

# **FACULTY SEARCH COMMITTEE PRINCIPLES AND PROCESSES**

**August 16, 2011**



# PRINCIPLE

The College is committed to diversity in hiring in order to invite and encourage different perspectives.



# MANDATE

USC now requires that all search committee members understand the relevant principles and appropriate processes.



# COMMITTEE COMPOSITION

- ❖ To the extent feasible, the committee should be representative of the university community in terms of race, gender and tenure status.
- ❖ Size may vary but there should be at least 3 members.
- ❖ One member of the committee must be appointed as the Affirmative Action (AA) Advocate. The AA Advocate should be tenured.

# COMMITTEE COMPOSITION

- ❖ The AA Advocate's role is to represent the interests of minority, women, disabled, Vietnam era veterans, and disabled veteran candidates.
- ❖ For more specific information regarding the role of the AA Advocate, see [Strengthening Academic Excellence Through Affirmative Recruiting](#), pg 17-18.

# DEPARTMENT CHAIR RESPONSIBILITIES

1. Notify the College's Faculty Human Resources Director of the composition of the search committee.

Note: The College's Faculty Human Resources Director will forward the search committee roster to the EOP office.

2. Train all committee members in search committee processes.

# DEPARTMENT CHAIR RESPONSIBILITIES

3. Along with recommendations for interviews, forward to the Senior Associate Dean:

- ❖ Number of applicants by race and sex
- ❖ Number of applicants to be interviewed by race and sex
- ❖ CV of the highest ranked minority and female if not already included in candidates recommended for interview
- ❖ If the highest ranked minority or female candidates are not interviewed, a written justification is needed and should be kept as part of the record

# SEARCH COMMITTEE RESPONSIBILITIES

1. Formulate clear guidelines, procedures, and criteria to ensure each candidate is treated equitably.
2. Demonstrate good faith efforts to provide equal opportunity for persons in protected classes.
3. Select the best qualified applicant.
4. Comply with federal and state laws.

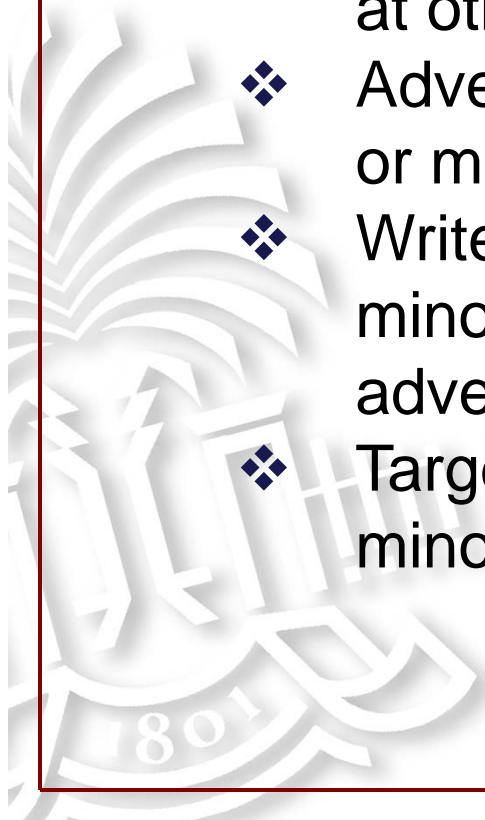
# CONFIDENTIALITY

- ❖ Search committees are **legal bodies** of the University and must comply with the **Freedom of Information Act (FOIA)**. Notice of search committee meetings should be posted on the departmental bulletin board at least 24 hours prior to the meeting. See SC Code of Laws, Title 30, Chapter 4, at <http://www.scstatehouse.gov/code/t30c004.htm>
- ❖ To protect the confidentiality of its deliberations, a member of the committee should move that the committee meet in executive session.
- ❖ **No notes or votes should be taken in executive session.**
- ❖ Candidates should not be discussed over email.

# BUILDING THE APPLICANT POOL

1. To build a diverse pool, committees may find it useful to:

- ❖ Reach out to prominent minority or female faculty at other institutions asking for recommendations
- ❖ Advertise in special publications aimed at women or minorities in the specified field
- ❖ Write letters to organizations of women and minorities in the specific field requesting that the advertisement be circulated among members
- ❖ Target advertising in regions or areas in which minorities may be reached



## **BUILDING THE APPLICANT POOL**

2. If members of underrepresented groups have been nominated, but declined to apply, the committee should consider special outreach (e.g., follow up phone calls, request for other recommendations).

❖ ***Document and file any efforts of special outreach to women and/or minorities.***



# SCREENING

- ❖ Committee members should agree on the screening criteria.
- ❖ Methods used to screen candidates must be applied uniformly to all candidates (e.g. discussions with references, evaluation of written materials).
- ❖ The first screening should identify all candidates who meet the minimum qualifications.
- ❖ Every member should review every application. If the size of the pool makes it necessary to divide the files, steps should be taken to ensure that criteria are applied consistently to all candidates.

# COMMITTEE INTERVIEW

- ❖ Questions should focus on qualifications, skills, experiences, and other relevant factors. (See Appendix C of [\*Strengthening Academic Excellence Through Affirmative Recruiting\*](#)).
- ❖ Questions should be discussed and agreed upon by the committee before interviewing candidates. Each candidate should be asked the same set of questions.

# HIRING: RECOMMENDATIONS

1. Shall be made under specific criteria and based on the qualifications of the candidate.
2. Shall not be made under assumptions about a candidate's willingness to relocate because of gender or ethnic origin.
3. Appointments shall not be made of unqualified or less qualified candidates over qualified or more qualified candidates.

## **HIRING: NEPOTISM**

1. If a family member of a committee member applies, the committee member must withdraw from the committee.
2. Immediate family members in consideration may be employed so long as a family member is not responsible for the supervision, direction, evaluation, or merit recommendation of the employee.

# RESOURCES

- ❖ *Strengthening Academic Excellence Through Affirmative Recruiting* prepared by USC Office of Equal Opportunity Programs  
(<http://www.sc.edu/eop/manual.pdf>)
- ❖ EOP Office: 777-3854  
(<http://www.sc.edu/eop/>)
- ❖ College of Arts and Sciences Administrator's Handbook, Chapter V: Tenure Track Faculty Hiring Procedures  
(<http://www.cas.sc.edu/dean/handbook/chapterfive.html>)

# USC POLICIES

## **Academic Affairs Policies:**

- ❖ [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track & Non Tenure Track Faculty](#)
- ❖ [ACAF 1.01 Recruitment & Appointment of Academic Administrators](#)

## **Equal Opportunity Policies:**

- ❖ [EOP 1.00 Equal Opportunity & Affirmative Action](#)
- ❖ [EOP 1.01 Equal Opportunity Complaint Processing Procedures](#)
- ❖ [EOP 1.02 Sexual Harassment](#)
- ❖ [EOP 1.03 Discriminatory Harassment](#)
- ❖ [EOP 1.04 Non-Discrimination Policy](#)

## **Human Resources Policies:**

- ❖ [HR 1.27 Nepotism](#)

# FEDERAL LAWS

- ❖ 1964 Civil Rights Act, Title VII prohibits discriminatory practices based on race or color, gender, national origin, religion or creed
- ❖ The Age Discrimination in Employment Act of 1967 (ADEA)
- ❖ The Americans with Disabilities Act of 1990 (ADA)

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