

APPOINTMENT AND SELECTION PROCEDURES

Appointments to the Faculty

Appointment Procedures for Adjunct Faculty Members

The employment of part-time temporary faculty members (hereafter part-time or adjunct faculty members) provides economy and flexibility to institutions. Part-time faculty members are significant to the mission of USCS because growth has been continual, the funding formula provides support a year after growth has occurred, and full formula funding is a phenomenon of the past. Part-time faculty members are employed to provide specialized requirements, and to accommodate surges in enrollment and the initiation of new programs. The University recognizes that an over-dependence on part-time faculty is unwise and so endeavors to limit the number of courses taught by part-time faculty members employed in any academic program to less than 20 percent.

Searches for part-time temporary faculty are carried out locally, and occasionally regionally, beginning with a formal job announcement that details the teaching assignment and selection criteria. Searches are primarily conducted through advertisements placed in area newspapers, although other methods are sometimes used, including: letters sent to selected professionals and area graduate programs; personal contacts with departmental faculty; suggestions from external academic program advisory boards; and efforts exerted through the Vice Chancellor for Student and Diversity Affairs.

All part-time faculty employed by USCS will have at least a master's degree and eighteen hours of graduate work within the discipline in which they are teaching. Candidates should meet SACS guidelines for credentials. Preference will be given to those holding appropriate terminal degrees. Hiring units may have additional criteria depending on the teaching assignment. The appropriate dean or chair, with the approval of the Executive Vice Chancellor for Academic Affairs, selects part-time faculty members.

Documentation:

Before approving an appointment for a part-time faculty position, the Office of Academic Affairs requires the following items: 1) Academic Personal Information Form; 2) a current *curriculum vitae*; 3) official transcripts, both graduate and undergraduate, OR copies of transcripts and copies of appropriate Transcript Request Forms; 4) the appointment letter ready for the Executive Vice Chancellor's signature.

To be added to the USCS payroll, successful candidates must provide the following items to the Office of Human Resources: 1) employment eligibility verification (Form I-9); 2) tax forms (W-4 and VA-4); 3) a signed acceptance of

the appointment; and 4) any other documents required for some candidates because of citizenship status or other special circumstances.

Contracts, Teaching Loads, Faculty Status:

Adjunct positions are non-tenure track. Such appointments are made for a semester and are renewable indefinitely. Part-time appointments normally involve teaching one or two courses in a semester, occasionally three. In no case will a part-time instructor be hired to teach at the established pay scale more than three courses per semester. Time served in part-time appointments may not count toward tenure or promotion or serve as grounds for reduction of a probationary period upon election to a tenure-track faculty position.

Notice of Employment:

Usually, part-time faculty members will be informed of their employment and teaching assignment at least a month before the semester begins. When a person is hired shortly before the start of a semester, this period necessarily will be shorter. Formal notices will be sent from the Office of Academic Affairs. These appointment letters should be signed by the candidate and returned to the dean or chair, who will copy the letter and forward the original to the Office of Human Resources.

Pay Scale:

Part-time faculty pay is based on highest earned degree. A copy of the current part-time pay scale is available from the hiring academic unit.

Fringe Benefits:

USCS pays Social Security benefits, unemployment, and worker's compensation for part-time faculty members and provides access to direct deposit of wages. Part-time faculty members can participate in the South Carolina Retirement System and may participate in tax-deferred annuities. They have complete access to the USCS library, to the internet, and to campus faculty development activities open to all faculty members. Every effort will be made to provide access to office space, a personal computer, and other amenities normally afforded a faculty member.

Annual Leave:

Part-time faculty members do not earn annual leave. All instructional faculty members share with students the various breaks and vacation times of the academic calendar, as published in the USCS *Catalog*.

Sick Leave:

Part-time faculty members are not eligible for sick leave.

Missing Assigned Duties:

If a part-time faculty member misses assigned duties for two weeks or less, his or her pay may be reduced commensurate with the actual time missed. If more than two weeks of work is missed, the employee's appointment agreement may be terminated, and he or she will not be paid for the remainder of the semester.

Orientation:

Part-time faculty members receive orientation from the hiring academic unit. The Office of Academic Affairs will provide a packet of orientation materials. Comments on the quality of orientation materials and activities should be sent on a confidential basis to the Executive Vice Chancellor for Academic Affairs.

