The Edwards College of Humanities and Fine Arts

2018-2019 Guidelines for Faculty Searches

Advertising the Position

- Prepare a position description in PeopleAdmin. Upon approval, the posting should be submitted. **Dean Ennis and Judy Davis 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.

- Generally 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 a workshop sponsored by Human Resources before the search process begins. Attendance is not required if they participated in a training within one year. Scheduled sessions and registration can be found on the University website under Training and Development - [https://www.coastal.edu/tdse/training/](https://www.coastal.edu/tdse/training/). Admins are welcome to register for a session with the members of the committee(s), but it is not mandatory.
2. Wherever else you advertise, it is recommended to advertise in the *Chronicle of Higher Education* because it ensures our advertisement reaches a national audience. **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.

3. 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.

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### Reviewing Applications

1. All search committee meetings must be posted with the agenda as a “**public meeting**” within 24 hours of the scheduled meeting. Phone interviews conducted by the committee do not need to be posted.

2. Search committee screens applications and selects finalists for interview.

3. 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 five to ten semi-finalists and then schedule phone interviews with those applicants.
- The list of candidates selected for phone interviews must be submitted to Jeniffer Silver, Latasha Gause, or Caroline Oaks in the Human Resources Office for EEO review. This process MUST be completed before telephone 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 phone interviews. There may be follow-up questions regarding the applicant pool before the phone 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. At least two search committee members should participate in each screening interview. 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. If it is not possible to sponsor the committee’s first choice, discussion will be held on a case-by-case basis.

• 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 if screening interviews are conducted by telephone.

• 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 telephone interviews, if the search committee determines that a more aggressive timeline would increase the likelihood of a satisfactory search outcome, the committee may conduct Skype (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, with two campus interview opportunities remaining.

• Reference checks should 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.

• 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

1. Search committee submits Permission to Bring Candidates to Campus form to the department chair. Use the form found on the COHFA 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 application submitted on the HR website, and a copy of the published ad for the position should be included. The packet should be submitted to the attention of Judy Davis 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.

2. 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.

3. 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 “shop around” 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 2018, it is $.545/mile to accommodate the fuel and the wear/tear of the candidate’s personal vehicle. Approval must be given by the Dean’s Office (Judy Davis/Rose Pleasant). 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 Sallie Clarkson or Susan Talbot in the Provost Office.

4. When bringing international candidates to campus, the candidate pays for their travel to the United States and the college will pay for the domestic portion of the travel. Under extenuating circumstances and in consultation with the Dean, the Department Chair may decide to cover the cost of the flight to the U.S.

5. 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 Rose Pleasant for the Dean’s approval. Upon approval, Rose 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.

- 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 Judy and Rose.

- 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 Rose 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 Rose, 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.

6. 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.
7. 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. 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.

- Administrative Specialist will prepare interview day itinerary, coordinating with 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 request a laptop with internet access 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.

8. The Administrative specialist will make airfare and hotel arrangements for each candidate. Candidate submits other receipts to the Dean’s Office for reimbursement. All possible additional costs (e.g. baggage fees, mileage to home airport, etc.) should be included on the Travel Authorization form. A candidate must travel at least 50 miles one way before being reimbursed for mileage. Contact Rose Pleasant for clarification.

All expenses on a Travel Authorization should be charged to object code 5343. The Travel Authorization must have the following attached:

- copy of the flight itinerary (including times) or copy of Mapquest/Google map
- receipt/confirmation of the flight indicating the money charged on the Administrative Specialist’s travel expense card
- copy of the Permission to Invite Candidates to Campus form with the Dean’s signature
- copy of the approval from the Dean’s Office indicating the amount that should be assigned to the Travel Authorization for the search

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.

9. After each flight is booked, a copy of the itinerary should be provided to Rose.

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, itinerary and ad copy by Administrative Specialist no later than two days before the candidate meets with the Dean.

