



## UNIVERSITY OF SOUTH ALABAMA COLLEGE OF EDUCATION GUIDELINES FOR FACULTY SEARCHES

This document is meant to serve as a guideline for deans, department chairs, and search committees involved in filling vacant or new faculty and administrative positions within the academic affairs division. A separate policy governs searches for endowed chairs. In the following step-by-step procedures, items marked with an asterisk are those actions required by the University's Affirmative Action Plan, by Consent Decrees, and by federal, state, and immigration laws. All correspondence, including advertisements, brochures, and flyers must include the Affirmative Action/Equal Opportunity/M/F/D statement.

All efforts to fill academic position will be directed toward choosing the most qualified individual based on professional qualifications, personal integrity, and affirmative action/equal opportunity considerations. These procedures are designed to assist academic personnel in completing the search process in an efficient and effective manner.

Although affirmative action and consent decree requirements have been incorporated into the following procedures, this action does NOT satisfy the need for all persons concerned to be familiar with the Affirmative Action Plan, consent decree requirements, and state and federal laws. Deans, department chairs, and their representatives are responsible for implementation of the University Affirmative Action Plan, compliance with federal and state laws, and consent decrees.

### **Special Considerations:**

University policy and accreditation require that:

- each faculty member be proficient in spoken and written English. Certification of such proficiency must be provided by the department chairperson and dean prior to the appointment;
- each full- or part-time faculty member has completed AT LEAST 18 graduate semester hours in the teaching discipline, and
- holds AT LEAST a master's degree, or holds the minimum of a master's degree with a major in the teaching discipline, or
- justify, in exceptional cases, outstanding professional experience.

All faculty search committees are asked to ensure compliance with these minimum requirements during the applicant screening process BEFORE interviews are requested. Official transcripts must be a part of the completed file which is forwarded to the President when the candidate is recommended for appointment, so requiring them early saves time in the final appointing process and enables the committee to ensure compliance with minimum requirements. Also, spoken and written English proficiency should be critically evaluated through written evaluation materials and through telephone interviews of those applicants making the short list. No full- or part-time faculty will be appointed who do not meet these criteria.

**SEARCHES FOR TENURE TRACK FACULTY**

**A. Responsibilities of Department Chair:**

- When a vacancy occurs, or a new position is approved, analyze departmental needs (with input from faculty) to determine the type of individual needed.
- A *Request Authority to Fill Vacancy* form (Academic Affairs Form #1\*) **MUST** be completed and forwarded through the approval process (i.e., chair to dean, dean to Senior Vice President for Academic Affairs).

NOTE: Academic Affairs Form #1 includes the recommendation for search committee composition. **\*All search committees must have at least 25% female representation. If it is not possible to meet the 25% female requirement within a department, faculty members from another department should be included.**

Department Chair

Prepared by Administrative Assistant

Signed by Department Chair. Requires approval signatures of the Associate Dean for Financial Affairs and the Dean.

**B. Responsibilities of Department Chair and Search Committee:**

- Determine and specify in writing the minimal qualifications, as well as any specific requirements, for an acceptable applicant. (Qualifications will usually be those that would suggest a reasonable expectation that the applicant could achieve tenure in his/her discipline.)
- Set up a tentative schedule for the screening process.
- Prepare an announcement/advertisement\* for the position to include:
  - Position, rank, discipline
  - Starting date
  - Minimal credentials required
  - Application materials required (letter of interest, vita, transcripts, etc.)
  - Closing date of applications
  - \*AA/EEO/M/F/D statement

Department Chair, Search Committee, and Associate Dean

Administrative Secretary

Department Chair/Search Committee/Associate Dean to be approved by Dean and Sr. Vice President for Academic Affairs

**SEARCHES FOR TENURE TRACK FACULTY**

<p><b>C. Position Announcement</b></p> <ul style="list-style-type: none"> <li>• <b>*All tenure-track positions <u>must</u> be advertised in appropriate national sources (on-line and/or print) pertinent to the discipline.</b></li> <li>• Forward requisitions for each advertising source, with attached advertisement, through the approval process.</li> <li>• Notify other universities/agencies of the vacancy.</li> <li>• Post position announcement on University/Department web-site.</li> </ul>	<p>Consolidated Ads placed by Academic Affairs. Additional advertising placed by Administrative Assistant.</p> <p>Administrative Secretary</p> <p>Administrative Secretary</p>
<p><b>D. Arrival of Applications</b></p> <ul style="list-style-type: none"> <li>• *Start a list of all applicants/nominees received with name, address, and telephone number. (This list is required documentation for the Affirmative Action Report at the conclusion of the search; it is easier to do the list as applications are received rather than at the end of the process.)</li> <li>• Create a file immediately upon receipt of an application/nomination—one file for each application. (These files must be retained for three years.)</li> <li>• *Send an acknowledgment letter citing the requirements for a completed file, i.e., Biographical Data Form, three signed original letters of reference, curriculum vitae, and original transcripts from all institutions of higher learning in which a degree was received, with a Biographical Data Form and an Affirmative Action Card enclosed. The letter should also include the statement, “Proof of U.S. citizenship or other authorization to work in the United State will be required within three (3) days after employment.”</li> <li>• Normally references are contacted by telephone (in addition to the requested written reference), but special care must be taken to keep all information confidential, using it only for administrative purposes.</li> <li>• After the screening and evaluation process is completed, the committee will select as many as three (3) of the most promising candidates to recommend to the dean for campus interview.</li> </ul>	<p>Administrative Secretary</p> <p>Administrative Secretary</p> <p>Administrative Secretary prepares letter/Signed by Search Committee Chair</p> <p>Search Committee Chair in consultation with Dept Chair and Assoc Dean</p> <p>Search Committee in consultation with Dept Chair and Assoc Dean</p>

## SEARCHES FOR TENURE TRACK FACULTY

### E. *Campus Visits*

- Upon approval by the dean, selected candidate(s) will be contacted, invited to campus, and arrangements (e.g., lodging, interview schedule, meals, escorts, etc.) will be made and published for all interested parties.

