

Faculty Excellence Initiative Guidelines 2007-2008

Mary Anne Fitzpatrick - Lead Dean

I. The Cluster Search:

- 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;
 - 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.
 - Acquire 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).
 - Seek permission from Dean to interview providing request with candidate's CV, 3 letters of recommendation and job ad. **Permission is not automatic. Interviews 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 reviewed in the Office of the Dean by **NOON Friday. Eleven** 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. Cluster Assessment:

- Developing and submitting a cluster assessment plan in coordination with Lead Dean;
- Conducting the assessment plan approved by the Office of the Provost;
- Ensuring that the feedback from the assessment is incorporated into the cluster program.
- The assessment plan must be submitted and approved by **December 1**. (submit electronically to Fitzpatm@gwm.sc.edu cc: YoungPW@gwm.sc.edu)

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

- Approval of the candidates by my 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@gwm.sc.edu cc: YoungPW@gwm.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. 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, 2009.

*Forms Available on College Website <http://www.cas.sc.edu/dean/handbook/index.html>