

Arnold School of Public Health Faculty Search Procedures

All faculty searches must be conducted in compliance with University policies. These policies, various guidelines and resources, and required forms are provided by the Office of the Provost at <http://www.sc.edu/provost/hiring.shtml>. For an overview of the policies, faculty search committees should be familiar with ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty and "Strengthening Academic Excellence Through Affirmative Recruiting: Academic Recruitment and Selection Guidelines" (PDF) (Equal Opportunity Programs).

Preparing for a search

- Searches for new faculty shall be conducted and managed by the appointing department with oversight provided by the Office of Faculty Affairs and Curriculum. Proposed names and department and other affiliations of the proposed members of search committees should be forwarded to the Office of Faculty Affairs and Curriculum. Committee membership is advisory from the department chair to the dean.
- Searches for faculty with no pre-determined departmental affiliation will be conducted by a dean-appointed search committee determined in consultation with associate deans and department chairs and managed through the dean's office.
- A department chair should not chair the search committee for a departmental faculty search. However, at the discretion of the dean, a department chair may chair the committee for an inter-departmental faculty or administrator search.
- The dean's office will coordinate the search for a department chair, school-level center director, or other approved school-level administrator. The incumbent or immediate past chair/director normally should not be on the search committee. For small units, this requirement may be waived in consultation with the dean.
- Every search committee must have a designated staff person who has primary responsibility for coordinating the campus interview schedules and other logistics for each candidate.
- Search committee members are encouraged to invite a staff member from the EEO Office to the initial search committee meeting to explain EEO requirements. A copy of the ad should be faxed to the EEO Office for approval. EEO requirements change often and it is the responsibility of the Search Committee to maintain compliance with these rules.
- One person on the committee must be designated as the affirmative action advocate.
- A copy of the human resources underutilization data should be obtained from the Office of Equal Opportunity Programs and shared with the committee.
- Where appropriate, a representative from the community may be included as a non-voting member of the search committee if approved by the dean.
- Position descriptions should be submitted to the dean for review and must include appropriate wording to appeal to minority applicants.
- It is recommended that all search committees in the SPH include a student as a non-voting member to play an active role on the committee and to involve them in the recruitment process in the following ways:

- Arranging for student meetings with visiting candidates.
- Gathering and compiling student input regarding the candidates.
- Active participation in committee deliberations.
- The department is responsible for preparing and submitting an FTE adjustment request for approval by the Dean and Provost; this is required for both new and replacement positions.
- Narrative for advertisements must be approved by the Dean's Office before being published or released in any form. Under no circumstances can advertisements be released before approval of the FTE adjustment.
- The University has a dual career initiative to facilitate opportunities for the spouse of a strong candidate. See ACAF 1.61 for complete details. If a department agrees to consider a spousal hire, this policy allows an expedited search process.

Advertisement

- See "Strengthening Academic Excellence Through Affirmative Recruiting: Academic Recruitment and Selection Guidelines", page 8, for detailed information to be included in any position advertisement.
- Search committees should utilize free and less expensive advertisements in addition to more traditional venues. Examples include www.publichealthjobs.net, school and department websites, *Academic Keys*, and discipline specific websites, e-letters etc.
- In many searches, especially for more senior positions, the best advertisement is word of mouth and proactive networking with colleagues at other institutions.
- The cost of advertisements for tenure-track searches will be divided equally between the hiring department and the dean's office.
- Departments are responsible for all costs related to searches for research and clinical faculty unless negotiated otherwise.
- The dean's office will pay full advertisement expenses for any inter-departmental search.
- The dean's office will pay full advertisement expenses for a search for a department chair, school-level center director or other approved school-level administrator. The dean's office will pay for a school wide advertisement each year targeting minority candidates. This advertisement will be targeted for any department, open rank, open track

Reviewing applications

- Search committees should be sensitive to concerns about confidentiality of the search process especially in context of potential FOIA requests. Search committees are considered as a legal body of the university and as such must comply fully with the Freedom of Information Act (FOIA). When discussing potential candidates for positions, if the committee desires to protect the confidentiality of its deliberations, a member of the committee may request of the chair that the committee meet in executive session. Any written notes taken in or out of executive session, all emails and any phone messages received/recorded on a public telephone are subject to FOIA requests. (See [Strengthening Academic Excellence](#) resource and university policy UNIV 2.00.)
- Search committees are encouraged to screen applicants via telephone interviews as appropriate.

