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SUMMARY:

This document sets forth the method by 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. This document sets forth the method for filling vacant faculty positions within Coastal Carolina University, pursuant to regulations of the South Carolina Division of State Human Resources.

A. 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, sexual orientation, gender identity, gender expression, 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. Applicants are recruited and referred to departments with posted vacancies;
4. Equal Employment Opportunity (EEO) reviews will be conducted for all job searches during the recruitment process;
5. Vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions;
6. Vacancies comply with the provisions of the Americans with Disabilities Act; and
7. Faculty hires must meet the requirements of the English Fluency in Higher Education Act.

B. Responsibility for Administration
1. The Office of the Provost 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. The hiring manager is responsible for ensuring all HREO hire paperwork is completed prior to a selected candidate’s first work day. Of note, the I-9 Form, Section One must be completed on or before the first day of work for pay and must be completed by the candidate/employee. Failure of the candidate/employee to complete the I-9 Form, Section One on or before the first day of work for pay may result in a $1,000 sanction to the hiring department for potential subsequent fines by federal and state compliance agencies.
4. HREO is responsible for coordinating the advertising and position posting process for vacant faculty positions.
5. 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.
6. The Dean/Division will have the authority to make a decision regarding the faculty hire, with the support of the Provost and/or President or designee.
7. Selection decisions are subject to review by the Director of Human Resources or designee.

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

D. 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.
E. Faculty will be hired at salaries commensurate with qualifications and aligned with other comparable positions at the University.

F. 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.

G. 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.
   5. If an employee is demoted to another position for disciplinary or performance related reasons, the posting requirement may be waived.
   6. Other circumstances based on University need.

H. The Provost and/or the President or designee must approve all hires.