

Faculty Replenishment Hiring Initiative 2011-2012

Office of the Provost
University of South Carolina - Columbia Campus

Announcement Date:	September 1, 2011
Proposals Due to Dean:	November 15, 2011
Proposals Due to Provost:	December 10, 2011
Award Notification:	March 1, 2012

OVERVIEW

The 2011-2012 Faculty Replenishment Hiring Initiative (FRI), sponsored by the Office of the Provost, will provide funding to hire assistant and associate professors as individual faculty members and as part of inter- or intra-disciplinary clusters of faculty on the USC Columbia campus. Senior faculty will only be considered if a specific request and a strong case are made.

- The faculty positions will be distributed as follows:
 - 20 individual faculty positions at the assistant or associate professor level.
 - 20 faculty positions for faculty clusters of two to four assistant and/or associate professors.
 - 10 to 20 faculty positions to be distributed at the discretion of the Provost.
- The Office of the Provost will provide funds to support salary and fringe benefits costs of up to \$95,000 each for 40 faculty hires at the assistant or associate professor level on the Columbia campus. If the combined salary and benefits are greater than \$95,000, the dean should discuss the additional salary needs and the faculty hire's start-up needs with the Provost simultaneously during the negotiations with the faculty member.
- The Office of the Provost will provide funds to support salary and fringe benefits costs for clusters of two to four faculty members each.
 - Members of the cluster may be appointed in the same unit or in different units.
 - Members of the cluster may also be jointly appointed across units.
 - The Office of the Provost will provide funds to support salary and fringe benefits costs of \$95,000 per faculty member so that funding for a cluster of two faculty members will be \$190,000 and for a cluster of four faculty members will be \$380,000.
- Candidates for these faculty positions may be hired either as associate professors with tenure or as tenure-track assistant or associate professors.
- Academic units and/or their college/schools will be fully responsible for:
 - the unit's and college/school's percentage of the start-up costs; and
 - any space allocation or building renovations. (The Academic Space Needs and Planning Committee will assist academic units which need assistance in finding space for the new faculty.)
- Approval from the Office of the Provost is required before extending a formal offer for a faculty hire and for each faculty hire in a cluster.

GENERAL GUIDELINES

- Each unit is limited to initiating proposals for two assistant or associate faculty positions and for one cluster of two to four faculty positions. The unit may collaborate on an unlimited number of cluster proposals. (A unit is defined as an academic program, department or non-departmentalized school or college for the purposes of this document.)
- The initiator of a proposal can be either the unit head (chair, director, or dean) or a senior faculty member.
- **The proposals are due to the deans on November 15, 2011.**
- Deans shall review and send forward all proposals received within the college/school and give a “yes” or “no” recommendation for each proposal.
 - In addition to the college/school’s proposals, the dean shall forward a completed Transmittal Form to the Office of the Provost . The Transmittal Form includes a listing of all proposals, the requested positions, the units from which they originate, and the yes/no recommendation of the dean. (The form is attached and also available online at www.sc.edu/provost/faculty/replenishment.)
- **Deans will forward all proposals with their recommendations to the Provost by December 10, 2011.**
- **Cluster proposals should identify a Lead Dean. In addition, the proposed cluster should be referenced in the Transmittal Form of each participating college/school.**

Unit Eligibility and Requirements

- Academic units which can receive ‘A’ funds and which teach undergraduate, professional, and/or graduate courses are eligible to submit a proposal.

Commitments from Unit and Dean

- Proposals must identify current (or existing) funding commitments from the unit and/or its college/school to cover:
 - the salary and fringe benefits for the faculty position(s) (recurring funds)
 - the college’s and unit’s percentage of the start-up funding; and
 - any space allocation or renovations.
- Units must hire faculty in positions awarded through the FRI within a two-year period. The faculty members must be hired no later than August 16, 2014.
- Position advertisements must be submitted for publication no later than September 1, 2012, in one or more written and/or electronic national publications. Proof of advertisement must be sent to the Office of the Provost by September 1, 2012. Positions offered to non-U.S. citizens must have been advertised in a written national publication.

Faculty Hires: Individual Positions and in Clusters

Candidates for faculty positions may be hired either as associate professors with tenure or as tenure-track assistant or associate professors.

Desired characteristics of assistant and associate professor hires:

- Academically excellent with strong teaching and research records.
- Excellent teacher of undergraduate, graduate and/or professional students.
- Ability to add strength in an existing or emerging area of scholarship or ability to start a new area of scholarship.
- Dedicated mentor for undergraduate, graduate, and/or professional students.
- Ability to enrich research/scholarly/creative environment.

Start-up Funding and Space Allocations for Faculty Hires

Start-up costs will be a cooperative responsibility of the unit, college/school, and the Office of the Provost. The college/school will present the Office of the Provost with an estimated start-up budget in the proposal and will refine the start-up budget during negotiations with the faculty candidate.