ARRANGING MEALS AND OBTAINING REIMBURSEMENTS FOR MEALS

Important note:
- The University will no longer 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, direct billings at the university approved restaurants, 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 before each scheduled lunch/dinner.

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 must 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.

- 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 2-3 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. An FEJ must be completed before the interview day. 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. A Pre-Approval FEJ and “pink” CEF form (if applicable) should be submitted to Rose Pleasant. (Note that if non-search committee members attend lunch, they must incur the cost, and their name should not appear on the form.

- 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 Rose 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.

The current, updated list of restaurants can be found in the Appendix. Following is the procedure for restaurants with direct billing arrangement with CCU:

1. Make sure an FEJ has been completed with the name of the restaurant, date of the meal, and an **accurate list of attendees**.
2. Call the restaurant ahead of time and inform them that you will be using direct billing.
3. Present Rose Pleasant’s or Judy Davis’ business card to the server and request direct billing;
4. **IMPORTANT**: A member of the Search Committee must write their own name on the front of the business card and give it to the wait staff.
5. Request *itemized receipt* from server;
6. The Search Committee should be reminded to check if the tip is already included in the restaurant bill. For example, Liberty Steakhouse includes the tip in the bill.
7. Submit *itemized receipt* to department administrative specialist, along with names of faculty in attendance and candidate, the next business day.
8. The admin should adjust the Expense Settlement form to the correct amount, complete a pink form, if necessary, and re-submit with receipts attached.
9. The Rivertown Bistro and *Travinia Italian Kitchen* are no longer an option for direct billing for the Edwards College.

**Procedure for other restaurants**

1. One CCU employee should pay for entire meal
2. Request *itemized receipt* from server
3. 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.
4. Should a receipt be lost, person paying the bill must contact restaurant directly and request that receipt be faxed to administrative specialist at the department fax number.
5. Remember: meals cannot be reimbursed without *itemized receipt*
6. 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

1. 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 COHFA website. The form in the Appendix is a sample only. When the Hiring Recommendation form is submitted to the Dean, the attachments outlined on page 2 of the form must be included. Incomplete packets will not be accepted.

2. 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, page 5) 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.

   - It 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.

3. The Department Chair reviews the recommendations from the search committee and the voting faculty, completes the Hiring Recommendation form, and submits it to the Dean’s Office, attention Judy Davis, along with all the documents outlined on the form. Incomplete packets will not be accepted.

4. 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

1. The Dean asks the Provost for permission to make a tentative verbal offer. If the Provost concurs, the Dean contacts the candidate with a tentative verbal offer and requests a response within 14 calendar days. If the answer is positive, the Dean sends an unofficial offer letter to the candidate.
2. 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 the department’s foundation funds.

3. Upon receiving the candidate’s verbal acceptance of the 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 Initiator, Supervisor or Department Chair may 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. It can be downloaded and attached in PeopleAdmin. The Moving and Relocation Allowance form is found on the Forms page and should be attached to the Hiring Proposal under the Hiring Proposal Documents tab. It is located in the same place where you attach the department nepotism form and references as well.

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.

4. 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.

5. 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 faculty availability and scheduling exigencies.

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**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.
# APPENDIX

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SAMPLE TEXT OF TENURE-TRACK JOB ADVERTISEMENT

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.

Assistant Professor of English
(Modern/Contemporary British and African Literature)

The Department of English at Coastal Carolina University invites applications for a tenure-track position as Assistant Professor of English to join our growing faculty as a specialist in Modern and Contemporary British and African literature. The department seeks an experienced teacher with broad training to teach upper-division courses in our major, survey courses in our core curriculum and first year composition courses. Teaching assignments may include evening/weekend courses and courses taught at off-campus sites. Appointment effective 16 August 20XX.

Candidates are required to have an earned Ph.D. in English or a related field, a record that suggests scholarly promise, and a demonstrated interest in institutional service. Candidates with secondary expertise in critical theory, post-colonial theory and/or film are particularly desirable.