**NOTE:** Interviews should be scheduled with the following individuals:

Search/Screening Committee

Department Faculty

Department Chair

College Dean

Sr. Vice President for Academic Affairs (for Department Chair and others as deemed appropriate)

President (for Department Chair and others as deemed appropriate)

- Schedule a scholarly presentation and teaching demonstration to be made by the candidate where appropriate.
- Conduct interviews. (A specific interview process must be determined prior to the actual visit. A paper trail is always advisable.)
- Solicit reactions from those people who meet with the candidate(s) during the interview process.
- Evaluate candidates, including the solicited responses.
- Search Committee Report and Recommendation to appoint or not to appoint are submitted to the department chair (includes the strengths and weakness of each interviewed candidate).

The search committee chair provides information for the Affirmative Action Report to the Administrative Secretary who prepares the Affirmative Action Report and submits it to the Dean for processing with the Office of Academic Affairs. Supporting documentation must be attached to the Report: the list of names, address and telephone numbers of all applicants, advertisement copy, recommendations and evaluations. Any other pertinent information relating to the search/screening may also be included.

Search Committee Chair contacts candidates personally

Administrative Secretary schedules on-campus interviews; arranges for lodging; types interview schedule and provides schedule and copy of candidate vita to all faculty in consultation with Search Cte Chair, Dept Chair, and Assoc Dean

Search Committee Chair

Coordinated by Search Committee

Search Committee Chair in consultation with Director, Assessment & Evaluation

Search Committee Chair  
Administrative Secretary types documents

Search Committee Chair to Department Chair to Dean. Administrative Secretary prepares AAR and types the transmittal to Dept Chair Dept Secretary prepares transmittal for Dept Chair to the Dean

## SEARCHES FOR TENURE TRACK FACULTY

### F. *Faculty Appointment*

**An appointment letter will not be issued until a completed Affirmative Action Report with supporting documentation is received in the Office of Academic Affairs.**

**NOTE:** Recommendation to the Dean will be used for recommending the candidate(s) for appointment to the Senior Vice President for Academic Affairs and should include:

- completed file of interviewed candidate(s)
- perceived strengths and weaknesses of each candidate - stating whether or not the candidate is acceptable with justification for the preferred candidate(s)
- the completed Affirmative Action Report (AAR) along with the department chair's recommendation for appointment to the dean of the college.

When/if a candidate is recommended for appointment, and after the appointment letter has been issued and the appointment accepted by the candidate, the committee should notify all other applicants that the search has been successfully completed.

Submitted to the Senior Vice President for Academic Affairs by the Dean

Transmittal is prepared by the Dean's Administrative Assistant

Provided by Admin Secretary  
Provided by Search Committee

Depart Chair provides written recommendation/Admin Secretary prepares AAR

Administrative Secretary types letters as directed by Search Committee Chair and as approved by the Dean

## SEARCHES FOR NON-TENURE TRACK FACULTY

Procedures for filling *non-tenure track faculty* positions or for filling temporary positions (full-time appointments for terms less than a full academic year) are the same as above, except advertising may be done on a local or regional basis rather than on a national basis and a scholarly presentation may not be necessary. If the search is confined to the local/regional area, advertisements **must** appear in the *Mobile Register*. If the search for an NON-TENURE track position is advertised nationally, then it **must** be advertised in appropriate national sources (on-line and/or print) pertinent to the discipline.

## SEARCHES FOR PART-TIME FACULTY

*Part-time faculty* are temporary employees who are appointed "as needed" on a semester-by-semester basis. National searches are not conducted for part-time faculty. Although search committees are not normally used for part-time faculty, the chair will appropriately consult with departmental faculty in their selection and appointment. Advertisements in local newspapers will be done only when deemed necessary by the dean and the chair. In those cases where local advertisements are necessary, the *Mobile Register* **must** be used. Required documentation for a part-time faculty appointment is identical to that of a full-time faculty appointment (except for the Affirmative Action Report) consisting of a Biographical Data Form, transcripts, curriculum vitae, and three signed letters of recommendation to the dean who, upon approval, will forward to the Senior Vice President for Academic Affairs. Once approved for addition to the *Part-Time Faculty Roster*, the individual is eligible to teach on an "as needed" semester-by-semester basis.

## UNSOLICITED APPLICATIONS FOR FACULTY POSITIONS

Each department/academic unit should have established a policy for dealing with *unsolicited applications* and faculty position inquiries. Several possible options are suggested below:

- If an unsolicited application is received and no suitable position exists, the inquiry should be acknowledged by the department accordingly.
- All unsolicited applications should be kept on file for 90 days. Applicants should be informed that materials are retained for a 90 day period and after 90 days, a new application is required if the applicant wishes to be considered for future vacancies.

## SEARCHES FOR DEPARTMENT CHAIRS

Searches for *department chairs* should follow the same procedures as specified for tenure-track faculty positions with the following exceptions:

- The dean will submit the initial request for a search (Academic Affairs Form #1) and will recommend names for the search committee on that form. The committee should include a chair from another department as a member of the committee. As with all committees, the composition must be 25% female.
- Interviews with other department chairs in the college and with the deans (or their representative) from other colleges served by the department concerned should be included.
- The recommendation for appointment should include the recommendation for faculty rank as well as the recommendation for appointment to chair.

Revised 12/11/07