Supervision:

The hiring dean or chair is the direct supervisor of the part-time faculty member. He or she will provide the part-time faculty member with teaching and office assignments as well as with information on terms of employment, professional responsibilities, and working conditions. Comments on the quality of this supervision should be directed on a confidential basis to the Executive Vice Chancellor for Academic Affairs.

Evaluation:

Adjuncts will be evaluated in the spring of their first year and every third year thereafter. At the end of each semester, adjuncts will turn in to the Dean or Division Chair the USCS Adjunct Self-Evaluation Form. By March 15 of each review year, adjuncts will compile a brief portfolio to be turned in to Deans and Division Chairs. The portfolio will include materials from the previous calendar year: the Self-Evaluation forms, student opinion polls for each course taught, course materials prepared by the faculty member (syllabi, sample tests, handouts, etc.), and other materials as appropriate. Evaluation materials may also include evaluator's observation. Once completed, the adjunct will receive a copy of the evaluation and will have the right to accept it or to write a letter of exception regarding it. The evaluation and any letter of exception will become part of the adjunct's file in the academic unit office. Adjuncts must receive at least a Satisfactory rating in evaluations to continue employment at USCS.

Termination of Employment for Cause:

Employment of a part-time faculty member may be terminated for cause. Cause includes, but is not limited to, the following:

- Professional incompetence or lack of teaching effectiveness;
- Failure to verify award of the appropriate degree with an official transcript;
- Willful misrepresentation of academic credentials, required licenses or certification, publications, or previous work experience;
- Neglect of duty;
- Serious misconduct;
- Moral turpitude;
- Physical incapacity or medical disability.

The Executive Vice Chancellor for Academic Affairs is responsible for making the termination of employment decision, in consultation with the appropriate dean or chair.

Appointment Procedures

When a vacancy exists, it is the duty of the appropriate dean to identify candidates and assemble the necessary information for an appointment decision. All vacancies are advertised in accord with affirmative action regulations. The following procedures must be followed in the case of all tenure track positions.

A search committee of four faculty from within the school or division in which the vacancy has occurred and an additional faculty member from outside the school or division is appointed by the appropriate dean. The search committee reviews letters of application, vitae, transcripts, and three letters of recommendation for all candidates. After the committee contacts the references of the most promising candidates, the appropriate dean consults with the Vice Chancellor for Academic Affairs, and the committee arranges interviews. The search committee makes every effort to insure that each faculty member within the school or division has the opportunity to meet each candidate invited for an interview. Faculty are invited to submit written comments and evaluations on each candidate they meet.

After interviews have taken place and candidate selections have been made with consultation of the school faculty, the committee votes upon recommendations. The chair of the committee forwards the recommendations to the dean, ranking the candidates in order of the committee's preference. Approval to make an offer must be obtained by the dean from the Vice Chancellor for Academic Affairs and the Chancellor. If approval for the offer is granted, the letter of appointment is forwarded to the candidate. Should the candidate reject the offer, all documents are retained for file by the appropriate dean.

Procedure for Selection of Deans

The selection of a dean and the evaluation of performance in that office are matters requiring the joint consideration of the faculty and administration. The following are general policies defining the position of dean and the appropriate procedures for faculty participation in the appointment and reappointment of deans.

Procedure for Selection

When a vacancy occurs in the position of dean, the Vice Chancellor for Academic Affairs informs the faculty of the school in writing and invites the faculty to elect up to three persons to serve on a search committee.

Participation in the selection of a dean is restricted to full-time faculty members at the instructor level or above who have not been officially notified of non-reappointment or final unfavorable decisions on tenure. Full-time lecturers may be eligible to participate if such participation is recommended by the majority of the school faculty eligible to vote and is approved by the Vice Chancellor for Academic Affairs.

The Vice Chancellor for Academic Affairs appoints up to two additional persons at least one of whom is a member of the faculty of another school or a librarian. The Vice Chancellor for Academic Affairs selects a chair for the committee from among the elected or appointed members.

The Vice Chancellor for Academic Affairs, in consultation with the faculty committee members and the Chancellor, may determine that community representation on the search committee is in the best interest of the school and the university. The Chancellor in consultation with the Vice Chancellor selects community members for Academic Affairs and the faculty committee members.

Comprehensive searches are used for new deans unless special circumstances exist. The usual case includes both internal and external candidates. The Vice Chancellor for Academic Affairs, in consultation with the Chancellor and the faculty of the school, determines before the search committee is formed whether the special circumstances exist which would limit the search to present faculty members of the university. The search always complies with the university's affirmative action policy.