Coastal Carolina University is a public mid-sized, comprehensive liberal arts-oriented institution. Coastal Carolina University is located in Conway, South Carolina, just nine miles from the Atlantic coastal resort of Myrtle Beach, one of the fastest-growing metropolitan areas in the nation. It has an enrollment of 9,000 students and is expected to have continued growth for the next several years. Coastal Carolina University is a part of the South Carolina system of public education and has close ties with its founder, the Horry County Higher Education Commission.

Candidates should submit electronically a letter of application (outlining interest in the position, qualifications, and approach to teaching), a current CV, and transcripts of all undergraduate and graduate work (copies acceptable at this time) at http://jobs.coastal.edu. Review of the applications will begin immediately and continue until the position is filled. To ensure full consideration, application materials must be received by November 15, 20XX.

Coastal Carolina University is building a culturally diverse faculty and strongly encourages applications from women and minority candidates. CCU is an EO/AA employer.
SAMPLE TEXT OF LECTURER JOB ADVERTISEMENT

Lecturer of French

The Department of Foreign Languages 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. Salary will be $36,000. Teaching assignments may include evening/weekend courses and courses taught at off-campus sites.

Coastal Carolina University is a public mid-sized, comprehensive liberal arts-oriented institution. Coastal Carolina University is located in Conway, South Carolina, just nine miles from the Atlantic coastal resort of Myrtle Beach, one of the fastest-growing metropolitan areas in the nation. It has an enrollment of 9,000 students and is expected to have continued growth for the next several years. Coastal Carolina University is part of the South Carolina system of public education and has close ties with its founders, the Horry County Higher Education Commission.

Applications received by December 1, 20XX will receive priority. Interested candidates should apply electronically at http://jobs.coastal.edu by submitting a cover letter, curriculum vitae, and the names and contact information for three professional references and transcripts of all undergraduate and graduate work (copies acceptable at this time). Screening of candidates will begin immediately and continue until the position is filled. Preliminary interviews will be conducted by telephone. Applicants who later interview on campus must provide official transcripts of undergraduate and graduate work.

Coastal Carolina University is building a culturally diverse faculty and strongly encourages applications from women and minority candidates. CCU is an EO/AA employer.
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?
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comfort Suites</td>
<td>2480 Hwy. 501 East</td>
<td>843-347-9292</td>
</tr>
<tr>
<td>Comfort Suites</td>
<td>710 Frontage Rd.</td>
<td>843-448-4884</td>
</tr>
<tr>
<td>Country Inn &amp; Suites</td>
<td>3516 Waccamaw Blvd.</td>
<td>843-236-4500</td>
</tr>
<tr>
<td>Courtyard By Marriott</td>
<td>1351 21st Ave N.</td>
<td>843-445-6333</td>
</tr>
<tr>
<td>Cypress Inn</td>
<td>PO Box 495</td>
<td>843-248-8199</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>4551 Hwy 501</td>
<td>843-236-0045</td>
</tr>
<tr>
<td>Hampton Inn-Broadway at the Beach**</td>
<td>1140 Celebrity Cr.</td>
<td>843-916-0600</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>1801 S. Ocean Blvd.</td>
<td>843-946-6400</td>
</tr>
<tr>
<td>Hampton Inn Harbouregate</td>
<td>2112 Little River Neck Rd.</td>
<td>843-249-1997</td>
</tr>
<tr>
<td>Hampton Inn Northwood</td>
<td>620 75th Ave.</td>
<td>843-497-0777</td>
</tr>
<tr>
<td>Hilton Garden Inn-MB Airport</td>
<td>2383 Coastal Grand Cr.</td>
<td>843-839-1200</td>
</tr>
<tr>
<td>Holiday Inn West</td>
<td>101 Hard Rock Parkway</td>
<td>800-847-2707</td>
</tr>
<tr>
<td>Island Vista Resort</td>
<td>6000 N. Ocean Blvd.</td>
<td>843-449-6406</td>
</tr>
<tr>
<td>Kingston Plantation</td>
<td>9800 Queensway Blvd.</td>
<td>843-282-3222</td>
</tr>
<tr>
<td>LaQuinta Inn &amp; Suites</td>
<td>1561 21st Ave N.</td>
<td>843-916-8801</td>
</tr>
<tr>
<td>Marina Inn at Grand Dunes</td>
<td>8121 Amalfi Place</td>
<td>843-913-1333</td>
</tr>
<tr>
<td>Myrtle Beach Marriott</td>
<td>8400 Costa Verde Dr.</td>
<td>843-449-8880</td>
</tr>
<tr>
<td>Sheraton Myrtle Beach Convention Center</td>
<td>2101 North Oak St.</td>
<td>843-918-5000</td>
</tr>
<tr>
<td>Springmaid Beach Resort</td>
<td>3200 South Ocean Blvd.</td>
<td>843-315-7100</td>
</tr>
<tr>
<td>Staybridge Suites</td>
<td>303 Fantasy Harbour Blvd.</td>
<td>843-903-4000</td>
</tr>
<tr>
<td>The Breakers</td>
<td>2006 N Ocean Blvd.</td>
<td>855-861-9550</td>
</tr>
<tr>
<td>WoodSpring Suites-Myrtle Beach</td>
<td>220 Whitty Dr.</td>
<td>843-903-4007</td>
</tr>
</tbody>
</table>

