

Faculty – Guidelines and Procedures for Interviewing and Hiring

(Updated 9-17-2015)

Hiring Procedures for Faculty Appointments

1. Each position must be authorized by the Provost before the position is advertised and a search begins.
2. Once a search is authorized by the Provost, the advertisement must be submitted to the Provost's Office for review and approval.
3. Departments/Schools with authorized positions to fill should establish search committees to conduct their searches.
4. The Department Chair/School Dean should consult with the Provost regarding the approved salary range for each authorized position.
5. As applications begin to arrive, each application must be acknowledged with a letter. If the applications are being sent to the department, the letter should be from either the Department Chair/School Dean or from the chair of the search committee. If the applications are going to the Human Resources Department, the letter should be from the Vice President for Administration.
6. The letter of acknowledgement must include the FMU affirmative action **sheet** and should include the standard FMU application form. Please remember that the university must report to external agencies regarding compliance with affirmative action goals and procedures. Such reporting to external agencies is facilitated by use of the standard FMU application form and affirmative action card.
7. At the time specified in the approved position advertisement, the search committee commences its review of completed applications.
8. From the available applicants, the search committee selects a short list of the strongest candidates.
9. At this point, the search committee may wish to undertake telephone interviews with candidates on the short list. Notes should be kept of such interviews.
10. The search committee must check references for candidates on the short list. Notes should be kept of conversations with referees.
11. After deciding on its top candidate, the search committee makes a recommendation to the Department Chair/School Dean that the candidate be brought to campus for an interview.
12. If the Department Chair/School Dean approves the recommendation of the search committee, then the Department Chair/School Dean recommends to the Provost that the

candidate be brought to campus for an interview. If the second person on the short list is a minority who ranks close to the first choice, then two candidates may be brought in for interviews.

13. Once the Provost has approved bringing the candidate(s) to campus, the search committee arranges for an on-campus interview. The candidate's transportation and lodging for the on-campus interview should be scheduled through the Human Resources Office. The itinerary of the on-campus interview should include, if possible, a presentation or presentations made by the candidate to students and faculty, as well as meetings with appropriate faculty and administrators.
- 14a. Following the interview, if the candidate is deemed acceptable by appropriate faculty in the Department/School and by the Department Chair/School Dean, then the Department Chair and/or School Dean makes a recommendation to the Provost that the candidate be offered a contract.
- 14b. If the candidate is deemed unacceptable by appropriate faculty in the Department/School and by the Department Chair/School Dean, then the search committee recommends to the Department Chair and/or School Dean that the next ranking candidate be brought to campus for an interview. This results in steps 12 through 14 being followed as in the case of candidate number one.
15. If the Provost approves the recommendation that the candidate be offered a contract, then the Department Chair/School Dean obtains authorization from the Provost to offer the position at a rank and salary that is also approved by the Provost. If the candidate accepts the oral offer, an official and formal tender of a contract will be issued by the University's Human Resources Office and the Provost's Office. Candidates should be given no more than one week to respond to an oral offer. Candidates should sign and return the written contract within one week of receipt. If it proves impossible to reach agreement with a candidate, then steps 11-15 will be repeated until a candidate is successfully appointed or the search is closed without result.
16. At the end of the search process (i.e., either an appointment is made or the search ends without result), each applicant must receive from the search committee or from the School Dean/Department Chair a letter indicating that the search has been concluded.
17. School Deans and Department Chairs must recognize the importance of trying to hire qualified female and minority candidates for faculty positions. **Currently, Francis Marion University has too few black male and too few black female faculty members at the assistant and associate level.** See Item 12 concerning interviews for minority applicants.

Airfare

The Human Resources Office helps locate the lowest airfares and reasonable flight schedules. The majority of flights are scheduled through Unlimited Travel **and Cruises** in Florence, who usually books with **US Airways/American Airlines**. Unlimited Travel **and Cruises** bills the University directly for these charges.

Generally, with Unlimited Travel **and Cruises**, you have to book the flight one week in advance in order to get a reasonable airfare.

Lodging

The University makes reservations for candidates to stay at The Cottage. However, if The Cottage is not available, the University **will contact** Holiday Inn Express; however, the cost is higher for this than at The Cottage. The University is billed directly for room and tax charges. The University does not pay for incidental charges such as telephone calls.

Mileage

A candidate may be reimbursed for **roundtrip** mileage from home to FMU (if this is less than airfare), or **roundtrip** mileage from home to airport if the candidate is flying. The reimbursement is at the rate approved by the state.

Meals

A candidate can be reimbursed for meals, within the normal state guidelines. They would need to turn in receipts for the meals. Also, a host may be reimbursed for entertaining a candidate. The host would retain the **receipt(s)** for the **meal(s)** and **submit them with the names of those in attendance to Human Resources. Human Resources will** complete a Disbursement Authorization Form and attach the meal receipt(s). The host can be reimbursed, according to state guidelines for in-state meals, for his meal and the candidate's meal. **Additional reimbursements must go through the Provost Office and/or the Development Foundation.**

Reimbursement for Moving Expenses

The state regulations for moving expenses as stated in the Comptroller General's manual are as follows:

A state agency may pay the cost of moving the personal and household effects for newly employed personnel if all of the following conditions are met:

- (a) The new employee's place of residence is **outside** of the State of South Carolina at the time of employment by the agency.
- (b) The agency can demonstrate that paying these costs is necessary to fill the position.
- (c) The maximum payment in any instance to any new employee may not exceed (\$5,000) five thousand dollars.
- (d) The payment is certified by the agency head (or the board or commission chairman if the new employee is the agency head) as the total paid by the agency toward the total moving cost incurred by the new employee.
- (e) The State Auditor, in the regular agency audit, shall determine the agency's compliance with the requirements of this section for payments for moving expenses

Within these state guidelines, the President has set forth the policy that any one who is hired and is **not a resident of South Carolina** can automatically be paid up to **\$350** upon request. If more is requested, this would need his approval. He has signed a memo stating this, and Human Resources uses a copy of the memo as part of the documentation for these payments less than or equal to **\$350**. The new employee should present his moving expense bill.

Employment Eligibility Verification (I-9)

A requirement for all employees hired is the completion of the I-9 form. This form (along with appropriate documentation – which includes two from an approved list) must be completed within three working days. Example: If an employee begins employment on a Monday, the form and documentation must be completed by Wednesday of the same week.

The Immigration and Naturalization Service within the U. S. Department of Justice has offered a list of acceptable documents. The most common example would be: 1) Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address. 2) U. S. Social Security card issued by the Social Security Administration.

The University cannot accept a copy. The employee must provide the original and a copy is made to be retained in the employee's personnel file. The original copies are returned to the employee.

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