



UNIVERSITY OF SOUTH ALABAMA
College of Education & Professional Studies

Faculty Search Procedures

Introduction

This document presents a guideline for department chairs and search committees involved in filling vacant or new faculty positions within the College of Education and Professional Studies. University policies pertaining to faculty recruitment are set forth in the *Faculty Handbook* (3.18.1) and should be presented and reviewed with each search committee at the first meeting of the committee. All efforts to fill academic positions will be directed toward choosing the most qualified individual based on professional qualifications, personal integrity, and Equal Opportunity/Equal Access Employer considerations. These procedures are designed to assist academic personnel in completing the search process in an efficient and effective manner. While the above referenced requirements have been incorporated into the following procedures, this does not replace the need for all persons concerned to be familiar with the Strategic Diversity Plan, as well as state and federal laws. Deans, department chairs, and their representatives are responsible for implementation of the Strategic Diversity Plan and compliance with federal and state laws. Faculty Recruitment guidelines are found in the Faculty Handbook at:

<https://www.southalabama.edu/departments/academicaffairs/resources/policies/facultyhandbook2017updatedstudacadcondpolicy8.15.18.pdf>.

Procedures

- Department Chair submits to the Dean a request memorandum to establish or fill a faculty position and completes a “Request Authority to Fill Vacancy” form (Academic Affairs Form #1) - <https://www.southalabama.edu/departments/eforms/academicaffairs/> and forwards to the Dean.
- Department Chair and Program Faculty prepare a position announcement in both long and short advertisement form. They also determine and specify the minimal qualifications, as well as any specific requirements (desired and required qualifications), for an acceptable candidate. Contact the Dean’s Administrative Assistant, for an up-to-date/standard template.
Note: Department Chair submits request memorandum, Academic Affairs Form #1, and the long and short advertisement forms collectively to the Dean’s Administrative Assistant.

All position announcements must include the following statement:

“Interested applicants should email (1) a cover letter of interest to include a description of research and teaching interests/experiences; (2) a curriculum vita that includes the name, affiliation, and contact information of three references; and (3) copies of unofficial graduate and undergraduate transcripts to Dana Burlison, College of Education and Professional Studies at dburlison@southalabama.edu. Please arrange and save all documents in PDF format as one file in the following order: cover letter, CV, and graduate-

undergraduate transcripts. In the subject line of the email, please indicate "XXXX Faculty Search." Inquiries about the position should be directed to Dr. XXXX XXXX, Search Committee Chair at (251) XXX-XXXX or email at XXXX@southalabama.edu.

Following a review of these materials, applicants invited for a campus interview will arrange to have submitted three signed original letters of recommendation and official graduate and undergraduate transcripts from all degree granting institutions attended sent directly to Dana Burlison, College of Education and Professional Studies, University Commons 3600, University of South Alabama, Mobile, AL 36688-0002 or dburlison@southalabama.edu. Review of applications will begin immediately and will continue until the position is filled."

All announcements/advertisements must be approved by the Dean and the Provost and Senior Vice President for Academic Affairs before posting. The Dean's Administrative Assistant will notify and coordinate with the Department Chair advertising the position announcement in at least two national sources (on-line and/or print) appropriate to the discipline and to enhance potential for a diverse pool of applicants (Faculty Handbook; 3.18.2). For non-tenure track faculty, advertising may be done on a local or regional basis rather than on a national basis (Faculty Handbook; 3.18.3).

The Dean's Administrative Assistant will notify the CEPS Director of Marketing to post the approved position announcement or link on the departmental website. Only the approved position announcement or link to the Academic Affairs website can be used for posting/advertising on social media and any additional websites.

