



**COLLEGE OF
ARTS AND SCIENCES**

**FACULTY SEARCH
COMMITTEE PRINCIPLES
AND PROCESSES**

2022-2023

PRINCIPLE

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

MANDATE

USC 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.
- The committee is comprised of at least 3 - 4 members.
- One member of the committee must be appointed as the Equity and Diversity Advocate. If it all possible, this should be a tenured faculty member.

COMMITTEE COMPOSITION

cont.

- The 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 Equity and Diversity Advocate , see *Strengthening Academic Excellence Through Affirmative Recruiting.* (Note: This document is being updated and the title is referenced as the Affirmative Action Advocate.)

DEPARTMENT CHAIR RESPONSIBILITIES

1. Notify LaTasha Robinson, Director of Human Resources and Faculty Affairs, of the composition of the search committee.

Note: The names of each member will be forwarded to the to the Equal Opportunity Programs office.

2. Ensure that all committee members are trained in search committee processes and review applicable policies and federal laws.

DEPARTMENT CHAIR RESPONSIBILITIES, cont.

3. For EEO Purposes, along with recommendations for interviews, forward to the Associate Dean:
 - Number of applicants by race and sex
 - Number of applicants to be interviewed by race and sex

The above information is based on responses to the EEO Data Reporting in People Admin 7.0 and can be retrieved by your department HR Contact.

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.
- 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). Reach out to LaTasha Robinson, Director of Human Resources and Faculty Affairs, with any questions.

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 Section IV 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 overqualified 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

Search Committee Resources prepared by the Office of Human Resources and Faculty Affairs

https://sc.edu/study/colleges_schools/artsandsciences/internal/for_faculty_staff/offices_depts/human_resources/search_committee/index.php

Office of Civil Rights & Title IX: 777-3854

https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/index.php

Faculty Recruitment and Hiring Information

Office of the Provost

https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/hiring/

Office of International Scholars (OIS) Resources

HR Policy 1.25 – Appointment for Non-US
Citizen

Contact: 803-777-0288 or ois@sc.edu

IMPORTANT FEDERAL LAWS

Civil Rights Act of 1964, Title VII *prohibits discriminatory practices based on race or color, gender, national origin, religion or creed*
<https://www.eeoc.gov/laws/statutes/titlevii.cfm>

The Age Discrimination in Employment Act of 1967
(ADEA) *protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.*
<https://www.eeoc.gov/laws/statutes/adea.cfm>

The Americans with Disabilities Act of 1990
(ADA) *prohibits discrimination against individuals with disabilities*
<https://www.ada.gov/employment.htm>



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