** Hampton Inn outsources their reservations; Ask for direct billing for “CCU Staff”
### Direct Billing – Restaurants

<table>
<thead>
<tr>
<th>Phone #</th>
<th>Restaurant Name</th>
<th>Contact Name</th>
</tr>
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<tbody>
<tr>
<td>843-365-4001</td>
<td>El Cerro Grande - Church St</td>
<td>Beto Ibarra</td>
</tr>
<tr>
<td>843-369-0591</td>
<td>Fatz Café</td>
<td>Josh-General Mgr</td>
</tr>
<tr>
<td>843-626-4677</td>
<td>Liberty Steakhouse - Broadway</td>
<td></td>
</tr>
<tr>
<td>843-903-3630</td>
<td>Olive Garden – Carolina Forest</td>
<td>Bentley Thurlow</td>
</tr>
<tr>
<td>843-349-6700</td>
<td>Rotelli's Pizza &amp; Pasta – Hwy 501</td>
<td>Michael Daugherty</td>
</tr>
<tr>
<td>843-347-0035</td>
<td>The Sandwich Club</td>
<td>Beth Willoughby</td>
</tr>
</tbody>
</table>

Divine Dining Group
(see list on next page)

Note:
Direct billing with the Rivertown Bistro and Travinia Italian Kitchen are no longer permitted for the Edwards College. The search committee chair/member will be responsible for the bill and be reimbursed.

