



Memorandum

MARY ANNE FITZPATRICK, DEAN
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR
COLLEGE OF ARTS AND SCIENCES

August 15, 2011

To: College of Arts and Sciences Department Chairs and Program Directors

From: Mary Anne Fitzpatrick *MAF*

Re: Search Committee Training
DUE: Written Response by September 9, 2011

As described in our strategic plan, the *Blueprint for Academic Excellence*, one of the six major goals of the College of Arts and Sciences is:

To foster research, scholarship and creative activity by supporting, retaining, and recruiting faculty members who are or will become nationally and internationally known as leaders in their fields.

The 2011-2012 academic year promises to be extraordinarily busy in terms of faculty recruitment and hiring. Due to your thoughtful planning for hiring, careful management of existing resources, and aggressive pursuit of additional resources, we have been able to authorize a large number of searches across the College for 2011-2012. This year, we have the opportunity to shape our departments and programs for the immediate and long range future.

In order to take full advantage of this opportunity, we must ensure that our recruitment and hiring practices are effective, efficient, and compliant with all federal, state, and University regulations. As required by University policy, all search committees must be specifically informed of search guidelines and required procedures before initiating the search process. The College delegates the responsibility for informing search committees of guidelines and procedures to the appropriate department chairs and program directors.

In your role as department chair or program director, you are responsible for informing all search committees in your unit of search guidelines and required procedures. I recommend that this be done early in the Fall 2011 semester, preferably at the first faculty meeting of the academic year. I request that you send to me by September 9, 2011 written confirmation that you have informed your search committees of search guidelines and required procedures.

There are a number of resources that you may find helpful. These include:
Chapter V "Tenure Track Faculty Hiring Procedures" of the College's online
Administrator's Handbook

<http://www.cas.sc.edu/dean/handbook/chapterfive.html>

College of Arts and Sciences Search Committee Principles and Processes
(This document will be posted to Chapter V of the College's online *Administrator's Handbook* by August 19, 2011.)

Strengthening Academic Excellence Through Affirmative Recruiting

<http://www.sc.edu/eop/manual.pdf>

Affirmation Action Recruiting Sources

<http://www.sc.edu/eop/recruitingsourcesmanual.pdf>

University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track,
and Non-Tenure-Track Faculty

<http://www.sc.edu/policies/acaf100.pdf>

If you have questions or need additional assistance, please feel free to consult Senior
Associate Dean Anne Bezuidenhout or Senior Associate Dean Bob Thunell.

cc: Roger Sawyer, Executive Dean and Senior Associate Dean for Graduate
Education

Anne Bezuidenhout, Senior Associate Dean for Liberal Arts

Robert Thunell, Senior Associate Dean for Natural Sciences

Hans-Conrad zur Loye, Associate Dean for Research

Sonya Brown, Assistant Dean for Academic and Fiscal Planning

Mary Ann Byrnes, Assistant Dean for Administration

Loren Knapp, Assistant Dean for Academic Affairs and Advising

LaTasha Bradshaw, College Human Resources Director