

Subject: Faculty Search Committees and Searches
Policy Number: F40
Date: March 20, 2015
Reviewed:

POLICY:

In consultation with the full-time faculty of the School of Journalism and Mass Communications (SJMC), the Director of the School shall determine the number and subject-matter specializations of potential new hires for all positions at the rank of assistant professor, associate professor and professor. Once such determination is made, the Director shall appoint a committee to conduct the search for all positions requiring a faculty search committee and announce in writing the commencement of the search. The Director shall notify the Office of Equal Opportunity Programs of the proposed composition of the committee.

PROCEDURE:

Committee Composition:

1. The search committee shall consist of either five or seven full-time SJMC faculty members, including a tenured professor or associate professor appointed by the Director who shall serve as chair of the committee. A sequence chair may not serve as a chair of a search committee formed to search for a candidate who would be housed primarily in the chair's sequence.
2. If possible, each search committee should contain at least one full professor and at least two tenure-track professors from either the associate or assistant professor ranks (total of three).
3. If possible, each search committee should contain a mix of academic and professional faculty, with consideration of this division given to reflecting the type of new hire desired.
4. In addition, a doctoral student, who is beyond his or her first year as a full-time student, shall be appointed by the Associate Director for Graduate Studies to serve as an ex officio member of each search committee. The doctoral student shall not be a voting member of the committee.
5. One faculty member shall be designated by the committee to ensure the search is in compliance with all University requirements for ensuring diversity and fairness in the search process.

Committee Responsibilities:

6. The search committee shall solicit candidates, create files for applicants, make reference checks, conduct preliminary screening interviews (if deemed appropriate), select a minimum of three finalists (if possible) for consideration by the full faculty, manage the on-campus interviewing process for each of the finalists and make final recommendations for filling a position to the full faculty.

The Search Process:

(Note: All steps in the solicitation and evaluation of potential faculty hires must be in compliance with appropriate University policies)

7. National searches will be conducted for all tenure-track openings with the exception of all affirmative-action hires in administrative positions, or other positions where an exception is provided by university policy. Notice of opening(s) shall be posted on the School's website and in other appropriate venues (such as the AEJMC newsletter) in a timely manner so that all interested candidates have an equal opportunity to apply. Current University-approved wording related to affirmative action/equal opportunity requirements shall be included in every notice.
8. In cooperation with the Director, the search committee shall draft an advertisement to solicit applicants for each position to be filled. If more than one position is to be filled, the search committee may elect to construct one advertisement for all positions. However, the ad copy must clearly distinguish the individual positions and include the same information about a position as if placed in a position-specific advertisement.
9. Ads shall state the timeframe of the screening and selection process, the title and rank of the position, responsibilities of the position, minimum preferred qualifications (e.g., skills, experience and education), contingencies associated with the position (such as degree earned by a specific date), description of materials to be submitted and whom to contact. Current University-approved wording related to affirmative action/equal opportunity requirements shall be included in every advertisement.
10. The final advertisement copy containing the specifics of the job description must be approved by a majority vote of the full-time faculty prior to its placement in any medium and should not be altered in any material way without notice sufficient to allow a vote, by the full-time faculty, approving the altered language. Plans (including location and duration) for placing new-hire advertisements shall be reported to the faculty in advance.
11. The committee shall create individual files for all applications as received. The files shall be kept by School's administrative personnel and shall be subject to all necessary confidentiality requirements.

12. The committee shall meet as necessary to discuss the search process and completed files to date. All meeting times must be posted 24 hours in advance and shall be open to the public, as shall all records of these meetings unless the committee enters into executive session to discuss matters (e.g., specific candidate files) permissible under South Carolina's FOIA. A record of all those in attendance at all search committee meetings shall be maintained and kept as part of the record of the search.
13. Individual files created for all applicants shall be available to faculty at least 24 hours in advance of any committee or School administration interaction with applicants identified as being of continued interest (e.g., those singled out for reference checks, Skype interviews, etc.).
14. When the search committee has narrowed the results to applicants deemed as finalists, the search committee shall provide a written list of the final candidates to the faculty at least 24 hours prior to inviting those finalists for on-campus interviews.
15. A schedule of events for each candidate finalist visiting the campus shall be posted no later than 24 hours before the candidate's arrival.
16. The committee is responsible for providing accommodations, transportation and meals for candidates. It would be appropriate to seek faculty not on the search committee to meet with candidates in informal as well as formal meetings.
17. Normally, each candidate will be asked to teach a segment of an appropriate course or seminar and, if so, this presentation should be open to visitation by interested faculty. Likewise, each candidate will be asked to make a research or creative activity presentation open to all interested faculty and graduate students. If possible, both the teaching and research presentations should be recorded and made available to interested faculty shortly after a candidate's visit.
18. Standardized, candidate-evaluation forms shall be made available to students in classes taught by a candidate and for students meeting a candidate or attending presentations by a candidate to solicit feedback for the search committee. All forms shall become part of a candidate's file and made available to interested non-committee faculty members at least 24 hours before a faculty vote on a hiring recommendation by the search committee.
19. A standardized, candidate-evaluation form shall be made available to non-search-committee faculty to solicit feedback for the search committee in a timely fashion. All forms shall become part of a candidate's file and made available to interested non-committee faculty members at least 24 hours before a faculty vote on a hiring recommendation by the search committee.

20. After evaluating each finalist on the criteria listed in the advertisement for the position, the search committee shall present its conclusions about choosing a candidate and to whom to make an offer at a regular or specially called faculty meeting.
21. Notice of the meeting and the appearance on the agenda of a motion from the committee shall be posted no later than 24 hours before the meeting unless the faculty, by two-thirds vote, approves a motion to waive the 24-hour requirement for the introduction of the search committee motion.
22. The motion from the search committee may list the finalists in terms of committee preference or simply announce that several or all finalists are acceptable to the committee, the reasons for these conclusions and the numerical vote for the motion by the members of the search committee.

Voting:

23. Unless specified above, all decisions on motions, both within the search committee and those presented to the faculty by the search committee, shall be determined by a simple majority vote of eligible faculty present at a meeting of the search committee or a regular or specially called faculty meeting.
24. A vote of "abstention" shall be treated as a "no" vote in deciding motions from the search committee presented to the faculty.
25. Absentee votes may be counted in determining the outcome of motions both within the search committee and those presented by the search committee to the faculty. However, an absentee ballot will be counted only if the ballot is in written form, signed by the absentee voter (unsigned email is specifically disallowed) and is in favor either of a specific, named candidate or to accept the motion of the search committee as originally presented to the faculty.
26. Absentee votes for or against a motion from the search committee subsequently amended by the faculty in a faculty meeting, or that state that the absentee ballot may be cast based on the judgment of a faculty member presenting the absentee ballot, are specifically disallowed.

Approved 20 March 2015