SUMMARY:

This document sets forth the method in which unclassified faculty positions are filled to ensure that applicants and existing employees receive full and fair consideration for positions for which they are qualified.

POLICY:

I. POLICY

A. This document sets forth the method for filling vacant faculty positions within Coastal Carolina University, pursuant to regulations of the South Carolina Office of Human Resources and to the Coastal Carolina University Faculty Manual.

B. The appointment, transfer and promotion policy of Coastal Carolina University is designed to assure that:

1. All qualified applicants receive full and fair consideration for employment without regard to race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era;

2. All current employees are provided an equal opportunity to explore and seek other positions for career advancement;

3. Qualified applicants are recruited and referred to departments with listed vacancies;

4. Vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions;

5. Vacancies comply with the provisions of the Americans with Disabilities Act; and
6. Faculty hires must meet the requirements of the English Fluency in Higher Education Act.

C. Responsibility for Administration

1. The Office of the Provost and Senior Vice President for Student Affairs is responsible for the policies and procedures regarding appointment, transfers and promotions of faculty. Such matters are governed by the Faculty Manual.

2. The Office of Human Resources and Equal Opportunity (HREO) is responsible for ensuring policies and procedures are compliant with applicable laws.

3. HREO is responsible for coordinating the advertising and position posting process for vacant faculty positions.

4. The Department Chair, in consultation with the Dean/Director, will be responsible for identifying a Search Chair/Team. The search team will have the authority to select candidates for interviews and make hiring recommendations.

5. The Dean/Division will have the authority to make a decision regarding the faculty hire, with the support of the Provost and President or designee.

6. Selection decisions are subject to review by the Executive Director of Human Resources and Organizational Development or designee. In the case of a complaint or contract or grant pre-award review, selection decisions may also be subject to review by the South Carolina Human Affairs Commission, the Equal Employment Opportunity Commission, the Department of Labor, the Office of Federal Contract Compliance Programs and the Office for Civil Rights.

D. Faculty vacancies should be filled through an open recruitment process.

E. No person will be appointed to or separated from a position because of race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era.

F. Discrimination on the basis of age in employment is prohibited except where specific age requirements are bona fide occupational qualifications.

G. Persons with disabilities will be given equal consideration for appointments or transfers for which they are qualified.

H. Any person appointed to a faculty position at Coastal Carolina University must meet minimum training and experience requirements established for that particular job and accreditation standards.
I. Faculty will be hired at salaries commensurate with qualifications and aligned with other comparable positions at the University.

J. Appointments and terms of employment are determined by the nature and rank of the faculty position. Certain faculty titles and ranks will be governed by the Faculty Manual.

K. Exceptions to Open Recruitment

1. If an emergency situation exists requiring that a vacancy be filled immediately, certification of the emergency must be made to and approved by the University President or designee, waiving the posting requirement at the University and state level.

2. If the University decides to promote a current faculty member, the posting requirement may be waived. This is for appointments outside of the rank promotion process which is covered in the faculty manual.

3. If a current employee is reassigned to another position, the posting requirements may be waived.

4. If an employee, in lieu of a Reduction in Force, is moved to a vacant position, the posting requirements may be waived.

II. PROCEDURE

A. Recruitment

1. The recruitment of faculty is the responsibility of the academic unit where the vacancy exists. HREO will coordinate the advertising and posting of academic positions and will also serve in a consultative role on search process and protocol.

2. Recruitment and appointments to faculty positions will be undertaken only for positions which have been established, approved and budgeted in accordance with University policy. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.

3. All applicants must apply through the University’s electronic applicant tracking system which is managed by HREO.

4. Recruitment Sources

   In order to attract a broad range of qualified applicants, the academic unit recommends and HREO utilizes a variety of recruitment sources to publicize
employment opportunities at the University. These sources may include but are not limited to:

a. listings with the local Department of Employment and Workforce;
b. classified advertisements in newspapers, professional journals and specialty publications;
c. electronic postings; and
d. contacts with colleges, universities, professional schools, placement agencies and community organizations.

B. Advertising Positions

1. The minimum training and experience is established by the department in accordance with accreditation standards and the Faculty Manual.

2. Positions may be advertised in journals, newspapers, specialty publications and websites.

3. Positions must be advertised initially for at least five (5) work days. Internal searches and/or promotions may be an exception to open recruitment.

4. All advertisements must carry the statement that Coastal Carolina University is an Equal Opportunity/Affirmative Action Employer.

5. If the minimum training and/or experience requirements change after the position has been advertised, the position must be re-advertised with the new requirements.

C. Receipt of Applications

1. In order to be considered for a faculty position, all applicants must complete the online Academic Profile for a specific active posted job by the deadline. Any supplemental documents requested in the job posting must also be submitted by the deadline.

2. Applications for employment, resumes, oral or written inquiries or other credentials received directly by departments are not valid for employment. Such information will not be committed to or retained for future vacancies.

D. Screening of Applications

1. At the request of the academic unit, system screening of applications is handled by HREO. Applicants who do not pass the system screening will not be referred for further consideration.
2. The search team screening process is conducted using established training and experience requirements for performing the job.

3. Prior to the interview process, search files are screened by the EEO Officer or designee to ensure Affirmative Action Plan compliance.

4. Tests, writing samples or other tools to screen or select candidates for further consideration may be utilized.

E. The Departmental Interview

1. Screening and/or onsite interviews will be conducted to assess the candidate’s fit. Information solicited during an interview or outside of the interview about an applicant must be relevant to the duties and responsibilities of the position without reference to race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era unless any such consideration is unquestionably job-related and non-discriminatory in effect.

2. The number of candidates interviewed for a position will be based on the number of qualified applicants.

3. When the search team has determined the final candidates for the position, the search team will check references to verify each candidate's education and past work experience. HREO will conduct the criminal background investigation on the finalist.

4. For teaching faculty, a demonstration of instructional capabilities should be included in the interview process.

F. Selection

1. The person to whom the position is offered must be selected from the actual applicant pool.

2. Final selection must be made on the basis of the position requirements and the qualifications of the candidates to perform the duties of the position.

3. No candidate should be selected solely on the basis of race, color, religion, sex, national origin, age, disability or status as a disabled veteran or veteran of the Vietnam era. However, when selecting from among similarly qualified applicants for a position in a department or job category in which women or minorities are underutilized, the University's Affirmative Action Plan goals should be considered as one factor in the selection process.

4. The department must inform HREO when a finalist has been selected.
G. Post-Selection Procedures

1. If hiring an internal or external candidate through a recruited search, the hiring department must submit to HREO a Request to Hire a Faculty/Unclassified Employee Form. The form must be accompanied by a copy of reference checks, a Personnel Action Form (PAF) and a copy of transcripts. Original transcripts must be on file before the faculty member’s hire date.

2. The department must identify applicants not selected for hire and enter the reason for non-selection of each applicant in the electronic applicant tracking system before the new hire forms can be processed. Reasons must be valid, specific, and objective based upon the position requirements and qualifications of the applicant.

3. The Dean/Director must support the hiring of the finalist. The Provost and the President or designee must approve all hires.