

**COLLEGE OF  
ARTS AND SCIENCES**

**FACULTY SEARCH  
COMMITTEE PRINCIPLES  
AND PROCESSES**

## **PRINCIPLE**

The College is committed to diversity in hiring in order to invite and encourage different perspectives.

## **MANDATE**

USC requires that all search committee members understand the relevant principles and appropriate processes.

# COMMITTEE COMPOSITION

■ To the extent feasible, the committee should be representative of the university community in terms of race, gender and tenure status. The search committee should include, when possible, faculty from diverse backgrounds who may bring a broad array of ideas and expertise.

Consider including graduate students and postdocs in your search process. Graduate students who may be interested in faculty positions can benefit from insights into the academic job market. Students and postdocs may also know emerging scholars.

■ The committee is comprised of at least 3 - 4 members.

■ One member of the committee must be appointed as the Equity and Diversity Advocate. If it all possible, this should be a tenured faculty member.

# COMMITTEE COMPOSITION

cont.

- The Advocate's role is to represent the interests of minority, women, disabled, Vietnam era veterans, and disabled veteran candidates.
- 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 and Diversity Advocate cannot be a junior faculty member.

For more specific information regarding the role of the Equity and Diversity Advocate, see [\*Strengthening Academic Excellence Through Affirmative Recruiting\*](#). (Note: This document is being updated and the title is referenced as the Affirmative Action Advocate.)

# DEPARTMENT CHAIR RESPONSIBILITIES

1. Notify LaTasha Robinson, Director of Human Resources and Faculty Affairs, of the composition of the search committee.

*Note: The names of each member will be forwarded to the to the Office of Civil Rights & Title IX office.*

2. Ensure that all committee members are trained in search committee processes and review applicable policies and federal laws.

# DEPARTMENT CHAIR RESPONSIBILITIES, cont.

3. For EEO Purposes, along with recommendations for interviews, forward to the Associate Dean:
  - Number of applicants by race and sex
  - Number of applicants to be interviewed by race and sex

*The above information is based on responses to the EEO Data Reporting in People Admin 7.0 and can be retrieved by your department HR Contact.*

# **SEARCH COMMITTEE RESPONSIBILITIES (summary)**

1. Formulate clear guidelines (including the job ad), procedures, and criteria to ensure each candidate is treated fairly and the same.
2. Demonstrate good faith efforts to provide equal opportunity for persons in protected classes.
3. Select the best qualified applicant.
4. Comply with federal and state laws.

# Search Committee Responsibilities, cont.

5. **Legal and Illegal Questions:** Be sure that they, anyone else participating in the search process, is aware of the legal and illegal interview questions.
6. **Record Keeping:** The committee should keep complete records about job postings, lists of candidates, candidate nominations, candidate dossiers, ratings, long and short lists, receipts, and interview notes.
7. **Consensus or Votes:** The committee should decide how decisions will be reached, either by consensus or voting. Also decide if the votes will be open or confidential.



# Search Committee Responsibilities, cont.

8. Develop an itinerary/a schedule for recruiting and interviewing, working backwards from a desired date of completion. Be sure to account for holidays, peak periods during the semester, and other times when it will be difficult to get faculty members' attention.
9. Focus on expanding the applicant pool by reaching out to candidates to apply. Consider giving at least one committee member the task of keeping track of efforts to develop a broad pool of applicants, and also sending out invitation letters.

# CONFIDENTIALITY

- Search committees are **legal bodies** of the University and must comply with the **Freedom of Information Act (FOIA)**. Notice of search committee meetings should be posted on the departmental bulletin board at least 24 hours prior to the meeting.
- To protect the confidentiality of its deliberations, a member of the committee should move that the committee meet in executive session.
- **No notes or votes should be taken in executive session.**
- Candidates should not be discussed over email.

# BUILDING THE APPLICANT POOL

1. To build a diverse pool, committees may find it useful to:
  - Reach out to prominent minority or female faculty at other institutions asking for recommendations.
  - Advertise in special publications aimed at women or minorities in the specified field.
  - Write letters to organizations of women and minorities in the specific field requesting that the advertisement be circulated among members. Target advertising in regions or areas in which minorities may be reached.

# BUILDING THE APPLICANT POOL

2. If members of underrepresented groups have been nominated, but declined to apply, the committee should consider special outreach (e.g., follow up phone calls, request for other recommendations). Reach out to LaTasha Robinson, Director of Human Resources and Faculty Affairs, with any questions.

*Document and file any efforts of special outreach to women and/or minorities.*

# SCREENING

- Committee members should agree on the screening criteria.
- Methods used to screen candidates must be applied uniformly to all candidates (e.g. discussions with references, evaluation of written materials).
- The first screening should identify all candidates who meet the minimum qualifications.
- Every member should review every application. If the size of the pool makes it necessary to divide the files, steps should be taken to ensure that criteria are applied consistently to all candidates.

# COMMITTEE INTERVIEW

- Questions should focus on qualifications, skills, experiences, and other relevant factors. (See Section IV of *Strengthening Academic Excellence Through Affirmative Recruiting*).
- Questions should be discussed and agreed upon by the committee before interviewing candidates. Each candidate should be asked the same set of questions.

# **HIRING: RECOMMENDATIONS**

1. Shall be made under specific criteria and based on the qualifications of the candidate.
2. Shall not be made under assumptions about a candidate's willingness to relocate because of gender or ethnic origin.
3. Appointments shall not be made of unqualified or less qualified candidates overqualified or more qualified candidates.

# **HIRING: NEPOTISM**

1. If a family member of a committee member applies, the committee member must withdraw from the committee.
2. Immediate family members in consideration may be employed so long as a family member is not responsible for the supervision, direction, evaluation, or merit recommendation of the employee.



# RESOURCES

**Search Committee Resources** prepared by the CAS Office of Human Resources and Faculty Affairs

[https://sc.edu/study/colleges\\_schools/artsandsciences/internal/for\\_faculty\\_staff/offices\\_depts/human\\_resources/search\\_committee/index.php](https://sc.edu/study/colleges_schools/artsandsciences/internal/for_faculty_staff/offices_depts/human_resources/search_committee/index.php)

**Office of Civil Rights & Title IX: 777-3854**

[https://www.sc.edu/about/offices\\_and\\_divisions/equal\\_opportunities\\_programs/index.php](https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/index.php)

**Faculty Recruitment and Hiring Information**

Office of the Provost

[https://sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/hiring/](https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/hiring/)

# **HR - Office of International Services (HR-OIS) Resources**

HR Policy 1.25 – Appointment for Non-US  
Citizen

Contact: 803-777-0288 or [ois@sc.edu](mailto:ois@sc.edu)

# IMPORTANT FEDERAL LAWS

Civil Rights Act of 1964, Title VII *prohibits discriminatory practices based on race or color, gender, national origin, religion or creed*  
<https://www.eeoc.gov/laws/statutes/titlevii.cfm>

The Age Discrimination in Employment Act of 1967  
(ADEA) *protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.*  
<https://www.eeoc.gov/laws/statutes/adea.cfm>

The Americans with Disabilities Act of 1990  
(ADA) *prohibits discrimination against individuals with disabilities*  
<https://www.ada.gov/employment.htm>

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