

# **IMPROVING THE TFAC HIRING PROCESS IN ARTS AND SCIENCES**

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UNIVERSITY OF  
**South Carolina**

# PURPOSE

- Streamline the process by which Arts and Sciences approves the hiring of approximately 1,300 temporary faculty each year
- Impacts HR, Budget, faculty credentialing, enrollment management, and unit hiring practices/timelines in the College

## WHY?

- Bottleneck in approvals leading to late hires
- Need for accurate data
- Limitations of software
- Reduce time spent on duplication, loopbacks, and corrections



# PEOPLE INVOLVED

## Sponsors

Dr. Christy Friend, **Associate Dean for Undergraduate Studies**

Joel Samuels, **Dean, Arts and Sciences**

## Project Team

Stephanie Marrs, **HR Operations**

Abby Callahan and Ashley Maciaszek, **Budget Operations**

Lori Carey and Beth Powell, **Department Representation**

Amanda Atkinson, **Credentialing and technology**



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# PROJECT PATH



Make it visible!



Collect data



Identify  
inefficiencies  
and brainstorm  
solutions



Process that  
eliminates  
current problems



Visuals, training  
and beta testing





# KEY IMPROVEMENTS

1

Units will receive approval to hire TFAC without need to submit a form.

2

Data to be university-generated, rather than manually input, reducing inaccuracies.

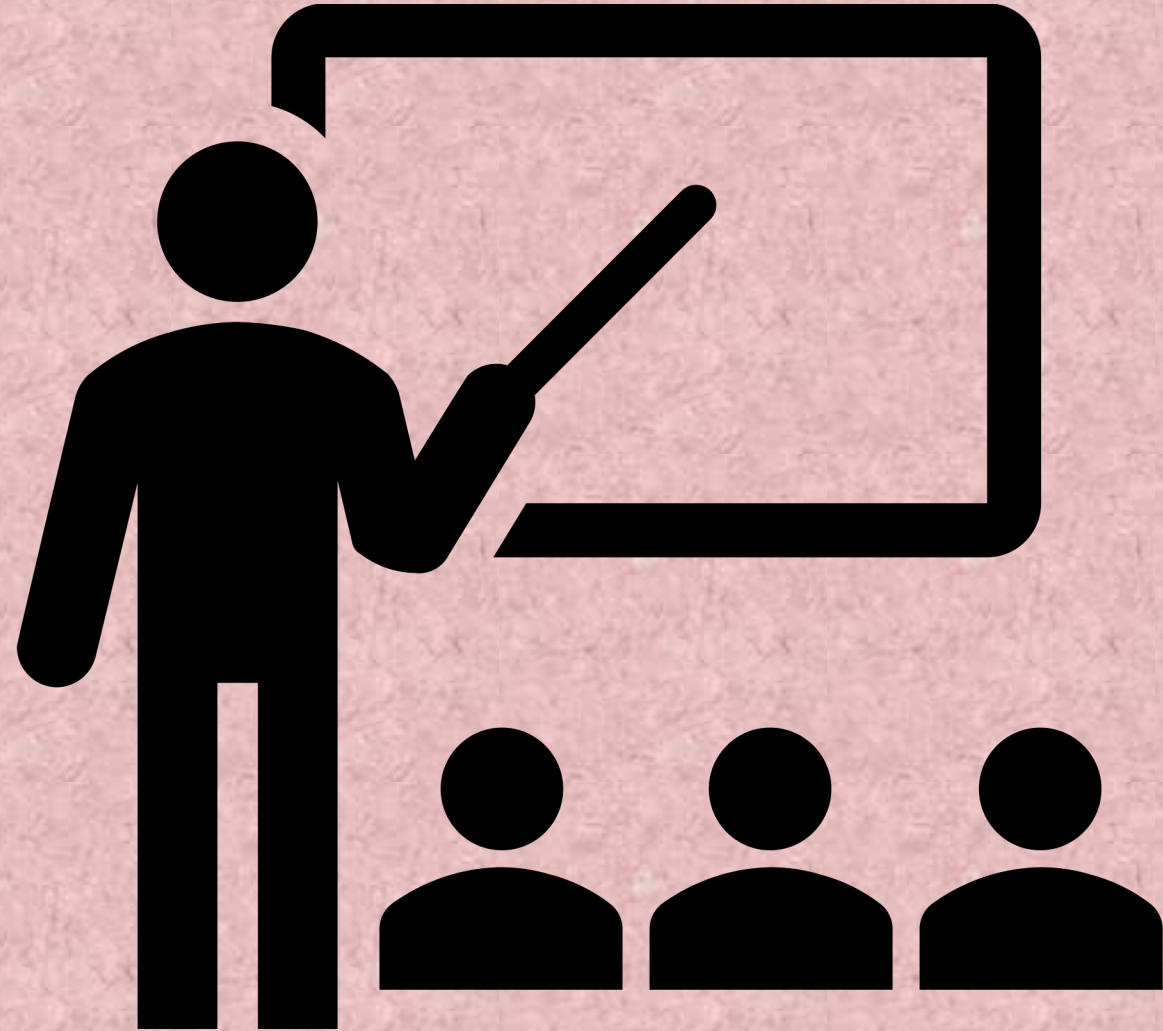
3

Approval months earlier than current process.



## RESULTS

- ✓ Projected immediate decline in late TFAC hires
- ✓ Accurate data for budget reconciliation
- ✓ Reduction in loopbacks and duplication
- ✓ Central shared location for data
- ✓ Time given back to departments





# NEXT STEPS



- ✓ Visuals and training materials for new process
- ✓ Beta testing in summer and fall with select group of departments
- ✓ Full implementation by spring 2025



# REFLECTIONS



- Trust the process!
- Seek first to understand...
  - Revisit your goals often
- Your ideal future state can be a reality





# THANKS!

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