

NUMBER: ACAF 1.01
SECTION: Academic Affairs

SUBJECT: Search Procedures for Academic Administrative Positions

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Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
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I. Policy

It is the policy of the University to insure the involvement of the faculty and professional staff in the search process for filling academic administrative vacancies at the department, college, campus, and central administrative levels of the University, and to follow affirmative action guidelines in all major phases of this process.

A. University units seeking to fill academic administrative positions must conform with University Policy ACAF 1.00, which governs search processes for academic positions.

B. National advertising is required on all standing academic administrative positions. Exceptions to this policy may be approved by the **executive** vice president for academic affairs and provost in consultation with the executive assistant to the president for equal opportunity programs. In such instances, however, the unit must provide equal promotional opportunity to women and minorities, documented by advertising the vacancy within the University and considering fairly all applicants internal to the University. Additional efforts should be made to encourage USC women and minorities to apply. Exceptions will **normally** not be granted for the following positions: academic deans, campus deans, vice presidents, and the **executive** vice president for academic affairs and provost.

II. Procedure

The next highest administrative office will be responsible for constituting search committees.

The following general guidelines will apply:

A. When a vacancy occurs, the next highest administrative officer will convene a meeting of the faculty of the unit for the purpose of electing the faculty members of the search committee. In the case of university-wide administrative units, this process shall include professional staff of the unit.

B. 1) Except in unusual circumstances, in searches for department chairs and deans, the majority of members of the search committee will be elected by the faculty of the unit. The constituting authority may add members in order to achieve balance and diversity. Where appropriate, search committees may include members of advisory or partnership boards, alumni, and students.

2) For all other positions, except in unusual circumstances, the majority of the members will be faculty chosen by the Faculty Senate Advisory Committee.

C. The constituting authority will appoint the chair of the committee.

D. The general charge to the search committee will be to seek and identify qualified candidates. The appointing authority will provide specific charges as appropriate within the framework of this general charge applicable to all search committees.

1) Search committees will report on efforts undertaken to locate women and minority applicants.

2) Application deadlines should be at least 30 days from the date the vacancy is first publicized.

E. Candidates to be interviewed will be selected from a list determined by the committee. Search committees will participate in the determination of candidates to be interviewed and in the interviewing of those candidates. Prior to selecting final candidates to bring to campus, in the event that no women or minorities are on the committee's short list, the constituting authority may request the credentials of the ranking women or minority candidates and a reconsideration of their status by the committee.

F. All candidates invited to campus will have the opportunity to meet the faculty and the faculty will have the opportunity to report their impressions to the committee and the appointing authority. In the appointment of a department chair, the committee will provide a secret ballot for the faculty to provide evaluations of the candidate.

G. Before the final selection, search committees will present their evaluations and recommendations of candidates to the appointing authority. At the request of either the committee or the appointing authority, a meeting to discuss recommendations will be held.

H. When academic administrative positions are to be filled by internal processes, the following special guidelines apply:

1) Advertising: position announcements should be widely advertised within the University and should be posted in the unit having the vacancy. The application deadline should be at least 30 days from its posted announcement.

2) When an appointing authority uses the internal search method, a preappointment report will be provided to the Office for Equal Opportunity Programs with the following information:

a) Copy of position description

- b) Resume of selected employee
- c) Resumes of other employees who were considered for promotion
- d) Reason for selection of proposed employee
- e) Affirmative action efforts made

These guidelines apply in all search processes for academic administrative positions such as, but not limited to,

institute director,
academic program director,
department chair,
division head,
assistant dean,
associate dean,
academic dean,
regional campus dean,
chancellor,
associate provost,
vice provost,
vice president,
executive vice president for academic affairs and provost,

I. Appointment term: institute directors, academic program directors, department chairs, division heads, assistant deans, and associate deans will normally be appointed on either a nine-month or an eleven-month annual basis. Exceptions must be specifically granted by the executive vice president for academic affairs and provost. All individuals in administrative positions serve as administrators at the pleasure of the appointing authority.

III. Reason for Latest Revision:

The latest revision clarifies the term of appointment for certain administrative positions.