



Policy Title:	Faculty Recruitment and Employment
Policy Number:	FAST-215
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Policies Superseded:	HREO-128
Policy Management Area(s):	Human Resources and Equal Opportunity

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POLICY:

It shall be the policy of Coastal Carolina University to fill vacant unclassified faculty positions within Coastal Carolina University pursuant to regulations of the South Carolina Division of State Human Resources.

- I. The appointment, transfer, and promotion policy of Coastal Carolina University is designed to assure that:
 - A. 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.
 - B. All current employees are provided an equal opportunity to explore and seek other positions for career advancement.
 - C. Applicants are recruited and referred to departments with posted vacancies.

- D. Equal Employment Opportunity (EEO) and Veterans Preference reviews should be conducted for all job searches during the recruitment process.
- E. Vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions.
- F. Vacancies comply with the provisions of the Americans with Disabilities Act.
- G. Faculty hires must meet the requirements of the English Fluency in Higher Education Act.

PROCEDURE:

I. ADMINISTRATION

- A. 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.
- B. The Office of Human Resources and Equal Opportunity (HREO) is responsible for ensuring policies and procedures are compliant with applicable laws.
- C. The hiring official 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.
- D. HREO is responsible for coordinating the advertising and position posting process for vacant faculty positions.
- E. 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.
- F. The dean/division head will have the authority to make a decision regarding the faculty hire, with the support of the provost and/or president or designee.
- G. Selection decisions are subject to review by the Vice President for Human Resources or designee.
- H. Faculty vacancies should be filled through an open recruitment process.
- I. CCU is committed to community engagement/service. Reference to community engagement should be included in job postings, when applicable.

- J. 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.
- K. Faculty will be hired at salaries commensurate with qualifications and aligned with other comparable positions at the University.
- L. 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.
- M. The provost and/or the president or designee must approve all hires.
- N. Should it be necessary to undertake a Labor Market Test in association with a PERM application, the University will follow prevailing federal guidelines.