



UNIVERSITY OF  
**SOUTH CAROLINA**

College of Arts and Sciences

## FTE Faculty Search Process

**Please review the process very carefully. Our ability to keep all hires moving forward depends on close cooperation between the Dean's Office and departmental personnel as well as adherence to University and State policies and procedures.**

### **Academic Position Request (APR) Form and Pro Forma:**

An APR Form and Pro Forma Spreadsheet is required for all FTE faculty positions and must be approved prior to advertising the position. Complete items and send them to LaTasha Robinson ([latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu)), Director of Human Resources and Faculty Affairs, for review, approval, and submission to the Provost Office for final approval for the position. Depending on the time of year, the review at the Provost level could be between 1 – 5 business days. Once you have the approved APR Form, you can proceed with next steps in officially opening the search.

### **Advertising:**

Please consult with LaTasha Robinson ([latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu)) regarding your job ad and advertising plans.

All searches must be conducted using the University's PeopleAdmin (USCjobs) system for a minimum of FIVE business days. **First step** is to send a draft version of your job ad in *Word* to your Associate Dean and LaTasha Robinson. Please use the guidelines provided by the College and the Office of International Scholars as you are generating your ads.

Once you have received the approved job ad, **next step** is to have the posting created in PeopleAdmin (USCjobs) and have it submitted to the College. Once the posting has been created in the system, you can insert a direct link to the online ad for external advertising and to post on your unit's webpage. Your Department HR Contact can assist you with these actions.

### **Important Advertising Details:**

**For all tenure-track positions**, the job ad must also be available on your unit website until you have completed the search or the deadline to apply has passed. You should plan to do so when the job ad has been posted on USCjobs.

Please send LaTasha Robinson a direct link to the job posting. Once the job ad is placed on your unit's website, please immediately print the job ad from the webpage and be sure it has either a header or footer to note the following:

- URL
- Date in long format
- Custom (please create a custom header or footer that indicate the FY, unit name and the title of your search, i.e., FY 24, Math, Assistant Professor Search)

You should be able to choose these options in File, Page Setup from the webpage. **This is a very important step that cannot be avoided** and may need to be submitted with your hiring proposal next year and also kept in your records.

**You will need to do the same (print with the above information) the day you will remove thead from your website.**

### **Search Committee**

In keeping with its commitment to diversity, fair hiring practices, and compliance with federal and state equal employment opportunity laws and regulations, the University has mandated that each search committee member undergo search committee training. For FY24 Searches, the College will be hosting a search committee training for all Chairs, Directors, and committee members.

If there are any search committee members that cannot attend the College's training, the Department Chair/School Director is responsible for ensuring that they are properly trained on all search principles and processes. The Department Chair/School Director will be sent materials to assist them with conducting this training.

In addition to having a search committee chair, each search committee is expected to have a member designated to act as Equity and Diversity Advocate. This member, along with the search committee will evaluate the search on an ongoing basis, in terms of the goals and principles of equal opportunity, nondiscrimination, and diversity. The advocate should bring deficiencies to the attention of the search committee (or as necessary to the attention of the chairperson) for corrective action. The Equity Advocate cannot be a junior faculty member.

As with all faculty recruiting, you should pay attention to the availability of women and minority candidates and should go to extraordinary measures to seek out such candidates. The committee should be prepared to describe their efforts in this regard, including your best knowledge of the pool of candidates under active consideration, at the time that you make your first request for an on- campus interview.

### **Approval to Interview**

First round interviews must be conducted via a virtual meeting platform (i.e., Zoom, Teams, Skype). You are pre-approved to bring three candidates to campus for in-person interviews. Approval to interview a candidate is not automatic and will require approval from your Associate Dean.

The Department Chair/School Director should complete and email a packet of materials, of the four items below, to their Associate Dean (**do not exclude any items**):

- Curriculum Vitae

- A minimum of three letters of recommendation (**must be signed**)
- A copy of the job ad
- Department Chair/School Director's recommendation letter or memo, including:
  - Number of applicants by race and sex
  - Number of applicants to be interviewed by race and sex

The Associate Dean will examine each request carefully and notify you of approval to proceed with the interview(s). General rule is that you will invite at least three candidates to campus for interviews. Exceptions may be requested if there are minimal applicants or qualified applicants. Please contact LaTasha Robinson for any questions regarding this.