- The proposal must provide estimates of the amount of funding committed by unit and college/school.
- Start-up funding (non-recurring) may be requested from the Office of the Provost in the proposals and finalized no later than when the request for approval to extend an offer is made. The Office of the Provost will typically provide between one-third to one-half of the start-up costs.
- Units will be responsible for all space allocation/renovations required for the new hire(s). The Academic Space Needs and Planning Committee will assist academic units which need assistance in finding space for the new faculty.

PROPOSAL APPLICATION AND REVIEW PROCESS

Proposals should be submitted as a single file MS Word format and drafted using 12 point font with 1-inch margins.

Additionally, each proposal should be assembled with the following components:

1. Title page that states:
 - a. Title of proposal.
 - b. Whether proposal is for single faculty hire or for a cluster hire.
 - c. Proposed funding plan for position(s) including total request for funds.
 - d. Name, title, department, college, and phone number of each related unit head.
2. Maximum three-page narrative that provides:
 - a. Statement of the eligibility of the unit(s).
 - b. Description of the proposed position(s).
 - c. Impact on the unit's teaching at the undergraduate, graduate, and/or professional levels.

- d. Impact on enriching the scholarly environment of the unit and across units when appropriate.
 - e. Impact on developing a research area, filling a research or teaching void, or completing the team in a research area.
 - f. For a cluster hire, the proposal must address all of the above requirements and must also describe the need for and value of the inter- or intra-disciplinary scholarly area or the subfields that the cluster hire addresses.
3. A request for start-up funds (non-recurring) from the Provost, including justification, and a description of the fiscal and space commitments of the unit and its college/school.
 4. Required letters of commitment and/or support from all unit heads and deans related to proposal. A letter of support from unit head of initiating unit to the unit dean is required.

Complete proposal packets should be submitted as follows:

- a. **The proposals are due to the deans on November 15, 2011.**
- b. Dean should submit proposals electronically in MS Word to the Office of the Provost at provost@sc.edu **before 5:00 pm on deadline date.**
- c. **Proposal Submission Deadline: December 10, 2012**

Review Process

- The Provost will chair a review committee of vice provosts and selected senior faculty.
- **Deans will be notified of the status of all submitted proposals by March 1, 2011.**

RECRUITMENT PROCESS

A *Lead Dean* will be appointed for each award. The Lead Dean will be responsible for coordinating with all deans, directors, and other lead administrators of units that will be involved in an approved search.

The Dean or Lead Dean is responsible for:

- Constituting the search committee.
- Granting permission to advertise.
- Ensuring that the job advertisement is representative of the position and is advertised in appropriate venues so that a strong and diverse pool of candidates is obtained.
- Monitoring the search process to ensure that proper search practices are employed and that a diverse and academically strong pool of candidates is obtained.
- Collecting and providing summary data on all applicants and advertising process (number, gender, race/ethnicity, publications).
- Obtaining approval from the Office of the Provost prior to extending an offer.

All recruiting and hiring must be conducted in accordance with the USC Columbia *Faculty Manual* and related policies in the *USC Policy and Procedures Manual*. This hiring plan does not provide any exceptions to University or State of South Carolina rules and regulations.

A single search committee will be formed for recruiting a cluster and must include all entities involved in the cluster and diversity among its membership. Additionally, the search advertisement must include all participating units that may serve as the tenure home for the candidate(s).

Approval from the Office of the Provost is required before extending a formal offer for a faculty hire and for each faculty hire in a cluster. A portfolio containing the following documents must be submitted by the Lead Dean to the Office of the Provost for approval **prior** to extending an offer:

- Endorsement Form. This form must be signed by all relevant Deans and Department Chairs/Directors related to the original proposal and to the final hire. (Form will be available for download at www.sc.edu/provost/faculty/replenishment.)
- Academic Position Request Form. (Form will be available for download at www.sc.edu/provost/hiring.)
- Memorandum of Understanding for Joint Appointment, if applicable.
- Curriculum Vita of each candidate.
- Three (3) Letters of Recommendation for each candidate.
- For hires with tenure, a signed **Form A-2** and a complete tenure file.
- Summary of financial commitments for proposed hire including the proposed salary, fringe benefits, and start-up budget which delineates the amount requested from the Provost and the amounts provided by the unit and/or college/school.
- Any other information that the Lead Dean deems pertinent and necessary.

The complete portfolio may be submitted electronically to the Senior Vice Provost Dr. Christine Curtis at curtisch@mailbox.sc.edu . Please make sure that all documents are clearly marked.

Following the required approval, an offer of employment may be extended in accordance with current University hiring policies and procedures.

Funding decisions are tentative until an offer to a particular candidate is approved by the Provost's Office and accepted by the candidate. Funds will be transferred upon confirmation of the faculty member(s) appointment at USC.

QUESTIONS?

For more information, please see www.sc.edu/provost/faculty/replenishment or contact Dr. Christine Curtis, Senior Vice Provost, at curtisch@mailbox.sc.edu or 803-777-2930.