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Comprehensive Standard 3.2.9

The institution defines and publishes policies regarding the appointment and employment of faculty and staff.

Judgment of Compliance: Compliant

Response:

The University of South Carolina (University) has standard, well-documented, and widely disseminated policies and procedures regarding the appointment and employment of faculty and staff. Ongoing review of policies and procedures as well as structured oversight and approval requirements ensure consistent implementation and periodic assessment.

Policy Approval and Dissemination

Policies and procedures regarding recruitment and hiring at USC are published in the *University's Policies and Procedures Manual*, the *USC Columbia Faculty Manual*, and the *Regional Campuses Faculty Manual*, and are easily accessible online. The *Division of Human Resources website* also contains information concerning required forms for recruitment and hiring. Discussion of relevant employment policies and procedures is also included in New Faculty Orientation (<http://www.sc.edu/cte/newfaculty/doc/NFOagendaFall2010.pdf>), University Orientation (<http://www.sc.edu/provost/acadadmin/workshops/>), Academic Leadership workshops (<http://www.sc.edu/provost/faculty/aldp.shtml>), and Human Resources forums and training.

University policies are reviewed at least every five years, as well as whenever a specific change is required. (*University Policy UNIV 1.00 Policy on Policies: Development and Oversight of University Policies*) All university policies are approved using a *standard university-wide approval process*. Faculty manuals follow a similar process, which includes additional approvals by the appropriate faculty governance body, the University president, and the Board of Trustees. Draft revisions and final versions are posted on *relevant websites*, and announcement notices are distributed electronically to appropriate parties during the review and approval process.

In 2007, two new positions were created in the *Office of the Provost*. The Vice Provost for Faculty Development was a new position with broad responsibilities in the areas of faculty policies, hiring, retention, tenure and promotion, and professional development. The Assistant Provost for Academic Policy was also a new position responsible for policy development within academic affairs and oversight of the University's *Policies and Procedures Manual* and policy approval processes system-wide.

Employment Practices

Recruitment and Hiring: Oversight and Approval

The *Vice President for Academic Affairs and Provost* oversees the recruitment and hiring of all faculty and academic personnel on the Columbia and Regional campuses. Departments, colleges, schools, and campuses administer the recruitment and appointment for all positions at the unit level, in collaboration with the *Division of Human Resources*. Individual appointments at the rank of professor require the approval of the provost and the president, and are reported to the Board of Trustees. Appointments with tenure at any rank require the approval of the provost, the president, and the Board of Trustees. (*University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non Tenure-Track Faculty*)

The *Vice President for Human Resources* oversees the recruitment and selection process for permanent classified and unclassified staff positions, research grant positions, time-limited, or unclassified positions (*University Policy HR 1.24, Appointment, Transfer, Promotion of Classified, Research Grant, Time-Limited or Unclassified Staff Employees*). Departments, colleges, schools, and campuses administer the recruitment and appointment for all positions at the unit level, in collaboration with the Division of Human Resources (*University Policy ACAF 1.01 Recruitment and Appointments of Academic Administrators*). Individual appointments of vice presidents require the approval of the president and the Board of Trustees.

Equal Opportunity and Affirmative Action

The University of South Carolina believes that the presence of a high quality and diverse community of faculty and staff is necessary to achieve excellence in teaching, research, service, and outreach. To that end, the *hiring practices* adopted by the University are designed to seek out and welcome quality and diversity to its faculty and staff ranks through search processes that are conducted in a fair and open manner.

The *Office of Equal Opportunity Programs* ensures that all University hiring and recruitment practices are in compliance with state and federal laws that require adherence to equal opportunity and affirmative action provisions, and with all requirements of the *South Carolina Commission on Higher Education*

(CHE) and the Southern Association of Colleges and Schools (SACS). (University Policy EOP 1.00 Equal Opportunity and Affirmative Action)

Recruitment and Hiring Procedures

The University of South Carolina currently uses PeopleAdmin's online Applicant Tracking System to fill all permanent classified and unclassified staff and research grant positions. (<http://hr.sc.edu/employ.html>)

The use of the PeopleAdmin's Applicant Tracking System is optional for faculty positions. Job openings are updated daily and the vacancy listings are available to the S.C. Employment Security Commission as well. Depending on the level and type of position, other advertising sources such as local and national newspapers and publications, online employment websites, and targeted professional publications and websites are also used. The University's Employment Office has several computers available for walk-in applicants to use in searching the USC jobs website for employment.

