-time faculty in the department at the rank of assistant professor or above.

2. The functions of the screening committee are:

- a. to screen all applicants according to advertised position qualifications,
- b. determine which applicants are to be interviewed,
- c. arrange and conduct the interviews,
- d. make recommendations for the appointment to the department chair, program director and/or dean as appropriate.

C. Unsuccessful Candidates -- All unsuccessful candidates who sent in applications for a specific position should be informed that they were not selected for the position.

D. Documentation -- All documentation pertaining to recruitment, including advertisements, resumes, interview notes, applications and EEO forms, must be retained by the appointing department for at least five years.

E. Candidate Travel and Interview Expenses -- all candidate travel and interview expenses are borne by the hiring department in accordance with standard University procedures.