

The Edwards College of Humanities and Fine Arts

2023-2024 Guidelines for Faculty Searches

Position Description and Search Committee

- Prepare a position description in PeopleAdmin. Upon approval, the posting should be submitted. Dean Bornholdt and the Administrative Coordinator in the Edwards College should be added as applicant reviewers. The salary should be entered on the position description as \$1.00 and the Dean will enter the correct salary range.
- Allow at least one-month lead time for advertising positions. Once the ad is placed it will only run for a 30-day period. At the end of the 30 days, if there is a need to run the ad longer, a request must be made to Jeniffer Silver in Human Resources for renewal. Search Committees should not rely on the ad being rerun even if a longer time period is indicated on the original Request to Advertise. Reminder -faculty ads that are posted in national publications typically run for a minimum of 30 calendar days.
- According to the CCU Faculty Manual, the search committee must include at least two faculty members from the same or related discipline. Search Committees should be limited to three members. This includes the Search Chair and two faculty members. Upon discussion and approval of the Dean, additional members may be added. It has been our practice that Search Committee Chairs be tenured, when possible. Members of the Search Committee and/or Search Chair cannot be changed without approval of the Dean. Informing Human Resources is not sufficient.
- Since department chairs have a separate recommendation from the search committee, and since the new employee will report to the chair, department chairs may not serve on search committees in their home departments without written permission from the Dean.
- Department chairs may serve as a member or chair of a search committee in another academic department.
- Untenured Assistant Professors should not serve as chairs of search committees unless the faculty member is at an advanced stage in rank and has special or unique expertise in the field of the hire. Permission from the Dean is required.

- It is inappropriate to ask faculty on leave to serve on search committees, though this is possible with written permission from the Dean.
- The Chair of the Search Committee and all the members are required to attend Search Team Training before the search process begins. **The college requires the members of the search committee to participate in the training each year.**
 - Scheduled sessions and registration can be found on the University website under Training and Development at <https://www.coastal.edu/tdse/registration/>
 - Admins and Chairs are welcome to register for a session with the members of the committee(s), but it is not mandatory.
- It is recommended to advertise in the Chronicle of Higher Education because it ensures our advertisement reaches a national audience as well as in discipline-specific search sites. Submit copies of all ads to the Dean's Office with the final report for the search. Be extremely careful about requirements listed in the ad, particularly minimum requirements, and do not change your criteria for evaluating candidates in the middle of the review process (e.g. do not begin reviewing candidates with MAs when you said an MM or an MFA was required). If you have any questions about this, consult with HR well in advance of publishing the ad.
- Be sure to place ads in publications that assure we will reach a diverse applicant pool, and include language about the strength of the department, college, and faculty. All job ads should require candidates to submit a diversity statement in which they describe their experience and goals for promoting an inclusive environment that facilitates the success of all students, including traditionally marginalized and underserved communities.
- If an ad is open until filled, the search team must continue to review applications as they come in until finalists are identified or until an adequate applicant pool is received. Upon either, the search team should notify Human Resources (Employment) to remove the posting from the web in PeopleAdmin.

Reviewing Applications

- All search committee meetings must be posted with the agenda as a "public meeting" within 24 hours of the scheduled meeting. Phone or video interviews conducted by the committee do not need to be posted.
- Search Committee screens applications and selects finalists for interview.
- Only online applications may be reviewed. Candidates who fail to submit online applications cannot be considered for openings.

Remember that throughout this process, absolute confidentiality should be maintained and that the committee chair should be the only person discussing the process with potential candidates. Remember that email is considered not confidential.

- Application deadlines are typically priority deadlines which allow committees to review applications beyond the date set. At some point in the process, however, committees should hold a formal vote saying that they will not consider applications received after a designated date (this can be the priority deadline or it can be a later date). This date should be mentioned in the final report to the Dean.
- Often committees select a group of eight to twelve semi-finalists and then schedule phone or video interviews with those applicants. It is strongly recommended to hold video interviews by Sype or Zoom for the first round of interviews. The three (3) letters of recommendation could be requested at this time.
- The list of candidates selected for phone or video interviews must be submitted to Jeniffer Silver in the Human Resources Office for EEO review. This process **MUST** be completed before video interviews (first round interviews) can be conducted.
- The Human Resources Office will inform the Search Committee Chair when the committee can move forward with the first-round interviews. There may be follow-up questions regarding the applicant pool before the phone or video interviews can take place. The approval process will take approximately two/three days.
- All interviews should be consistent in terms of questions asked and length of time allotted to each interview. All three search committee members and, if applicable, a DEI representative, (non- voting), should participate in each screening interview. At least one interview question should address the candidate's experience and commitment to promoting Diversity, Equity, and Inclusion at CCU; this question may ask candidates to elaborate on information provided in the diversity statement they submitted as part of their application.
- Finalists are selected and invited to campus after the interviews.
- Search committees should select the best candidates regardless of citizenship status. Search committees should refrain from having sponsorship discussions with candidates. If guidance is needed, the Chair of the committee should speak with the Dean of the College and Human Resources.
- Some committees may choose to conduct preliminary interviews at national professional meetings. Such interview travel requires special permission from the Provost's Office. If approved, only partial funding for such travel will be allocated from the Provost's Office. The remainder will need to come from departmental budgets. Many professional organizations have guidelines for how convention interviews should take place. Check in advance about such guidelines.