- Tenure track faculty members hired in the Department from which they received their doctoral degree frequently face significant problems in their professional development, especially with respect to differentiating themselves from their doctoral advisor or other faculty members who served as professional mentors. This risk is significantly reduced when a candidate is separated from the advisor for a number of years and shows a strong record of independent scholarly work at another institution. These graduates must have substantial post-doctoral experience beyond USC and a research/teaching focus strongly different from their major advisors and others in their former home unit. If any graduate of an Arnold School program is considered for a tenure-track position, his/her candidacy must be approved by the Dean's Office before an invitation for a campus interview. Similar considerations for doctoral graduates of other USC programs should be discussed with the chair and the dean prior to extending an invitation for a campus interview.

Campus interviews

- The department should determine the parameters of the search, e.g., scheduling of interviews, with consideration of and planning for best prices on travel expenses. **Airline bookings for travel less than one week in advance carry correspondingly higher costs and will not be approved or reimbursed.** The University does not pay to upgrade airline seat status. Consideration of airfare should be a consideration in determining flight itineraries. In general, we do not pay for a rental car for candidates since we provide any needed transportation during the visit.
- The campus interview should include a seminar and interviews with the dean, associate dean for academic affairs, department chair, departmental faculty, potential collaborators if applicable, and students. A CV, job description and complete copy of the candidate's interview schedule must be provided electronically to all interview participants **at least 48 hours** prior to the interview.
- For any international candidate, the search committee should schedule a meeting between the candidate and the International Support Office during the campus interview process.
- Candidates for non-administrative positions normally have a single campus visit. If a second visit is requested, please justify/discuss with the dean before confirming. In general, we cannot pay travel expenses for a spouse/partner or children.
- Expenses for a tenure-track faculty candidate are divided equally between the hiring department and the dean's office.
- Expenses for a research- or clinical-track faculty candidate are paid by the hiring department, unless negotiated otherwise.
- The dean's office will initially pay the interview expenses for a candidate without a pre-determined department affiliation, but half the expenses will be transferred to the eventual hiring department.
- Group meal reimbursements are limited to a maximum three USC employees plus the candidate. Spouse reimbursements are not allowed. A receipt and the name and affiliation of everyone at the meal is required for reimbursement.

- Expenses for alcohol during campus interview dinners or other events cannot be reimbursed from department funds. **If reimbursement for alcohol is requested, the meal host should request separate receipts at the restaurant.** In general, reimbursement should not be requested for a single drink.
- If a department wants to use Education Foundation (or similar) funds to reimburse for alcohol, this expense is beyond any cost-share arrangement with the dean's office and must be borne from foundation funds in the department where allowed.
- The dean's office is responsible for expenses related to chair candidate interviews. The dean's office will approve reimbursement for alcohol related expenses from an Educational Foundation account for a chair candidate interview to a maximum of \$70 per group meal (Group defined above).
- Faculty and staff providing local transportation for a candidate during a campus interview are not reimbursed for local mileage.
- Most interview expenses can be paid directly by the school/department (e.g., hotel, airfare, most meals), but the candidate may need to request reimbursement for some expenses (e.g., meals while traveling, ground transportation, mileage if driving, parking at departure airport). The candidate must submit original receipts as required by university procedures, but the department staff coordinating the visit logistics can sign the travel reimbursement voucher (TRV), provided it is linked to an approved travel authorization. The department staff must have a letter of authorization attached to the TRV, authorizing him/her to sign the TRV. This letter can be approved by the department chair, regardless of funding source.

