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**Southern Polytechnic State University
Policy and Procedure Manual**

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PROCEDURE FOR FILLING TEACHING FACULTY POSITIONS

POLICY

To identify the best-qualified faculty candidates, SPSU normally makes use of search committees for advice concerning the filling of all full-time tenure-track positions. Such committees shall be appointed by the school dean seeking to fill the position, with approval of the vice president for academic affairs (vpaa). The school dean and vpaa will ensure that the process follows all Regents and SPSU policies and procedures for faculty searches and for Affirmative Action. The SPSU Affirmative Action officer shall serve in an advisory capacity to the committee.

PROCEDURE

The following 20 steps generally characterize the process by which faculty searches are conducted. Some adjustments may be necessary depending on the needs of a particular search.

Step 1: Approval to Start the Search

Using information provided by the dean, the vpaa prepares a memo to submit to the president that requests permission to start the search, provides justification for filling the position, describes a proposed salary range, offers suggestions for attracting a diverse pool of candidates, and includes a signature line for the president's approval. (A memo of request may cover more than one search.)

[Responsibility: dean, vpaa, president]

Step 2: Forming the Search Committee

After the president notifies the vpaa that the search has been approved, the vpaa informs the dean, who then proceeds to appoint a faculty search committee. The committee should be composed primarily of persons in the discipline to be hired, except in cases where faculty within the discipline are not available. The dean calls the first committee meeting and is in attendance to give the committee its charge.

[Responsibility: vpaa, dean]

Step 3: Drafting the Job Announcement

After electing a chair, the search committee drafts a job announcement. It may include many items but *must* include the following: (a) title, (b) responsibilities of the position, (c) required and desired qualifications, and (d) the statement that “The position is open until filled; review of applications will begin_____.” (The anticipated salary should not be included in the announcement.) After the committee agrees on the announcement, the document is submitted to the dean for approval, who then submits it to the vpaa for approval.

[Responsibility: search committee, dean, vpaa]

Step 4: Informing Human Resources and Completing Affirmative Action Form A

The dean sends a copy of the job announcement to the Human Resources Office and also submits Form A (see P&P No. 802.05) to the SPSU Affirmative Action officer.

[Responsibility: dean, Affirmative Action officer]

Step 5: Placing Ads and Sending Announcements

After Affirmative Action Form A is approved, the dean or a designee places all advertisements and oversees the mailing of all announcements.

[Responsibility: dean]

Step 6: Approving Evaluation Procedure, Forms, and Rating Scales

The search committee prepares evaluation procedures, forms, and rating scales to be used in reviewing applications. These materials must be approved by the dean before the search committee begins reviewing applications.

[Responsibility: search committee, dean]

Step 7: Collecting Application Materials

All applications must be addressed to the dean. The dean’s secretary or other designee is responsible for (a) logging in and filing all applications and correspondence related to the position, (b) making copies of all applications and any related documents needed by the search committee, (c) accumulating all “Voluntary Statistical Information Forms” returned by applicants (see P&P No. 811.0), and (d) maintaining correspondence between SPSU and the applicants. All search materials are the property of SPSU.

[Responsibility: dean’s office]

Step 8: Completing Affirmative Action Form B

The dean submits Form B (see P&P 802.05) for approval to the SPSU Affirmative Action officer. The committee will have access to the applications only after Form B as been approved.

[Responsibility: dean, Affirmative Action officer]

Step 9: Screening of Applications

The search committee screens all applicant files using the approved job announcement, procedures, forms, and rating scales.

[Responsibility: search committee]

Step 10: Determining Candidates Recommended for Interviews

After concluding its deliberations, the search committee gives the dean the following: (a) a list of candidates (normally containing three or more names) recommended for interviews and (b) a proposed interview procedure for the dean's approval. The dean may choose to add or delete names from the list of proposed interviewees, based on his or her review of the applicant pool. Then the dean submits the list to the vpaa for approval.

[Responsibility: search committee, dean, vpaa]

Step 11: Completing Affirmative Action Form C

The dean submits Form C (see P&P No. 802.05) for approval to the SPSU Affirmative Action officer.

