

Faculty Excellence Initiative Guidelines 2011-2012

Mary Anne Fitzpatrick - Lead Dean

I. The Cluster Search:

- Lead Dean, in consultation, appoints the search committee and its chair:
 - Constituting the search committee
 - Form a single search committee to recruit for the entire cluster. Please note that even though a proposal states three different departmental search committees, only **one** search committee for the entire cluster is allowed in accordance with FEI guidelines.
 - Include all entities involved in the cluster and include diversity among its membership.
 - The search committee should consist of: 1) at least 3 faculty members; 2) a designated chair; and 3) a designated AAA (Affirmative Action Advocate).
- Developing a cluster search plan includes:
 - Ensuring that the job advertisement is representative of the position and at the same time is sufficiently broad that a strong and diverse pool of candidates is obtained;
 - Specifying the position levels;
 - Acquiring permission from the Dean to advertise.
 - Monitoring the search process to ensure that a strong, diverse, and reasonably large pool of candidates is obtained (according to guidelines from the University Office of Equal Opportunity Programs).
 - Seeking permission from Dean to interview providing request with candidate's CV, 3 letters of recommendation and job ad. **Permission is not automatic. Interview dates must be scheduled after permission authorized by Dean.**
 - Ensuring that all of the cluster entities participate fully in the search process;
 - Providing the requested material to the Dean to obtain approval from the Provost's Office to extend an offer.
 - All requests to make an offer must be received in the Office of the Dean by **10 AM Friday**. **Nine** sets of all material must be provided to include memo of request from department chair, FEI Forms (Search Committee Summary and Endorsements Request to Extend an Offer), CV, 3 letters of recommendation and job ad.

II. Commitment of funds will be subject to the following conditions:

- Approval of the candidates by the Dean's office as well as the Provost is required prior to an offer being issued. The following must be submitted to the Dean with the request to hire:
 1. **FEI Search Committee Summary***: Submit this form in Word electronically to Fitzpatm@mailbox.sc.edu cc: latashab@mailbox.sc.edu
 2. **Endorsements for FEI Request to Extend an Offer (form)***:
 - Lead dean
 - Dean of the college of tenure unit
 - Director/dean of center, institute, school with which the candidate will be affiliated
 3. **Memorandum of Understanding*** from collaborating units, if applicable.
 4. Candidate's Curriculum Vitae
 5. 3 Letters of Recommendation
 6. Other information that the lead dean deems pertinent and necessary
- If the identified candidate should leave the University for any reason in the future, the funds will be returned to the Office of the Provost.
- Date of hire must be no later than August 16, 2012.