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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.