Recommendations

- The search committee is required to solicit and consider evaluations from faculty in the department in which the appointment will be made and from any other constituents with whom the candidate met.
- For single department searches, the recommendation of the committee should be submitted through the department chair.
- For interdepartmental/cluster searches, the recommendation of the committee should be submitted to the dean.
- For school-level administrative searches (e.g., department chair, associate dean), the recommendation of the committee should be submitted to the dean.
- Recommendations of the committee are forwarded to the dean through the Office of Faculty Affairs and Curriculum. These recommendations should include:
 - A copy of the job description; the job description must include information that would **appeal to or attract minority applicants.**
 - Evidence of advertising in journals, etc., that would reach potential minority candidates; these should include the Chronicle of Higher Education, or other appropriate journals; (see Section VII for recruiting resource suggestions)
 - A report that describes additional **actions taken to reach minorities.**
 - A clear description of the strengths and weaknesses of candidates who are acceptable (preferably more than one) and who are being recommended to the dean for consideration; **candidates should not be ranked and no vote recorded.**
 - A list of the candidates who were not acceptable to the committee and a brief **rationale for rejection.**

- If the committee recommendation is split, a brief minority report is appropriate and should be included.
- The file of a candidate must include a current vitae, a statement of professional qualifications/interests/experience as they relate to the position, and three letters of recommendation. A copy of this file must accompany all recommendations for hire and be directed to the Office of Faculty Affairs and Curriculum.

Making an offer

- For any offer of employment with a faculty title, the department faculty must endorse by majority vote any appointment with a faculty title, including research grant positions.
- If appointment with tenure and/or at the rank of professor is sought for a candidate, an official vote of appropriate members of the Arnold School of Public Health Tenure & Promotion Committee and approval of the President must be acquired prior to any formal conveyance of commitment (e.g., verbal, email, letter, memo, etc.); furthermore, the offer letter must say “tenure contingent on approval by the USC Board of Trustees”.
- The department chair should confer with the dean on salary, rank, and start-up costs before making any offer to a candidate, including an oral offer. The Office of Faculty Affairs and Curriculum can provide comparative information about salary and start-up commitments for the school and across schools of public health.
- If a department wants assistance with start-up expenses for a departmental faculty hire, the chair should confer with the dean before initiating the search and during negotiations.
- For any faculty position, regardless of department, tenure, rank and FTE/research grant position status, the dean’s office will prepare a letter of offer for the dean’s signature. This letter should not be submitted on letterhead. The department does not need to draft the complete letter, they should provide name, current title/status (especially if ABD), mailing address, rank, start date, salary with pay basis and a bulleted list of start-up commitments, both monetary and workload. This list must include source(s) of funding for each commitment, where applicable. The department also must indicate that a required background check will be initiated at this stage in the recruitment process.
- All successful candidates must submit an official transcript of highest terminal degree. Hiring of faculty candidates in all-but-dissertation (ABD) status is discouraged. Chairs may confer with the dean to justify an ABD hire under extenuating circumstances. If approved by the Dean and Provost, ABD hires will be allowed 6 months from hiring date to successfully complete all doctoral degree requirements or be terminated from USC employment. All letters of offer to ABD hires will state this condition for degree completion.

Additional reporting

- Regular (monthly or more frequent) updates on the progress of the search process should be provided to the Office of Faculty Affairs and Curriculum. Brief email submissions are recommended.
- A report about affirmative action activities should be forwarded at the same time that recommendations of the committee are made, including the Affirmative Action Advocates Checklist and the *EOP Data Reporting Form*. Copies of all affirmative action materials should be filed with both the Office of Academic Affairs and the Office of Equal Opportunity Employment.
- All unsuccessful applicants should be notified in writing by the Search Committee chair within 1 month of the successful candidate's written acceptance of the position.
- The chair of the search committee is responsible for completing the SPH Search Committee checklist and for adhering to all University and Arnold School of Public Health policies and guidelines for recruitment of faculty.
- For any faculty recruits who are not US citizens, the department chair must work closely with the International Support Office to complete documentation for US Citizenship and Immigration Services, Department of Homeland Security, and Department of Labor salary determination requirements.

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Updated for terminology March 2017