Standard Search

The search committee places a notice of vacancy in the appropriate professional journal or personnel newsletters and in one general publication, such as the "Chronicle of Higher Education."

The search committee collects letters of application, vitae, transcripts, and

three letters of recommendation from promising candidates. After contacting the references of the most promising candidates, the committee consults with the Vice Chancellor for Academic Affairs, and the committee arranges interviews. The number of external candidates exceeds four only with the specific approval of the Vice Chancellor for Academic Affairs. The search committee makes every effort to insure that each faculty member within the school has the opportunity to meet each candidate invited for an interview. Faculty are invited to submit written comments and evaluations on each candidate they meet.

The search committee ranks acceptable candidates in order of preference. The committee forwards the names of the acceptable candidates along with all supporting materials to the Vice Chancellor for Academic Affairs. The committee is urged to submit at least four names and in no case less than two.

The Vice Chancellor for Academic Affairs recommends an appointment and forwards all materials to the Chancellor. The Chancellor either approves the appointment or asks the search committee to submit additional names.

The appointment of a dean is subject to confirmation by the President.

Internal Search

If a decision is made to limit the search to persons already on the faculty, the committee invites nominations, collects relevant information and makes it available to the faculty.

The selection procedures described above, with the single exception of placing notices in off-campus publications, are followed in the case of internal searches.

Term of Appointment

The term of appointment for a dean is five years. After completing an initial term, reappointment for additional terms may be made by the Vice Chancellor for Academic Affairs in consultation with the faculty of that school. Consultation with the faculty of the school will include a poll of faculty by the Vice Chancellor for Academic Affairs on whether they "recommend" or "do not recommend" reappointment. Usually a dean will not be re-appointed beyond a second term.

The appointment of a dean may be terminated by the Vice Chancellor for Academic Affairs with the approval of the Chancellor and the President.

Procedure for Selection of Division Chairs

The selection of a division chair and evaluation of performance in that

office are matters requiring the joint consideration of the faculty and administration.

Procedure for Selection: Internal and External Search

When a vacancy occurs in the position of the division chair the dean of the school informs the faculty of the school or division in writing and invites the faculty to elect up to three persons to serve on a search committee.

Participation in the selection of a division chair is restricted to regular, full-time faculty members holding continuing appointments above the instructor level who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure.

Instructors may be eligible to participate if such participation is recommended by the majority of the school or division faculty eligible to vote and is approved by the dean.

The dean appoints up to two additional persons from the school or division. The committee elects its own chair. The search committee collects letters of application, vitae, transcripts, and three letters of recommendation for all candidates. After contacting the references of the most promising candidates, the committee consults with the dean, and the committee arranges interviews. The search committee makes every effort to insure that each faculty member within the school or division has the opportunity to meet each candidate invited for an interview. Faculty are invited to submit written comments and evaluations on each candidate they meet. The number of external candidates exceeds four only with specific approval of the Vice Chancellor for Academic Affairs.

When the interviews are completed, the search committee sends a ballot containing the names of all remaining candidates to all voting members of the faculty of the school.

Faculty rate each candidate as acceptable or unacceptable and rank acceptable candidates in order of preference. If two or more candidates are acceptable to a majority of the participating faculty, the committee forwards their names, along with all supporting materials to the dean. If there are not at least two acceptable candidates, the dean has the option of requesting a full report or instructing the committee to resume the search.

The dean appoints a division chair, and forwards all materials to the Vice Chancellor for Academic Affairs through appropriate administrative channels. The Vice Chancellor for Academic Affairs either approves the appointment or asks the dean to request the search committee to submit additional names.

Term of Appointment

The term of appointment for a division chair is three years. After completing an initial term, reappointment for additional terms may be made by the dean in consultation with the Vice Chancellor for Academic Affairs and the faculty of that school or division. Normally, division chairs will not be appointed for more than two terms. Reappointment beyond the first term is restricted to the cases where it is clearly in the school's and university's best interest. Consultation with the faculty of the school or division will include a poll by the faculty on whether they "recommend" or "do not recommend" reappointment. The Office of the Dean will conduct the poll. In the case of reappointment, the decision will be accompanied by the rationale for reappointment.

The appointment of a division chair may be terminated at any time by the dean with the approval of the Vice Chancellor for Academic Affairs.