- Three finalists may be invited to campus.
- With the approval of the department chair, a search committee may opt for a "fast-track" interview process. The "fast track" is intended to reduce search time and maximize the chances of securing a first-preference candidate. Upon conclusion of video interviews, if the search committee determines that a more aggressive timeline would increase the likelihood of a satisfactory search outcome, the committee may conduct a second round of video interviews (or other teleconference platform) interviews with 3-5 semifinalists. If these interviews allow the committee to identify a unanimous preferred candidate, that candidate may be invited to campus for the customary campus interview. Should the committee, after the campus interview, again be unanimous in its endorsement of a preferred candidate, the candidate can be recommended for an offer and the dossier submitted to the faculty vote. In this process there is no requirement to bring a second and third candidate to campus. Should the preferred candidate in a fast-track process fail to perform to committee satisfaction or refuse an offer, the search then reverts to the normal timeline.
- Reference checks must be completed before candidates are invited to campus, with consistent questions being asked by each faculty member questioning references.
- Candidates can be told that salaries are competitive but search committees cannot discuss salary numbers with candidates.
- It is important to change the status of the applicants in PeopleAdmin as the committee moves through the process. Human Resources does not send out letters to the applicants. The chair of the search committee can select the option on the website for an automatic email to be sent to the applicant when the status is changed. Otherwise, a personal letter from the committee should be sent to the applicants.

Inviting Candidates to Campus

- Search committee submits Permission to Bring Candidates to Campus form to the department chair. Use the form found on the Edwards College website. The form in the Appendix is a sample only. The form should be accompanied by a list of names and institutions (terminal degree-granting institution or current employer) of the top five candidates identified for the short list not invited to campus, as well as their C.V. The Department Chair approves or disapproves and forwards to the Dean. The resume for each candidate being invited to campus, the cover letter, the application submitted on the HR website, and a copy of the published ads for the position should be included. The packet should be submitted to the attention of the Administrative Coordinator in the Dean's Office. Once the Dean approves the request, the form is returned to the Administrative Specialist who can begin arranging campus visits. Human Resources should be notified of on-campus interview's with names and date(s) of interview, as well as supplied with a copy of each candidate's itinerary. At this time a final EEO may be required by HR.

- If letters of recommendation and transcripts (unofficial are acceptable) have not been submitted by the candidates selected for on-campus interviews, it is important that they be requested at this time to ensure they are on file when the candidate arrives on campus for their interview. Official transcripts can be requested by the Search Committee Chair, the department chair, or the administrative specialist. In order to be official, the transcript(s) must be sent from the higher education institution to Coastal. Three (3) letters of recommendation should be requested and received before on-campus interview.
- All campus visits and travel arrangements will be handled by the Administrative Specialist. When possible, consideration should be given to an itinerary that will accommodate a one-night stay versus two nights. Admins are encouraged to research multiple offers for the best price. Admins scheduling candidate flights should be mindful of exploring flight options for the best price and the amount of time between layovers. If an admin is asked to bring in a candidate in less than two weeks, a comparison of the current price of the flight and one in two weeks must be provided to the Dean's Office. If a candidate chooses to drive rather than fly, inform the candidate of the mileage reimbursement rate. As of January 2024, it is \$.67/mile to accommodate the fuel and the wear/tear of the candidate's personal vehicle. Approval must be given by the Dean's Office (Administrative Coordinator/Budget Manager). If the candidate expresses the need to rent a vehicle, include a justification when seeking the approval from the Dean's Office. Travel arrangements no longer need approval from the Provost Office.
- When the Permission to Invite Candidates to Campus form is signed off by the Dean, the approval is for the top two/three candidates selected by the committee for a visit. Itineraries should not be scheduled until the permission from the Dean has been secured. If an approved candidate declines the offer to interview on campus, the Dean must give approval before the committee contacts alternate(s).

Preparing for Candidate Travel

- Prepare a blanket Travel Authorization (T.A.) for \$3,500.00 (see Appendix). The approved Travel Authorization needs to be signed by the Department Chair and submitted to the College's Budget Manager for the Dean's approval. Upon approval, the Budget Manager will submit to Accounts Payable.

Accounts Payable loads the Travel Card for the amount submitted on the Travel Authorization form and notifies the cardholder. Per Accounts Payable, cards will be loaded as soon as they receive the Travel Authorization(s). Candidate travel expenses may now be charged on the Travel Card. Expenses must adhere to University Travel Policy and internal college policies. All expenses on a Travel Authorization must be charged to object code 5343. The Travel Authorization must have a copy of the approved Permission to Invite Candidates to Campus form with the Dean's signature.