Note:
If amounts that are direct billed exceed either the per person maximum or the daily maximum or if alcohol is direct billed, all direct billing privileges for the Edwards College will be suspended for that department. The Dean’s Office reserves the right to suspend ALL direct billing privileges for the college, if deemed necessary.
<table>
<thead>
<tr>
<th>Phone #</th>
<th>Restaurant Name</th>
<th>Contact Name</th>
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<tbody>
<tr>
<td>843-232-9798</td>
<td>Bubba's Fish Shack-Surfside Beach</td>
<td>Todd Cleveland</td>
</tr>
<tr>
<td>843-979-2722</td>
<td>Pawleys Raw Bar</td>
<td>Jim Rogers</td>
</tr>
<tr>
<td>843-839-9790</td>
<td>Divine Prime - Farrow Parkway</td>
<td>John Bessinger</td>
</tr>
<tr>
<td>843-839-9770</td>
<td>Nacho Hippo - Farrow Parkway</td>
<td>John Bessinger</td>
</tr>
<tr>
<td></td>
<td><strong>River City Cafes</strong></td>
<td></td>
</tr>
<tr>
<td>843-448-1990</td>
<td>#1 21st Avenue</td>
<td>Ray Moore</td>
</tr>
<tr>
<td>843-651-1004</td>
<td>#2 Murrells Inlet</td>
<td>Jerry Turner</td>
</tr>
<tr>
<td>843-449-8877</td>
<td>#3 73rd Avenue</td>
<td>Michael Jackson</td>
</tr>
<tr>
<td>843-497-5299</td>
<td>#4 Shore Drive</td>
<td>Doug Bell</td>
</tr>
<tr>
<td>843-232-9797</td>
<td>#5 Surfside Beach</td>
<td>Don Flores</td>
</tr>
<tr>
<td>843-272-7077</td>
<td>#6 North Myrtle Beach</td>
<td>John Jordan</td>
</tr>
<tr>
<td>843-215-8808</td>
<td>#7 Dick Pond Road</td>
<td>Thomas Bastian</td>
</tr>
<tr>
<td></td>
<td><strong>Ultimate California Pizza</strong></td>
<td></td>
</tr>
<tr>
<td>843-361-8108</td>
<td>#4 North Myrtle Beach</td>
<td>Steve Hendricks</td>
</tr>
<tr>
<td>843-477-8282</td>
<td>#5 Surfside Beach</td>
<td>Tim Heilig</td>
</tr>
<tr>
<td>843-839-9880</td>
<td>#6 Deveille Street</td>
<td>Cameron Caines</td>
</tr>
<tr>
<td>843-357-2297</td>
<td>#7 Garden City</td>
<td>Bob Voss</td>
</tr>
<tr>
<td>843-449-1160</td>
<td>#9 Lake Arrowhead Road</td>
<td>Tim Duffey</td>
</tr>
<tr>
<td>843-444-4084</td>
<td>#11 2500 N Kings Highway</td>
<td>Dwayne Alcorn</td>
</tr>
</tbody>
</table>
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.

- A meeting is required with the COHFA Business Manager in the Dean’s Office (Rose Pleasant) 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

4:59 p.m. Arrive on U.S. Air Flight 953 from Charlotte – Picked up at airport by Search Committee Member X for dinner and transportation to Holiday Inn Express – Hwy. 501, Conway - 843/347-7254, Confirmation #64597945

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 Dr. Y

8:30 a.m. Visit Human Resources (Prudential Bldg.) to sign paperwork and receive instructional DVD; Dr. Y waits and escorts to next appointment

9:00 a.m. Meet with chair of department; escorted by Dr. Z to next appointment

9:30 a.m. Meet with COHFA Business Manager, Rose Pleasant, (EHFA 295); escorted by Dr. A to next appointment

9:45 a.m. Tour of campus with search committee member C

11:00 a.m. Prepare for teaching class (EHFA #); escorted to classroom by Professor C

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 Dr. D.

1:00 p.m. Lunch with members of department; escorted to next appointment by Dr. E

2:30 p.m. Meet with Search Committee Members

5:30 p.m. Escorted to airport by search committee member

7:00 p.m. U.S. Airways Flight #2299 departs
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

4:59 p.m. Arrive on U.S. Air Flight 953 from Charlotte – Picked up at airport by Search Committee Member X for dinner and transportation to Holiday Inn Express – Hwy. 501, Conway - 843/347-7254, Confirmation #64597945

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 Dr. Y

8:30 a.m. Visit Human Resources (Prudential Bldg.) to sign paperwork and receive instructional DVD; Dr. Y waits and escorts to next appointment

9:00 a.m. Meet with chair of department; escorted by Dr. Z to next appointment

9:30 a.m. Meet with Dean or Associate Dean, Edwards College of Humanities and Fine Arts (EHFA 201); escorted by Dr. C to next appointment

10:00 a.m. Meet with COHFA Business Manager, Rose Pleasant, (EHFA 295); escorted by Dr. A to next appointment

10:15 a.m. Tour of campus with search committee member C

11:00 a.m. Prepare for teaching class (EHFA #); escorted to classroom by Professor C

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 Dr. D.