[Responsibility: dean, Affirmative Action officer]

Step 12: Seeking Permission to Interview USG Employees

If any candidates listed on the approved Form C are employed at other institutions in the University System of Georgia, the dean submits a memo to the president (with copy to vpaa) requesting permission to interview the applicants. The president seeks authorization from the president of the other USG institution prior to the applicant being contacted by SPSU. After permission is gained, the SPSU president informs the vpaa and dean.

[Responsibility: dean, president]

Step 13: Setting Up Campus Interviews

Following approvals, the dean contacts all potential interviewees to determine if they are still available and to discuss the proposed salary range. After the dean approves the final interview list and procedure, the search committee schedules on-campus interviews with the committee, faculty, program head, dean, and possibly other interested parties. The committee solicits comments from all parties involved in the interviews.

[Responsibility: dean, search committee]

Step 14: Evaluating the Finalists

Based on all information it has received and on its own discussion, the search committee meets with the dean to provide a list of acceptable candidates in unranked order and to offer comments on the candidates.

The dean may choose options that include but are not necessarily limited to the following: (a) considering only candidates on the committee's list of recommendations, (b) considering interviewed candidates who were not recommended by the committee, (c) asking the committee to revisit packages of applicants who were not interviewed, (d) extending the search, and/or (e) closing the search. In other words, the dean conducts an independent assessment of the applicants, reviewing files and possibly talking with faculty and staff not on the committee.

[Responsibility: search committee, dean]

Step 15: Submitting a Recommendation to Hire

The dean submits his or her recommendation to the vpaa for approval. This recommendation must include the rationale for the decision and a suggested salary within the previously approved range.

[Responsibility: dean, vpaa]

Step 16: Completing Affirmative Action Form D

After vpaa approval of the recommendation to hire, the dean submits Form D (see P&P No. 802.05) for approval to the SPSU Affirmative Action officer.

[Responsibility: dean, Affirmative Action officer]

Step 17: Making the Job Offer

Following all approvals, the dean generally proceeds as follows: (a) orally offers the position to the selected individual, (b) informs the faculty upon receiving an oral acceptance from the candidate, and (c) asks the vpaa to send an offer letter. The offer letter must include at least the following items: the title of the position, the annual salary, the date of employment, the deadline to respond, expected relocation expenses (if any), and (if applicable) reference to tenure or probationary credit toward tenure. The offer letter must also advise the candidate that the offer is subject to the approval of the Board of Regents.

When a formal offer is made to an employee of another USG institution, the letter must include a statement to the effect that acceptance can be made only if the SPSU position begins after all contractual obligations have been fulfilled at the other institution or after a replacement has been secured.

Note: No offer of employment can be made that includes a starting date earlier than the day immediately following the Board of Regents meeting at which the appointment will be considered. The Board meeting date at which the appointment will be considered is determined by the Chancellor's Office; however, the vpaa may estimate that date in consultation with the president or his/her staff for purposes of writing the offer letter. In any case, a new employee may not begin work until the Board of Regents has approved the appointment.

[Responsibility: dean, vpaa]

Step 18: Completing Final Documents for the Board of Regents

When the candidate accepts the position in writing, the dean's office completes the appointment package as prescribed by Board of Regents and SPSU policies. These forms and all official transcripts must be submitted to the vpaa for approval, who then forwards the package to the president for approval. The president forwards the package to the Chancellor's Office for Board of Regents consideration.

[Responsibility: dean, vpaa, president]

Step 19: Notifying Candidates

The vpaa informs the dean of the Board of Regents' formal decision regarding the faculty appointment. The dean's office notifies applicants of the results of the search. (Notification of applicants who were not interviewed may have taken place before Board action.)

[Responsibility: dean, vpaa]

Step 20: Submitting Documents to Human Resources

The dean submits the following employment package to the Human Resources Office: offer letter, acceptance letter, Affirmative Action checklist, and resume of the person hired.

Separately, the dean also gives the Human Resources Office all documents related to the search process--including, but not necessarily limited to, all applications, correspondence, procedures, forms, and rating scales.

[Responsibility: dean]