- Each specific travel arrangement - flights, driving, etc. - must be pre-approved by the Dean's Office. The flight information must include the details of the trip, with the layovers for each stop, and the price. Please include the candidate's name and the position in the email to the Budget Manager.
- Once approved, the ticket can be purchased. When making the purchase be careful not to buy a preferred seat for the candidate. This is against the Travel Card Policy. At this time, forward a copy of the confirmed flight itinerary to the Budget Manager in the Dean's Office with only the candidate's name and the Travel Authorization #.
- Once the travel for all of the candidates has been finalized, send an email to the Budget Manager, use the T.A. # as the subject, and attach the Travel Authorization. The text of the email should include only the following information for all the candidates:
Search for _____ in the Department of _____
Candidate's Names
Dates of Travel
City, State
- There is no need to include specifics regarding baggage, parking, etc. in your emails because the travel authorization covers this information. This final, all-inclusive email, is formatted and specific as it is forwarded to other offices in the university.
- When a travel card is loaded for a specific search per one Travel Authorization, and there is money remaining, tickets cannot be purchased for a flight for a second department search. A separate Travel Authorization must be in place for each department search. Each Travel Authorization is closed accordingly.
- Please be especially sensitive to the position of internal candidates for openings. If an internal candidate is not being given a campus interview, inform the candidate as soon as you know this. Similarly, if you use departmental emails to arrange details of candidate visits, delete the name of the internal candidate in advance. Remember that email is not an appropriate place to discuss the qualifications of any candidates.
- Finalists are invited to campus, and normally tenure-track candidates will spend one full day in the interview process. Lecturers typically spend one-half day interviewing on campus. Campus

interviews are not mandatory for lecturer positions. The Dean/ Associate Dean do not interview Lecturer candidates unless requested by the search committee or chair of the department.

- Letters of recommendation can be submitted in PeopleAdmin by the applicant but should not be a requirement. If the Search Committee is requiring letters of recommendation from applicants, the ad must include this information along with how many are needed. It should also be indicated in the posting request through PeopleAdmin. The applicant's application will not be considered complete until the letters are submitted. If letters have not been submitted and an applicant is invited to campus, the candidate must arrange to have the letters sent directly to the chair of the search committee prior to the campus visit.
- Two full weeks (i.e. ten working days) from the time the Dean approves the Permission to Bring Candidate to Campus Form must be allowed for arranging travel details. Time frames less than two weeks must be approved by the Dean's Office.
- The Administrative Specialist will prepare the interview day itinerary, coordinating with the Search Committee Chair (for a complete list of required appointments, see Appendix). The expectation is that all Search Committee members will participate in the interview process for each candidate.
- Send a letter to finalists confirming interview details, including an itinerary (for an example see Appendix).
- Identify in advance any special arrangements needed for candidate presentations (e.g. power point, slide projectors, hard copies of documents, special facility needs). Please note that candidates bringing their own laptops for presentations cannot use CCU's wireless network. Candidates needing internet access for their presentations should use a CCU laptop that can be requested through Media Services (<https://www.coastal.edu/media/request.html>)
- Candidates not chosen as finalists should be notified in a timely fashion (preferably in accordance with guidelines adopted by disciplinary professional organizations and with CCU's HR office). For samples of rejection letters, see Appendix.
- The Administrative Specialist will make airfare and hotel arrangements for each candidate. The candidate submits other receipts to the Dean's Office for reimbursement after the Travel Authorization has been approved and filed with Accounts Payable. A candidate must travel at least 50 miles one way before being reimbursed for mileage. Department admin informs invited candidate of current in-state per diem rates which are used for reimbursement calculation for out of pocket expenses to candidates.
- All food charges that are not included on the Travel Authorization should be charged to object code 5527. This code will capture those meals for the candidate - and others at CCU - while interviewing on campus. **DO NOT USE 5505 FOR CANDIDATE MEALS.**
- After each flight is booked, a copy of the itinerary should be emailed to the Administrative Coordinator and the Budget Manager.

On-Campus Interviews

- While visiting the campus, each finalist is asked to give a teaching demonstration (usually by teaching a class or making a presentation to a group of students), and a scholarly/professional presentation.
- Meetings with faculty of the prospective home department, administrators, and staff should also be scheduled.
- The Administrative Specialist will keep a file on each candidate that includes the itinerary, cover letter, and curriculum vitae for faculty to review.
- The resumes of the candidates should not be given to the department faculty. The resumes should be retained in the Administrative Specialist's office, and available for review by faculty members upon request. The personal information, such as address, phone number(s), email, etc. should be blocked out.
- Evaluation forms should be developed for each group meeting with each candidate. Examples are included in the Appendix.
- Should you decide to record presentations, you must have verbal permission from the candidate to do so, and the recording will be destroyed once the search is complete.
- Dean/Associate Dean should be provided with CV, cover letter, itinerary and ad copies by Administrative Specialist no later than two days before the candidate meets with the Dean. These are to be delivered to the Administrative Coordinator in the Dean's Office.

Arranging Meals and Obtaining Reimbursements for Meals

- **Important Note:** The University will NOT reimburse meals that have not been pre-approved. The Food Expense Pre-Approval Form is found on the website at <https://www.coastal.edu/forms> under Financial Services. This includes food ordered through Aramark, and meal reimbursements for the candidates.
- All receipts for food must be itemized (i.e. individual dishes must be listed by name)
- It is advised that the committee member pay for search candidate meals with either a credit or debit card rather than cash so proof of payment can be provided. If the bill is paid in cash, the restaurant must provide a --\$0" balance receipt in order to prove the bill was paid when submitting for reimbursement.