1:00 p.m. Lunch with members of search committee and other faculty (Drs. E and F); escorted to next appointment by Dr. E

2:30 p.m. Prepare for presentation (EHFA #); escorted to presentation by Dr. G
3:00 p.m.  Presentation: topic and location followed by question and answer session; escorted to next meeting by Dr. H

4:30 p.m.  Meet with Search Committee (EHFA #)

5:30 p.m.  Escorted by Dr. J to hotel for short rest

6:45 p.m.  Dinner with faculty members; Dr. K will collect candidate from hotel lobby at 6:30 p.m.

**Departure Day – January 4, 20XX**

4:30 a.m.  Picked up at hotel for transportation to airport by search committee member Y or depart from hotel via hotel shuttle

6:00 a.m.  U.S. Airways Flight #2299 leaves for Charlotte

9:39 a.m.  U.S. Airways Flight #2320 arrive in Indianapolis
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:
**SAMPLE**

**Travel Authorization**

Travel Authorization number: **BT8X702**

- **Employee** [ ]
- **Non-employee** [ ]
- **Student** [ ]

**SECTION I • Travel Information**

Name of traveler: [ ]

Search Candidates for [department name]: [ ]

Employee/ID#:

For the purpose of [exact title of position from advertisement]: Assistant Professor

(Must be more specific than "University business, attending conference, seminar, or meeting."

DETAILS REQUIRED. Use additional sheet if necessary.)

Is travel card being used?: [ ] Yes [ ] No

Load my travel card on [ ] date for prepayment of travel expenses.

Duration of trip: From: (month/day/year) 2/24/2017 (Example Date)

To: (month/day/year) 5/14/2017 (Example Date)

Destination of trip: From: (location) Various

To: (location) Conway, SC

**SECTION II • Estimated Cost**

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation (includes Enterprise vehicle)</td>
<td>$1910.00 (Example)</td>
</tr>
<tr>
<td>Meals and lodging</td>
<td>$1290.00 (Example)</td>
</tr>
<tr>
<td>Other expenses (i.e., parking, gas receipts for Enterprise vehicles, reg. fees, etc.)</td>
<td>$300.00 (Example)</td>
</tr>
<tr>
<td>Estimated total cost</td>
<td>$3500.00 (Example)</td>
</tr>
</tbody>
</table>

**SECTION III • Account(s) to be Charged**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Activity</th>
<th>Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>department account</td>
<td>5343</td>
<td>$3500.00</td>
</tr>
</tbody>
</table>

Contact person for travel-related questions: [name/extension]/Rose Pleasant x2744

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 worksite within seven (7) days of return from this designated travel.

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.

Traveler signature: ___________________________ Date: __________

Admin signature: ___________________________ Date: __________

**SECTION IV • Approval**

Department Head/Dean: ___________________________ Date: __________

Other required approval: ___________________________ Date: __________

Office of the Controller: ___________________________ 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 submit within seven (7) days after return to campus. Original 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.

Distribution: Original—Accounts Payable Office • Copy—Departmental records

API • 1/17
Permission to Invite Candidate to Campus

Requesting Department: Anthropology and Geography

Academic Title of Position: Your Department

Date: ____________

Type of Interview Process: ☐ Fast-Track (Fill out Part A) ☐ Regular (Skip to Part B)

Please attach a copy of the application and curriculum vitae for each candidate invited to campus.