Following a successful recruitment, all position appointments are handled in a consistent manner and processed through USC's central Division of Human Resources. The Division of Human Resources, the Office of Salary Administration, and all hiring managers use standard Hiring Checklists for position appointments to ensure compliance with University policy as well as State and Federal rules and regulations. Each checklist is available online and is tailored for the particular type of position. Additionally, letters of reference, background checks, and credential checks are required for officers of the University, senior administrative personnel, staff handling University funds, academic and administrative department chairs, institute and center directors, and faculty.

In addition to university- and campus-wide requirements, some departments, colleges, and schools have also developed supplemental policies and procedures regarding recruitment and hiring (e.g., College of Arts and Sciences: Tenure Track Faculty Hiring website).

Supporting Documentation

UNIV 1.00 Policy on Policies: Development and Oversight of University Policies	http://www.sc.edu/policies/univ100.pdf
University Policies and Procedures Manual Website	http://www.sc.edu/policies
Faculty Manuals	http://www.sc.edu/policies/facman/
USC Columbia	http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf
Regional Campuses	http://saeu.sc.edu/RCFaculty/docs/RCmanual2009.pdf
USC System Policy Approval Process Flowchart	http://www.sc.edu/provost/forms/PolicyApprovalFlowchart.pdf
Equal Opportunity Programs website	http://www.sc.edu/eop
Equal Opportunity Programs Manual: Academic Recruitment and Selection Guidelines	http://www.sc.edu/eop/manual.pdf
Equal Opportunity Programs Manual: Affirmative Action Recruiting Sources	http://www.sc.edu/eop/recruittingsourcesmanual.pdf
Division of Human Resources website	http://hr.sc.edu
USC Jobs website	https://uscjobs.sc.edu
HR Employment website	http://hr.sc.edu/employ.html
HR Salary Administration website	http://hr.sc.edu/salaryadm.html
HR Hiring Checklists (for use in preparing hiring documentation for various positions)	http://hr.sc.edu/salaryadm/checklists.html
HR Office of International Support for Faculty and Staff	http://hr.sc.edu/international.html
Academic Affairs Faculty Hiring website	http://www.sc.edu/provost/hiring
College of Arts and Sciences: Tenure Track Faculty Hiring website	http://www.cas.sc.edu/dean/handbook/chapterfive.html
Resources for New Faculty website	http://www.sc.edu/provost/faculty/newfaculty/index.shtml
University Orientation website	http://hr.sc.edu/profdevp/classes/univers.html
All Academic Affairs Policies	http://www.sc.edu/policies/policiesbydivision.php#ACAF
ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure Track Faculty	http://www.sc.edu/policies/acaf100.pdf
ACAF 1.01 Recruitment and Appointment of Academic Administrators	http://www.sc.edu/policies/acaf101.pdf
ACAF 1.06 Academic Titles for	http://www.sc.edu/policies/acaf106.pdf

Faculty and Unclassified Academic Staff Positions	
ACAF 1.24 Selection of Department Chairs	http://www.sc.edu/policies/acaf124.pdf
All Equal Opportunity Programs Policies	http://www.sc.edu/policies/policiesbydivision.php#EOP
EOP 1.00 Equal Opportunity Policy	http://www.sc.edu/policies/eop100.pdf
EOP 1.04 Non-Discrimination Policy	http://www.sc.edu/policies/eop104.pdf
All Human Resources Policies	http://www.sc.edu/policies/policiesbydivision.php#HR
HR 1.24 Appointment, Transfer, Promotion of Classified, Research Grant, Time- Limited or Unclassified Staff Employees	http://www.sc.edu/policies/hr124.pdf
HR 1.27 Nepotism	http://www.sc.edu/policies/hr127.pdf
HR 1.30 Outside Employment	http://www.sc.edu/policies/hr130.pdf
HR 1.45 Reduction-in-Force	http://www.sc.edu/policies/hr145.pdf
HR 1.78 Dual Employment	http://www.sc.edu/policies/hr178.pdf
HR 1.79 Salary Supplements	http://www.sc.edu/policies/hr179.pdf
HR 1.84 Minimum Wage and Overtime Compensation	http://www.sc.edu/policies/hr184.pdf
HR 1.85 Research Grant or Time-Limited Positions	http://www.sc.edu/policies/hr185.pdf
HR 1.90 Job Reference and Background Checks	http://www.sc.edu/policies/hr190.pdf
HR 2.00 Post-TERI and Post-Retirement Employment	http://www.sc.edu/policies/hr200.pdf

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