- It is the responsibility of the Search Committee Chair, in cooperation with the Administrative Specialist, to ensure that an FEJ is on file with the Budget Manager in the Dean's Office before each scheduled lunch/dinner.
- The amount reimbursed or direct billed cannot exceed the amount on the pre-approved FEJ.
- Generally, it is assumed that upon arrival on the first day, candidates will have dinner with one member of the search committee. Meal expenses cannot exceed \$70.00 for both persons. If the flight arrives late in the evening, the candidate will, most likely, have dinner on their own. Internal candidates must be extended the offer of dinner with a Search Committee member the evening before their interview day.
- When booking accommodations, a reservation should be made at a hotel that includes breakfast. The current, updated list of hotels that will direct bill the university can be found in the Appendix.
- No meal expenses should be billed to the candidate's hotel room.
- An FEJ must be completed BEFORE the interview day for pre-approval. Lunch on the interview day must take place on campus at one of the Aramark dining facilities (Hicks, Einstein's, CINO Grill, Chauncey's Choice, etc.). The candidate should be joined by two-three search committee members. The form provided by Aramark should be completed by the department admin and presented to the cashier by a member of the search committee. The form is in triplicate. The original will be signed by the cashier and returned to the member of the search committee presenting the form. The search committee member should submit the form to the department admin. Aramark will keep the copies for billing purposes. The Dean's Office will provide the form to the department admin upon request. When the invoice is received from Aramark, it must be submitted with the pre-approved FEJ to the Budget Manager in the Dean's Office. Note that if the names of the students should appear on the Aramark form. The student lunches will be billed to the department account and object code 5505.
- For dinner on the interview day, the candidate must be joined by no less than two members of the search committee and by no more than the total number of people on the committee for reimbursement. Other guests may attend, but must pay separately. The \$35.00/person limit applies and includes taxes AND the tip for all meals
- Complete the Food Expense Justification portion of the Expense Settlement form using the name of the restaurant or person to be reimbursed and an accurate list of attendees. Submit the form to the Budget Manager in the Dean's Office prior to the date of the meal for the Dean's signature.
- **NO ALCOHOLIC BEVERAGES WILL BE REIMBURSED UNDER ANY CIRCUMSTANCES.** Receipts that have alcohol listed cannot be submitted, even if the alcohol is not included in the reimbursement request. Understanding the alcohol policy is now part of the Permission to Invite

Candidates to Campus form. If acknowledgement of the policy is not signed by the Search Committee Chair, the search cannot proceed.

- **Important:** tips (at no more than 20% of the pre-tax subtotal) must be included in the maximum amounts given above, and must be included on the itemized receipt to ensure reimbursement.
- Be sensitive to the fact that some candidates may be vegetarians, vegans, or have religious beliefs which prohibit the eating of certain dishes (most commonly pork and shellfish). Some candidates will be coming from areas with far more restrictive smoking laws than ours and we encourage you to avoid restaurants that allow smoking.
- Effective February 26, 2020 the University will discontinue direct billing for restaurants and hotels due to internal control issues. Alternate methods to pay for these expenses are as follows:
 - The Corporate Travel Card should be used for hotel charges (room and tax only) related to official University travel when booking rooms for guests, candidates, or visitors. Using the Corporate Travel Card is the preferred method of payment, however, another option is to pay with personal funds and get reimbursed upon submission of an Expense Settlement Form and detailed receipts to Accounts Payable at apinvoices@coastal.edu. Expenditures must adhere to University Policy FAST-201 (Travel Authorization and Reimbursement) in order to receive reimbursement.
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 - Meals may be provided by Aramark, or if off-campus dining is preferred then the expense must be paid for with personal funds and reimbursed upon submission of an Expense Settlement Form and detailed receipts to Accounts Payable at apinvoices@coastal.edu. Expenditures must adhere to University Policy FAST-204 (Expenditures) in order to receive reimbursement.
- Procedure for other restaurants
 - One CCU employee should pay for entire meal
 - Request itemized receipt from server
 - Submit itemized receipt to departmental Administrative Specialist, along with names of faculty in attendance and candidate, as well as name of person paying the bill.
 - Should a receipt be lost, person paying the bill must contact restaurant directly and request that receipt be faxed or emailed to the department's administrative specialist.
 - Remember: meals cannot be reimbursed without itemized receipt. There is no reimbursement for a receipt that lists alcoholic beverages. The search chair is responsible for submitting a proper receipt.

Making a Hiring Recommendation

- The Search Committee reviews the finalists and formulates its recommendation to the faculty of the department on the Hiring Recommendation form. Use the form found on the Edwards

College website. The form in the Appendix is a sample only. When the Hiring Recommendation form is submitted to the Dean, the attachments outlined on the form must be included. Incomplete packets will not be accepted.

