



# Academic Position Request/FTE Form

**This form must be approved prior to a search.**

The approved Position Request Form must be included with hiring package and submitted to Human Resources. An approved faculty position is in effect for 24 months from date of approval.

Search to begin: \_\_\_\_\_  
*(month/year)*

Campus: \_\_\_\_\_

College/Division: \_\_\_\_\_

Department: \_\_\_\_\_

Does hire result in FTE baseline being exceeded?  Yes  No

\_\_\_\_\_ *Contact Name/Tel. Number*

## Complete for Academic Hires Only (one position per sheet)

### Type of Position:

- Tenure/Tenure-Track
- Non-Tenure-Track

### Type of Action:

- New Position     Faculty Replenishment *(Use object code 51308)*
- Tenure-Track position replacement for: \_\_\_\_\_
- Non-Tenure-Track position replacement for: \_\_\_\_\_

## Required Information

_____ <i>Faculty Rank or Position Title</i>	_____ <i>Proposed Salary Range</i>
Source of Funding _____ <i>Department</i>	_____ <i>Fund</i>
_____ <i>Proposed Hire Date</i>	_____ <i>Object Code</i>
<b>FTE for the Position: (check one)</b> <input type="checkbox"/> Full-time, 12 month position ..... 1.00 FTE <input type="checkbox"/> Full-time, 10.5 month position ... 0.8653 FTE <input type="checkbox"/> Full-time, 11 month position ..... 0.0938 FTE <input type="checkbox"/> Full-time, 9 month position ..... 0.75 FTE	

## Approval Recommendations

_____ <i>Department Head</i>	_____ <i>Date</i>	_____ <i>Dean/Asst. VP or Director</i>	_____ <i>Date</i>
<input type="checkbox"/> Recurring Funds will be used to support this position - <i>Forward to Vice President/Provost/Chancellor</i> <input type="checkbox"/> Recurring Funds will NOT be used to support this position - <i>Forward to Budget Office**</i> **Explain Funding source if recurring funds will not support this position _____ _____ What specific adjustments will be made in the future to enable this position to be sustained if resources levels further decline? _____			

## For Budget Office Use Only

Budget Office Comments: \_\_\_\_\_

\_\_\_\_\_ *Budget Office Approval*

\_\_\_\_\_ *Date*

## Approval

\_\_\_\_\_ *Vice President/Provost/Chancellor*

\_\_\_\_\_ *Date*

## EEO Data Reporting Form

The federal government requires the following information to be collected for statistical reporting as a part of the University's Affirmative Action Program. All responses are voluntary. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the employment process nor released in a manner that identifies the individual.

**Return to: Office of Equal Opportunity Programs, University of South Carolina,  
1600 Hampton Street, Suite 805, Columbia, S.C. 29208  
Email: [EOPGrad@mailbox.sc.edu](mailto:EOPGrad@mailbox.sc.edu) Fax: (803) 777-2296**

Today's Date \_\_\_\_\_  
mm/dd/yyyy

A. Last Name \_\_\_\_\_ First Name \_\_\_\_\_

B. Position for which you are applying:

Title \_\_\_\_\_

College \_\_\_\_\_

Department \_\_\_\_\_

C. Gender:

Male

Female

D. Do you consider yourself to be either Hispanic, Latino or of Spanish origin?

Yes

No

E. Race (select appropriate box or boxes)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

F. How did you become aware of this position vacancy?

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The University of South Carolina is an equal opportunity institution.

# **USC Search Committee**

## **Affirmative Action Check-List**

- \_\_\_\_\_ Confirm that the job announcement follows established University guidelines.
- \_\_\_\_\_ Determine the extent of underutilization of Blacks and women in the department's workforce in consultation with the Office of Equal Opportunity Programs.
- \_\_\_\_\_ Contact the Office of Equal Opportunity Programs for recruitment resources.
- \_\_\_\_\_ Develop recruiting strategies and establish objective, job-related selection criteria.
- \_\_\_\_\_ Confirm that USC Policies and Procedures for the recruitment of academic personnel are followed.
- \_\_\_\_\_ Request information from the Office of Equal Opportunity Programs as to whether the EEO Data Reporting Forms indicate the presence of protected classes in the applicant pool (minorities, women, disabled persons, Vietnam Era veterans).
- \_\_\_\_\_ Establish the procedures to be used by the search committee for screening and reviewing candidates' files.
- \_\_\_\_\_ If hiring goals are projected in the affirmative action plan for Black males and females and/or White females and these individuals are not selected for interview, then conduct a review of the credentials of the top ranked Black and/or female candidates and place written justification for their non-selection in the record.
- \_\_\_\_\_ If Blacks and White females are to be interviewed; then include Blacks and women faculty and/or community representatives in the interview schedule.
- \_\_\_\_\_ Confirm that all individuals who are scheduled to interview candidates are aware of interview questions that are not permissible.
- \_\_\_\_\_ The search committee's affirmative action advocate reviews documentation on the search process that accompanies requests to make an offer. Documentation should include justification for the non-selection of women and/or Blacks if this is the case and hiring goals were projected.
- \_\_\_\_\_ Inform the Office of Equal Opportunity Programs of offers accepted or rejected.
- \_\_\_\_\_ Documentation of all steps in the search process is compiled and retained by the department for a period of three years.

# University of South Carolina

## Summary of Recruiting Process for an Unclassified Permanent Position

This form is to be completed and must accompany all academic appointment papers pursuant to federal and University of South Carolina regulations on equal opportunity.

Date: \_\_\_\_\_  
m/d/yyyy

Candidate: \_\_\_\_\_  
(Last, First, Middle Initial)

SSN: \_\_\_\_\_ Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

**Record the number of men and women within each listed category, where known, who applied and were interviewed for this position. If an applicant notes Hispanic/Latino/Spanish origin, no other race category should be reported.**

Number of Applicants			Number of Applicants Interviewed	
Male	Female		Male	Female
		American Indian or Alaska Native		
		Asian		
		Black or African American		
		Hispanic, Latino or Spanish of any race		
		Native Hawaiian or Pacific Islander		
		White		
		Two or more races		
		Total Ethnic Groups		
		No Response		

*In making this recommendation, this applicant is, in our judgment, the best qualified applicant for employment regardless of race, color, religious affiliation, gender, national origin, age, sexual orientation, i gpgwleu 'veteran status, qt 'disabled status and affirmative action has been taken to ensure that opportunities for employment have been provided without regard to these factors.*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**For Human Resources Use Only**

Classification: \_\_\_\_\_ Slot: \_\_\_\_\_