

College of Education & Professional Studies

Faculty Search Procedures

Introduction

This document presents a guideline for department chairs and search committees involved in filling vacant or new faculty positions within the College of Education and Professional Studies (CEPS). University policies pertaining to faculty recruitment are set forth in the *Faculty Handbook* (3.18.1) and should be presented and reviewed with each search committee at the first meeting of the committee. All efforts to fill academic positions will be directed toward choosing the most qualified individual based on professional qualifications, personal integrity, and equal opportunity/equal access employer considerations. These procedures are designed to assist the department chair and search committee in completing the search process in an efficient and effective manner.

Procedures

- Department chair prepares a memorandum requesting to establish or fill a faculty position and completes a “Request Authority to Fill Vacancy” form (Academic Affairs Form #1) at <https://www.southalabama.edu/departments/eforms/academicaffairs/>.
- Department chair and program faculty prepare a position announcement that specifies the minimal qualifications, as well as any specific requirements (desired and required qualifications) of the position. Contact the dean’s office for an up-to-date/standardized template.

Note: Please submit the memorandum, Academic Affairs Form #1, and the position announcement collectively to the dean.

- The position announcements must include the following statement:

“INTERESTED APPLICANTS should email (1) a cover letter of interest to include a description of research, teaching, and service experiences, and also a description of how the applicant would contribute to the development of a diverse and inclusive learning community at the University of South Alabama; (2) an updated curriculum vitae that includes the names, affiliation, and contact information of three references, and (3) copies of unofficial undergraduate and graduate transcripts to Ms. Charlotte Rogers, Assistant to the Dean, College of Education and Professional Studies at cwrogers@southalabama.edu. Arrange all documents into one single PDF. In the subject line of the email indicate “XXX Faculty Search.” Inquiries about the position should be directed to Dr. XXX XXXX, Search Committee Chair at (251) XXX-XXXX or email at XXXX@southalabama.edu.”

“Following the review of materials, applicants invited for a campus interview will arrange to have submitted three signed original letters of recommendation and official graduate and undergraduate transcripts sent directly by the Registrars of all degree granting institutions

attended to Ms. Charlotte Rogers, College of Education and Professional Studies, University of South Alabama, UCOM 3600, 307 North University Blvd., Mobile, AL 36688-0002 or cwrogers@southalabama.edu. Review of applications will begin immediately and continue until the position is filled.”

The University of South Alabama is an EO/AA employer and does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, gender identity and gender expression), religion, age, genetic information, disability, or protected veteran status.

- All announcements/advertisements must be approved by the dean and the Office of Academic Affairs before posting. The dean’s Office will notify and coordinate with the department chair advertising the position announcement in at least two national sources (on-line and/or print) appropriate to the discipline and to enhance potential for a diverse pool of applicants (Faculty Handbook; 3.18.2). For non-tenure track faculty, advertising may be done on a local or regional basis rather than on a national basis (Faculty Handbook; 3.18.3).
- The department chair will notify the CEPS director of marketing to post the approved position announcement on the departmental website. Only the approved position announcement and/or web link to the Academic Affairs website can be used for posting/advertising on social media or any additional websites.
- An electronic data base of applicants will be maintained in the Dean’s Office and shared via Google Drive folder with the search committee, department chair, associate deans, and dean. Copies of applications will not be maintained in the dean’s office.
- Departmental search committee conducts initial screening and evaluation of all applicants. Potential candidates are screened via phone contact and/or video conferencing. After the screening process is completed and a viable candidate(s) identified, the departmental search committee chair writes a memo on behalf of the committee to the department chair listing candidate(s) and their qualifications with a recommendation(s) for a campus interview. The department chair, in turn, writes a memo requesting a campus interview(s) and forwards both memos to the dean. Upon approval by the dean, the department chair or departmental search committee chair invites the candidate for an on-campus interview and begin preparing a tentative interview schedule.
- The department chair or search committee chair coordinates with the appropriate people (dean, associate dean, department faculty, etc.) the date(s) and time(s) for the campus interview and communicates with the candidate(s) to select and finalize the campus visit.

- Interviews should include the following individuals/groups within the college: department chair, search committee, department faculty (includes scholarly presentation and/or teaching demonstration), associate dean(s), dean, and CEPS accounting clerk. Customarily, search committee members and/or the department chair accompany the candidate to dinner and the dean/associate dean(s) accompany the candidate to lunch. Ideally, it is recommended that the candidate eat breakfast on their own utilizing the breakfast provided at the hotel. No more than two search committee members should accompany a candidate to either lunch and/or dinner.
- Once the schedule has been confirmed, the department chair will finalize the interview schedule and send a copy to the dean's office along with an email message to be forwarded to all faculty. The dean's office, in turn, will notify CEPS faculty of the interview date and provide via email a copy of the candidate's letter of application and curriculum vita.
- The department chair or department secretary notifies the dean's office of dates needed for any hotel stay. The dean's office will make the hotel reservation and provide the candidate and department with a copy of the reservation.
- The department chair notifies the candidate regarding travel arrangements. If airfare is involved, the candidate will make their own airline reservation, which will be reimbursed. All reimbursement receipts are to be submitted to the CEPS accounting clerk. The candidate should include any auto mileage, airport parking, baggage fees, meal receipts, etc. for reimbursement, if applicable.
- The department chair or search committee chair through the department secretary will need to reserve the appropriate conference room/classroom for the search committee interview and faculty presentation, which is usually UCOM 3901 through the dean's office or HKS 1015 through the HKS departmental secretary.
- The department chair should notify the departmental secretary to coordinate all needed refreshments for the faculty meet and greet and/or the candidate's presentation. A sign-in sheet is required and must be submitted with the invoice for payment. USA Dining is under contract with ARAMARK as the exclusive food and beverage service provider on the University of South Alabama campus. Food and beverage served to groups of people on campus should be purchased exclusively from USA Dining unless a waiver has been granted by the Vice President of Student Affairs.

- Meal expense receipts (including the itemized food/drink receipt), with a list of attendees, are to be submitted to the CEPS accounting clerk for reimbursement.
- Department chair notifies the CEPS Office of Academic Assessment prior to the candidate's visit so that a post-interview evaluation is sent to all faculty and administrators.
- Following the interview(s), the departmental search committee chair in conjunction with the search committee prepares a memorandum listing strengths and concerns of each interviewed candidate – stating whether or not the committee finds the candidate acceptable (with justification) for the position. The search committee chair forwards the memorandum to the department chair.
- Department chair prepares a memorandum including each interviewed candidate – stating whether or not the candidate is acceptable with justification. The department chair forwards his/her recommendation for hire and the memorandum received from the departmental search committee to the dean.
- The dean contacts the candidate and extends the position offer. Upon acceptance and receipt of all required documentation needed for hire, the dean recommends the candidate for appointment to the executive vice president and provost.
- After the appointment letter has been issued and accepted by the candidate, the dean's office notifies the applicants not accepted that the search has been completed.