- The Department Chair shares the Search Committee's Hiring Recommendation with the voting faculty of the department. Voting faculty is defined by the Faculty Manual (section 4) as faculty holding the rank of Professor, Librarian, Associate Professor, Associate Librarian, Assistant Professor, Assistant Librarian, Senior Instructor, Instructor, and Senior Teaching Lecturer. Faculty may vote yes, no, or abstain on whether to support the Search Committee recommendation.
 - The Hiring Recommendation form may also include a recommendation to move to a second or third candidate if the first (and then second) candidates decline.
 - In unusual circumstances, the recommendation from the search committee or from the voting faculty may be to reopen the search, either by charging the search committee to continue its search or by requesting the appointment of a new search committee for a new search. A new search must go through the entire approval process listed above.
- The Department Chair reviews the recommendations from the search committee and the voting faculty, completes the Hiring Recommendation form, and submits it to the Administrative Coordinator in the Dean's Office along with all the documents outlined on the form. Incomplete packets will not be accepted.
- When a candidate for a lecturer position is recommended for hire based on the phone interview and has never been to campus/met with Human Resources, a Background Release Form must be completed and signed before an offer letter can be prepared. When the administrative specialist sends the Background Release form to the candidate, the Candidate Nepotism Disclosure form (found on the Forms page) should also be sent. When both forms are returned, they should be forwarded to Jeniffer Silver in Human Resources by the administrative specialist.

Hiring the Candidate

- The Dean contacts the candidate with a tentative verbal offer and requests a response within 10 calendar days. If the answer is positive, the Dean sends an unofficial offer letter to the candidate.
- A moving and relocation allowance of \$1000 will be offered to candidates who are not local by the Dean. Any additional funds negotiated must come from Foundation funds.
- Upon receiving the candidate's acceptance of the unofficial offer, the Dean's Office will notify the Search Committee Chair/Department Chair. Once the Search Committee Chair or the Department Chair changes the applicant status to "Recommend for Hire" the Dean's Office will initiate the Hiring Proposal in the PeopleAdmin system. The Hiring Department Nepotism form is

part of the Hiring Proposal so it will be necessary to have it signed by the department Chair prior to beginning this process and forwarded to the Administrative Coordinator in the Dean's Office.

- The administrative specialist of the department should contact Jeniffer Silver in Human Resources to begin the background check.
- All appointments are contingent upon a clear background check and the President's approval of the offer.
- **Note:** All faculty are expected to be on campus for Orientation and college/university meetings before the first day of classes.
- After action by the Provost, the formal appointment will take effect. There may be a Ph.D. contingency in the offer letter for ABD new hires. Once the Ph.D. is granted, and an official transcript is received that includes the date the Ph.D. was conferred, a salary change will be processed.
- Notify all unsuccessful candidates that the position is filled and close the search online.

Points to Note

Grounds for declaring a search unsuccessful include:

- Inability of the search committee to identify and bring to campus qualified candidates
- Lack of concurrence of the Dean with the recommendation of the department chair.

Timetable: Traditionally, searches have started in September, candidates have been brought to campus in January, offers made by March, with final paperwork submitted to the Provost's Office by early April. An expedited search process may also be possible, resulting in securing permission to search and identifying search committees in the late spring and placing advertisements over the summer or early in the fall. Candidates may be brought to campus in early December and offers may be made before the holiday break.

Search Expenses: Every effort must be made to keep search expenses to a minimum, consistent with efforts to attract the best possible candidates. Generally, this means bringing no more than three finalists to campus, giving our administrative specialists at least two weeks to arrange airplane tickets, hosting each finalist for no more than two nights, and scheduling at most one dinner for the candidate with faculty members. Faculty members will be reimbursed by the Edwards College for parking expenses at the airport if they submit receipts, but will not be reimbursed mileage costs for tours of the area, driving to dinner or lunch, or other similar activities.

Once a search process is complete and a faculty member has been hired, all original documents relevant to the search must be collected and delivered to the Human Resources Office. Admins are asked to collect the documents from the Search Committee Chair, combine them with the department files, eliminate any duplicates, and submit them to the Human Resources Office. It is advisable to wait a few

weeks to ensure that the candidate has signed their offer letter and it has been received in Human Resources.

Note: In circumstances when summer searches are conducted, these guidelines may be modified by the Dean based on the faculty availability and scheduling exigencies.

Titles and Terms of Appointment

- CCU's Faculty Manual recognizes the three traditional tenure-eligible ranks: Assistant Professor, Associate Professor, and Professor. New appointments may also be made at the rank of Teaching Lecturer, a rank not eligible for tenure. Other ranks are outlined in the Faculty Manual.
- Only the position (title) included in the advertisement may be given to the successful candidate. This means, for example, that we cannot appoint a candidate as an Associate Professor if we advertise only for Assistant Professor applicants, nor a Teaching Lecturer if we advertise only for tenure-eligible positions.
- New Assistant Professors are always appointed without tenure.
- Assistant Professors may be granted up to two years' credit toward tenure if they have appropriate experience in tenure-track positions at other universities. Credit toward tenure is granted by the Dean in consultation with the relevant Department Chair.

SAMPLE FACULTY JOB AD

Tenure-Track

Note: searches requiring the submission of additional materials (reprints, recordings, images, etc.) should specify that in the text, and should list the appropriate mailing address.

