

Subject: Recruitment of Faculty

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POLICY

The School will recruit faculty with advanced degrees for vacant positions from diverse geographical and educational backgrounds. The School will adhere to all affirmative action guidelines of the University and to the University's policies and procedures regarding recruitment and appointment of academic personnel.

PROCEDURE

When there is a faculty vacancy, the Director will appoint an ad hoc search committee made up of at least three members of the faculty. The Director will designate one member of the Search Committee as the Chair. With the advice and consent of the Director, the Search Committee will seek qualified applicants for the vacancy through traditional means such as The Chronicle of Higher Education, professional journals, graduate schools, and professional societies. Additionally, the Search Committee and the Director will attempt to identify possible candidates by monitoring the professional literature and by personal contact. Throughout these proceedings, the policies and procedures of the University's Affirmative Action program will be followed.

The entire faculty will be invited to review and comment on the credentials of prospective candidates. Following the application deadline, the Search Committee and the Director will select two or three candidates who appear best suited for the position. The Search Committee and the Director will then determine if any of the candidates shall be invited for interviews. The Chair of the Search Committee will extend the invitation to the candidate(s). An appropriate schedule will be arranged by the Chair of the Search Committee to ensure that the faculty has an opportunity to see the candidate(s) in a variety of roles and that the candidate(s) have an opportunity to assess USC and Columbia from both a personal and professional position. A candidate's interviews will include individual and/or group meetings with faculty, a presentation to faculty and students, contact with others in the profession (e.g., personnel from the State Library, the State Department of Education, and the University Libraries), an individual conference with the Director to discuss appropriate personal considerations, contact with University administrators, social interaction with the faculty, and a chance to see Columbia (housing areas, schools, etc.). After the campus interviews, those who have interviewed the candidate(s) will be asked to provide evaluative comments.

The Search Committee will recommend to the faculty whether an appropriate candidate should be forwarded to the Director for appointment consideration. With the advice of the faculty, and the consent of the Director, the Search Committee may elect to reopen the search; or, the Search Committee may elect to recommend a candidate to the Director

for appointment. If a candidate is recommended to the Director for appointment, the Director will determine whether: (1) a formal offer should be extended to the candidate; or (2) that the Search Committee should continue the search process. If so determined by the Director, the Dean in accordance with the appropriate University policies and procedures regarding appointment of academic personnel will extend an offer to a candidate. Once an appointment has been successfully made, the Director will dissolve the Search Committee.