

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*

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.”

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- 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

- 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 no.gtm04)4d(n)2.(tmody 2 88 0 TdBd1r)-(o4)ir0 Td0 (e)-1 (st2)-1 641 64

- 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.
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