The HTC Honors College and Center for Interdisciplinary Studies at Coastal Carolina University invites applications for two Assistant Professor positions in Interdisciplinary Studies, beginning August 16, 20XX.

We are seeking excellent teacher-scholars, who have experience teaching interdisciplinary courses using innovative and active learning approaches. Faculty will be expected to teach courses in their area of expertise in both our honors program and in our various interdisciplinary programs. Preference will be given to those who have taught interdisciplinary research methods or whose area of expertise is in Women's and Gender Studies, Environmental Studies, or Sustainability. Faculty are expected to provide high quality instruction, to conduct research and publish/perform in appropriate professional venues, to mentor students, and to provide professional service to the University.

The ideal candidate will have a terminal degree in an interdisciplinary field of study, have an established record of research and teaching in interdisciplinary studies, and demonstrate a commitment to diversity, student learning, and inclusive pedagogy. Candidates must have the ability to interact effectively with

colleagues and students, both in the college and across the campus. Individuals must be academically or professionally qualified at time of hire.

The HTC Honors College and Center for Interdisciplinary Studies aspires to create a diverse and inclusive community of scholars that cultivates curiosity, inspires creativity, fosters interdisciplinary understanding, and encourages innovation. The college houses the university honors program, along with a number of interdisciplinary programs, including Interdisciplinary Studies, Women's and Gender Studies, Environmental Studies, and Sustainability. Additional information about the college and the University and its programs can be obtained by accessing the University's web site (<http://www.coastal.edu>).

Coastal Carolina University is committed to fostering an environment that embraces diversity, equity and inclusion, and we seek candidates who will contribute to a climate that supports the growth and development of a diverse campus community. The University provides equal opportunity without regard to race, color, gender, gender identity, gender expression, sexual orientation, age, religion, national or ethnic origin, veteran status or disability in admissions, employment and in all of its educational programs and activities. We encourage individuals from underrepresented groups to apply.

Coastal Carolina University is a public comprehensive liberal arts institution located in Conway, South Carolina, just nine miles from the Atlantic coastal resort city of Myrtle Beach. Coastal Carolina University enrolls over 10,000 students from 45 states and 58 nations. The University is accredited by the Southern Association of Colleges and Schools to award the baccalaureate and selective master's degrees of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services, a specialist degree in educational leadership, and Ph.D. degrees in Marine Science and Education.

Interested candidates should submit: a letter of application that addresses the qualifications specified in this advertisement, a curriculum vitae, a diversity statement that outlines the experience and goals for promoting an inclusive learning environment that facilitates the success of all students, including marginalized and underserved communities, descriptive statements about teaching and commitment to diversity, and the names and contact information for three (3) professional references electronically at: <http://jobs.coastal.edu>. Review of application materials will begin immediately.

SAMPLE TEXT OF LECTURER JOB ADVERTISEMENT

Lecturer of French

The Department of Languages and Intercultural Studies at Coastal Carolina University invites applications for a Lecturer of French. Appointment effective August 16, 20XX.

Teaching load is five (5) sections of introductory and/or intermediate French per semester. This is a one-year, renewable position with benefits. Required: M.A. in French, or M.A.-level degree (M.A., M.Ed., MAT, MBA) and a minimum of 18 (eighteen) graduate credit hours in French. College-level teaching experience and familiarity with assessment and technology will be a plus.

Coastal Carolina University is a public comprehensive liberal arts institution located in Conway, South Carolina, just nine miles from the Atlantic coastal resort city of Myrtle Beach. Coastal Carolina University

enrolls over 10,000 students from 45 states and 58 nations. The University is accredited by the Southern Association of Colleges and Schools to award the baccalaureate and selective master's degrees of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services, a specialist degree in educational leadership, and Ph.D. degrees in Marine Science and Education.

Interested candidates should submit: a letter of application that addresses the qualifications specified in this advertisement, a curriculum vitae, a diversity statement that outlines the experience and goals for promoting an inclusive learning environment that facilitates the success of all students, including marginalized and underserved communities, and the names and contact information for three (3) professional references electronically at: <http://jobs.coastal.edu>. Review of application materials will begin immediately.

Coastal Carolina University is committed to fostering an environment that embraces diversity, equity and inclusion, and we seek candidates who will contribute to a climate that supports the growth and development of a diverse campus community. The University provides equal opportunity without regard to race, color, gender, gender identity, gender expression, sexual orientation, age, religion, national or ethnic origin, veteran status or disability in admissions, employment and in all of its educational programs and activities. We encourage individuals from underrepresented groups to apply.

SAMPLE QUESTIONS TO ASK REFERENCES

Name of Candidate:

Position Applied For:

Name of Reference:

Name of Questioner:

Date:

1. What do you perceive to be the candidate's strengths/weaknesses?
2. What do you know about the candidate's professional/scholarly pursuits?
3. How would you describe the candidate as a colleague?
4. The primary mission of CCU is to provide quality teaching to undergraduates. Do you think this candidate would be a good fit for this environment?
5. Would you care to make any other comments or provide any other information about this candidate?
6. Are you able to say anything about how the candidate would be able to support an inclusive environment for students and/or support institutional diversity initiatives?