A. Fast-Track Interview Process

1. Upon conclusion of telephone interviews, a Skype interview (or another teleconference platform) was conducted with the following (3-5) semi-finalists (resumes attached):

   1. ________________________________
   2. ________________________________
   3. ________________________________
   4. ________________________________
   5. ________________________________

2. The search committee has unanimously identified the following preferred candidate for a campus interview:

   1. Name: ________________________________
   2. Rank for which candidate is being considered: Assistant Professor
   4. Candidate Traveling From: ________________________________
   5. Anticipated Date of Campus Visit: ____________

B. Regular Interview Process

The search committee requests the following candidates be invited for a campus interview:

1. Name: ________________________________
   2. Rank for which candidate is being considered: Assistant Professor
   4. Candidate Traveling From: ________________________________
   5. Anticipated Date of Campus Visit: ____________

   1. Name: ________________________________
   2. Rank for which candidate is being considered: Assistant Professor
   4. Candidate Traveling From: ________________________________
   5. Anticipated Date of Campus Visit: ____________

List five other top candidates not invited to campus (include terminal degree-granting institution or current position) and include a copy of their C.V.

   1. ________________________________
   2. ________________________________
   3. ________________________________
   4. ________________________________
   5. ________________________________

By signing below, I understand there is no reimbursement for alcoholic beverages. If alcohol is listed on the receipt, there will be no reimbursement for the meal. If alcohol is direct billed to the University, I understand that I am personally responsible for reimbursing the full amount of the bill.

Search Committee Chair ________________________________
Signature: ________________________________
Date: ____________

Department Chair ________________________________
Signature: ________________________________
Date: ____________

Dean ________________________________
Signature: ________________________________
Date: ____________

☐ Approved ☐ Denied

☐ Approved ☐ Denied

☐ Approved ☐ Denied
Hiring Recommendation Form

Position Title ___________________________ Department _______________________

Search Committee ____________________________

Where was the position advertised? ____________________________ Number of Applicants ____________

Candidates Invited to Campus and Accepted ____________________________

Candidates Invited to Campus and Declined ____________________________

<table>
<thead>
<tr>
<th>Ranking of Candidates</th>
<th>Committee Recommendation Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
</tr>
</tbody>
</table>

Departmental Recommendations

Departmental Vote

- [ ] yes
- [ ] no
- [ ] abstained

Department Chair Recommendation Summary

Application Materials Attached

- [ ] Curriculum Vitae
- [ ] Application from HR website
- [ ] Three (3) Letters of Recommendation
- [ ] References Checked
- [ ] Baccalaureate Transcripts [ ] Official [ ] Unofficial*
- [ ] Masters Transcripts [ ] Official [ ] Unofficial*
- [ ] Doctorate Transcripts [ ] Official [ ] Unofficial*

*Date official transcripts requested:

Official transcripts are required to complete appointment.

Note: When a candidate for a lecturer position is recommended for hire based solely on the phone interview and has never been to campus/net with Human Resources, a Background Release and Candidate Nepotism Disclosure Form must be completed and signed before an offer letter is prepared. Once the candidate has verbally accepted the Dean's offer, it is the responsibility of the Search Committee Chair to have the Background Release and Nepotism form completed and submitted to Human Resources.

Department Chair ____________________________ Department _______________________

Signature ____________________________ Date ____________________
Moving and Relocation Allowance

Employee Name ___________________________ Datatel ID ___________________________

Department ___________________________ Total Amount Allowed $0.00

Not to exceed $5,000

Source of Funds

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<th>Amount</th>
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Total $0.00

Not to exceed $1,000

<table>
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<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $0.00

Not to exceed $5,000

Approvals

Budget Officer ___________________________ Date __________

President or Designee ___________________________ Date __________

After receiving proper approvals above, forward to HREO Office with new hire paperwork.

This allowance is certified as the total paid by Coastal Carolina University toward the cost incurred by this new employee.

Human Resources Office ___________________________ Date __________