**Please do not schedule anything, including travel arrangements, until you have been notified of approval. If you have any questions or concerns about this process, please consult with your Associate Dean.**

### **Scheduling Interviews**

All candidates for tenure-track appointments must be interviewed by the respective Associate Dean. **All candidates for tenured appointments must be interviewed by the Dean and the respective Associate Dean.** Once approval has been given to conduct on-campus interviews, appointments with the Dean and/or the appropriate Associate Dean are to be scheduled through their assistant.

**Please coordinate the scheduling of interviews with the respective Dean's calendar with tentative interview dates and times BEFORE confirming the interviews with the candidates.**

**\*\*\*\*INTERNATIONAL CANDIDATES\*\*\*\*:** If the applicant indicated on their application that **they are NOT U.S. Citizens**, you must contact the Human Resources Office of International Services (HR-OIS) prior to extending an invitation to campus for interview. **This includes those who indicate that "they are not US Citizens, but don't require sponsorship."** The applicant will need to meet with HR-OIS during their interview. The appointment should last approximately 30 minutes.

HR-OIS can be reached at 803-777-0822 or via email at [ois@mailbox.sc.edu](mailto:ois@mailbox.sc.edu) if you have any questions and/or to set up a meeting time.

### **Extending an Offer**

When you are ready to extend an offer to the finalist, complete the new "Request to Hire - Template for Faculty Positions" Form. Once completed, send it electronically to the appropriate Associate Dean. The email must include the following attachments:

- "Request to Hire" using the College's Template for Faculty Positions
- Memo of "request to make offer" from department chair or school director
- The search committee vote and the faculty vote

- Start-up request from candidate. Request for start-up costs must be clearly defined.  
**Final candidates must provide a preliminary budget to include necessary supplies, tools, and renovations needed to establish their career at the UofSC.**
- Candidate CV
- 3 letters of recommendation (must be signed)
- Job ad
- Approved APR

The file will be reviewed and processed at the College level by the Academic Leadership Team. If approved, the College's HR Office will notify the unit of the approval and next steps (see below).

### **Hire with Tenure:**

When you would like to make a request to make offer **with tenure**, in addition to the aforementioned items, you must also send, **as one PDF file (with bookmarks)**, the following items electronically to your Associate Dean:

- Department Chair/School Director's Letter - detailing the candidate's contribution in research, teaching and service. **This is your formal recommendation, as Chair/Director, as to why the candidate should be tenured at the rank of {Associate Professor or Full Professor}**. The cover letter of "request to hire" does not constitute a formal endorsement. Please also be sure to reference the recommendation letters.
- Vote Summary Page – completed as you would for a tenure and promotion file (the vote for tenure will go in the tenure section, the vote for hire at the rank of Associate or Full Professor will go in the promotion section)
- Tenure and Promotion Ballots (the promotion ballots support the hire rank and not an actual "promotion") with justifications.
- Candidate CV
- 3 signed letters of recommendation
- Unit Tenure and Promotion Criteria

The file will be reviewed and processed at the College level, to include adding a Dean's letter of support. It will be sent to the Office of the Provost for approval and further processing. Once approved by the Provost Office, the file is sent to the President for approval to make offer, pending Board of Trustee approval. The College is notified and we can move forward with a job offer.

### **Joint Appointments**

When hiring a candidate in collaboration with another unit a **Memorandum of Understanding (MOU)** detailing their rights and obligations in each unit is required and must be submitted to the respective Associate Dean with the request to make offer. You can find the template for the College's MOU on our website in the [document library](#).

### **Extending Job Offers**

Once the Academic Leadership Team has approved the request to make offer, the College's HR Office will notify the unit of the approval and the approved terms. In this email will also be guidance on next steps. Next steps will include asking the HR Coordinator to create a hiring proposal in PeopleAdmin and submitting it to the College for approval. Once the hiring proposal has been approved in PeopleAdmin by the College, we will generate and send the offer letter.

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We look forward to working with you over the next several months with your search. We know that with your help, we can continue to advance your unit and the College of Arts and Sciences. Thank you for your dedication and your efforts on behalf of the faculty, staff, and the students. If you have any questions, please contact LaTasha Robinson at [latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu) or your Associate Dean.