Suggested Hotels		
Comfort Suites	2480 Hwy. 501 East	843-347-9292
Comfort Suites	710 Frontage Rd.	843-448-4884
Country Inn & Suites	3516 Waccamaw Blvd.	843-236-4500
Courtyard By Marriott	1351 21st Ave N.	843-445-6333
Cypress Inn	PO Box 495	843-248-8199
Hampton Inn	4551 Hwy 501	843-236-0045
Hampton Inn-Broadway at the Beach	1140 Celebrity Cr.	843-916-0600
Hampton Inn & Suites	1801 S. Ocean Blvd.	843-946-6400
Hampton Inn Harbourgate	2112 Little River Neck Rd	843-249-1997
Hampton Inn Northwood	620 75th Ave.	843-497-0077
Hilton Garden Inn-MB Airport	2383 Coastal Grand Cr.	843-839-1200
Holiday Inn West	101 Hard Rock Parkway	800-847-2707
Island Vista Resort	6000 N. Ocean Blvd.	843-449-6406
Kingston Plantation	9800 Queensway Blvd.	843-282-3222
LaQuinta Inn & Suites	1561 21st Ave N	843-916-8801
Marina Inn at Grand Dunes	8121 Amalfi Place	843-913-1333
Myrtle Beach Marriott	8400 Costa Verde Dr.	843-449-8880
Sheraton Myrtle Beach Convention Center	2101 North Oak St	843-918-5000
Springmaid Beach Resort	3200 South Ocean Blvd	843-315-7100
Staybridge Suites	303 Fantasy Harbour Blvd	843-903-4000
WoodSpring Suites-Myrtle Beach	220 Whitty Drive	855-903-4007
NEW Fairfield Inn	2061 E Hwy 501, Conway, SC	843-331-3141

Note: Direct Billing no longer permitted for CCU. The Search Committee Chair/member will be responsible for the bill and be reimbursed.



Travel Authorization

Travel Authorization# BTXXXXX

Employee Non-employee Student

SECTION I • Travel information

Name of traveler Search Candidates for (department name) Employee/Datatel ID# _____

For the purpose of Search Candidates for (exact title of position from advertisement) Assistant Professor
(must be more specific than "University business, attending conference, seminar speaker or research." DETAILS REQUIRED. Use additional sheet if necessary.)

Is travel card being used? Yes No

Load Admin name Travel card on list date you prepare TA for prepayment of travel expenses.
(card holder name) (date)

Duration of trip: From (month/day/year) _____ list date you prepare TA _____ To (month/day/year) 5/15/2024

Destination of trip: From (location) Various To (location) Conway, SC

SECTION II • Estimated cost Amount

	Amount
Transportation (includes Enterprise vehicle)	\$ 1910
Lodging	\$ 1290
Meals	\$ 300
Other Expenses (i.e., parking, gas receipts for Enterprise vehicle, reg. fees, etc.)	\$
Estimated total cost	\$ 3,500.00

SECTION III • Account(s) to be charged

Fund	Activity	Object	Project	Amount
<u>10</u>	<u>department account</u>	<u>5343</u>	_____	<u>\$3,500.00</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Contact person for travel-related questions your name/extension / Karen Williams / 2772

I understand that my travel card has been issued to me to use in the conduct of University business, and that appropriate receipts totaling the amount of the charges will be appended to the Works site within seven (7) days from the date of purchase. Subsequent charges will not be allowed until this travel is completely cleared. If I do not clear up the charges within seven (7) days of returning from the trip, the University may deduct the amount outstanding from my payroll check, my card will be terminated and no future advances will be permitted. Additionally, if a vehicle is rented, I acknowledge that I am an Authorized Driver per UNIV-AUXE-470.

Traveler signature Admin signature Date _____

SECTION IV • Approval

Department Head/Dean _____ Date _____

Other required approval _____ Date _____

If trip plans are altered after submission of this form, the Accounts Payable Office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher (copies of charge card receipts CANNOT be accepted in lieu of the detailed lodging receipts). Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.

CCU-AP • 07/19

Coastal Carolina University

Dining Service's Department Charge

Please include all information below:

Date: _____ Department Name: _____

Department Representative: _____

Dining Location: _____ Total Charges: _____

Guest/Candidate Names:

_____	_____
_____	_____
_____	_____

Department Authorized Signature: _____

Aramark Cashier Signature: _____

This form is to be used for official #CCUFoodCrew business only. The original should be filled out by the Department Representative and **returned to the department administrative coordinator/assistant/specialist** for processing. The second and third copies will be retained by the cashier.

This is a sample.
The Aramark form is in triplicate and available from the Dean's Office

Suggestions for Building the Itinerary

- Include contact information for the candidate:
 - Search Committee Chair: address, phone number, email address
 - Department Administrative Specialist: address, phone number, email address
 - Candidate: address, phone number, email address
- Build in time to get from one building to another, one appointment to another;
- Confirm any special support equipment requests.
- Don't forget bathroom breaks!
- A meeting is required with the chair of the department, and the Dean of the College (for assistant professor).
- A meeting is required with the Edwards College Business Manager in the Dean's Office to review the process for reimbursement, unless the candidate is internal.