- An electronic data base of applicants will be maintained by the Dean's Administrative Assistant in the Dean's Office and shared via Google Drive folder with the Search Committee, Department Chair, Associate Deans, and Dean. Applicant paper files are not maintained in the Dean's office.
- Departmental Search Committee conducts initial screening and evaluation of all applicants. Qualified candidates are interviewed via phone contact and/or video conferencing. After the screening process is completed and a viable candidate(s) identified, the Departmental Search Committee Chair writes a memo of support on behalf of the Committee to the Department Chair indicating reasons why the candidate(s) should be invited to campus for an interview. The Department Chair, in turn, writes his/her own memo of support and forwards both memos to the Dean. Upon approval by the Dean, the Department Chair or Departmental Search Committee Chair notifies the candidate with an invitation for an on-campus interview. The selected candidate's name(s) will be forwarded to the Dean's Administrative Assistant who will notify the candidate of the required documents needed to complete the applicant's file. A candidate cannot be brought to campus for an interview until their application file is completed. When all

required documentation has been received, final arrangements (travel, hotel reservation, etc.) can then be made to bring the candidate to campus. The Dean's Administrative Assistant will notify both the Department Chair and Chair of the Departmental Search Committee when the applicant's file is complete.

Note: During the time period between the Dean's approval for an interview and receipt of all required documents, the Departmental Search Committee Chair and Department Chair may communicate with the candidate and begin preparing a tentative interview schedule.

- The Department Chair or Search Committee Chair coordinates with the appropriate people (Dean, Associate Dean, Department Faculty, etc.) for date(s) and time(s) for the campus interview.
- The Department Chair or Search Committee Chair communicates with the candidate(s) to select an interview date and to finalize the schedule.
- Interviews should be scheduled with the following individuals/groups within the college: Department Chair, Search Committee, Department Faculty (includes scholarly presentation and/or teaching demonstration), Associate Dean(s), Dean, Dean's Administrative Assistant, CEPS Accounting Clerk, and if needed, Benefits Coordinator in Office of Human Resources. Customarily, the Search Committee and/or Department Chair accompany the candidate to dinner and Dean/Associate Dean(s) accompany the candidate to lunch.
- Once the schedule has been confirmed, the Department Chair will finalize the interview schedule and send a copy to the Dean's Administrative Assistant along with an email message to be forwarded to all faculty. The Dean's Administrative Assistant, in turn, will notify all faculty of the interview date and provide via email a copy of the candidate's letter of application and curriculum vita.
- The Department Chair notifies the Dean's Administrative Assistant of dates needed for any hotel stay and she will reserve the hotel room which will be prepaid. The candidate will only need to check in before and after their stay.
- The Department Chair notifies the candidate regarding travel arrangements. If airfare is involved, the candidate makes their own airline reservation, which will be reimbursed. All reimbursement receipts are to be submitted to the CEPS Accounting Clerk. The candidate should include any auto mileage, airport parking, baggage fees, meal receipts, etc. for reimbursement, if needed.

- The Department Chair or Search Committee Chair through the Department Secretary will need to reserve the appropriate conference room for the Search Committee interview and faculty presentation, which is usually UCOM 3901 through the Dean's Office Secretary or HKS 1015 through the HKS Departmental Secretary. Please check the availability of the conference room prior to finalizing the interview schedule.
- The Department Chair should notify the Departmental Secretary to coordinate all needed refreshments for the faculty meet and greet and/or the candidate's presentation. A sign-in sheet is required and must be submitted with the invoice for payment.
- The Department Chair and/or Search Committee Chair should bring all faculty-candidate interview meal receipts (including itemized food/drink receipt), with a list of attendees, to the CEPS Accounting Clerk for reimbursement.
- Department Chair notifies the CEPS Office of Academic Assessment so that a post-interview evaluation is sent to all faculty and administrators.
- Departmental Search Committee Chair in conjunction with the Search Committee prepares a memorandum listing strengths and concerns of each interviewed candidate – stating whether or not the committee finds the candidate acceptable (with justification) for the position. The Search Committee Chair forwards the memorandum to the Department Chair.
- Department Chair prepares a memorandum listing strengths and concerns of each interviewed candidate – stating whether or not the candidate is acceptable with justification. The Department Chair forwards his/her memorandum and the memorandum received from the Departmental Search Committee to the Dean.
- The Dean recommends the candidate for appointment to the Provost and Senior Vice President for Academic Affairs.
- After the appointment letter has been issued and the appointment accepted by the candidate, the Dean's Administrative Assistant notifies all other applicants that the search has been successfully completed.