SAMPLE ITINERARY – LECTURER

Dr. George Adams
Candidate for Lecturer of English
January 2-3, 20XX

Arrival Day- January 2, 20XX

1:35 p.m. Leave Indianapolis, Indiana on U.S. Air Flight 2267 (conf.#)
4:59 p.m. Arrive on U.S. Air Flight 953 from Charlotte. Picked up at airport by
Search Committee Member ____ for dinner and transportation to hotel,
address, phone number, confirmation #

Interview Day Schedule - January 3, 20XX

7:30 a.m. Breakfast on own at hotel
8:00 a.m. Picked up at hotel and transported to campus by ____
8:30 a.m. Visit Human Resources (Prudential Bldg.) to sign paperwork. Escorted to
next appointment by ____
9:00 a.m. Meet with chair of department; escorted by ____ to next appointment
9:30 a.m. Meet with COHFA Business Manager (EHFA 295); escorted by ____ to
next appointment
9:45 a.m. Tour of campus with search committee member ____
11:00 a.m. Prepare for teaching class (EHF A #); escorted to classroom by ____
11:30 a.m. Teach class (name and location) (allow time for students to evaluate
session); escorted from class to lunch by search committee member
1:00 p.m. Lunch with members of the search committee; escorted to next
appointment by ____
2:30 p.m. Meet with Dr. Atiya Stokes-Brown, Vice President for Diversity, Equity
and Inclusion in ____
3:00 p.m. Meet with Search Committee Members in ____
5:30 p.m. Escorted to airport by search committee member ____
7:00 p.m. U.S. Airways Flight #2299 depart (conf.#)

Include contact information at end of itinerary for committee members, Dept. Chair and Admin. Specialist, as well as the contact information for the candidate traveling.

SAMPLE ITINERARY - ASSISTANT PROFESSOR

Dr. Mary Smith
Candidate for Assistant Professor of English
January 2-4, 20XX

Arrival Day - January 2, 20XX

1:35 p.m. Leave Indianapolis, Indiana on U.S. Air Flight 2267 (Conf.#)
4:59 p.m. Arrive on U.S. Air Flight 953 from Charlotte. Picked up at airport by Search Committee Member ____ for dinner and transportation to hotel, location, phone number, confirmation #

Interview Day Schedule - January 3, 20XX

7:30 a.m. Breakfast on own at hotel
8:00 a.m. Picked up at hotel and transported to campus by ____
8:30 a.m. Visit Human Resources (Prudential Bldg.) to sign paperwork; escorted to next appointment by ____
9:00 a.m. Meet with chair of department; escorted by ____ to next appointment
9:30 a.m. Meet with Dean or Associate Dean, Edwards College of Humanities and Fine Arts (EHFA 201); escorted by ____ to next appointment
10:00 a.m. Meet with COHFA Business Manager (EHFA 295); escorted by ____ to next appointment
10:15 a.m. Tour of campus with search committee member
11:00 a.m. Prepare for teaching class (EHF A #); escorted to classroom by ____
11:30 a.m. Teach class (name and location) (allow time for students to evaluate session); escorted from class to lunch by search committee member ____
1:00 p.m. Lunch with members of the search committee; escorted to next appointment by ____
2:00 p.m. Meet with (additional interviewers) (Room); escorted to next appointment by ____
2:30 p.m. Prepare for presentation in ____, escorted to presentation by ____
3:00 p.m. Presentation in ____ followed by question and answer session; escorted to next meeting by ____
4:30 p.m. Meet with Search Committee in ____
5:30 p.m. Escorted by ____ to hotel for short rest, if needed
6:45 p.m. Escorted by ____ to dinner (restaurant & address) with members of the search committee

Departure Day - January 4, 20XX

4:30 a.m. Picked up at hotel for transportation to airport by search committee or depart from hotel via hotel shuttle
6:00 a.m. U.S. Airways flight # 2299 leaves for Charlotte (conf. #)
9:39 a.m. U.S. Airways flight # 2299 arrives in Indianapolis

Include contact information at end of itinerary for committee members, Dept. Chair and Admin. Specialist, as well as the contact information for the candidate traveling.

SAMPLE EVALUATION OF CANDIDATE

Name of Candidate:

Position Applied For:

Name of Evaluator (Optional):

Date:

Please circle all that apply:

1. I attended the candidate's presentation of research

2. I attended the candidate's teaching demonstration

3. I attended lunch/dinner with the candidate

Please respond to the following:

1. I believe we should hire this person for the following reasons:

2. I believe we should not hire this person for the following reasons:

3. In comparison with the other candidate(s) for the position, I would rank this person first, second, or third.

SAMPLE STUDENT EVALUATION OF TEACHING

Name of Candidate:

Position Applied For:

Name of Evaluator (Optional):

Date:

1. What I liked most about this candidate was:

2. This candidate needs improvement in the areas of:

3. Compared to my other professors at CCU, this candidate rates (1 to 10, with 10 being the highest mark):

4. CCU should/should not (circle one) hire this candidate because: