College of Charleston

Faculty Recruitment Procedure

For Standard Recruitment via PeopleAdmin
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OVERVIEW OF STANDARD RECRUITMENT

Please complete the following steps to successfully recruit roster and visiting faculty for new and existing vacancies. College of Charleston faculty recruitment is conducted via the College’s PeopleAdmin™ Online Recruitment System (effective August 1, 2013). PeopleAdmin is used by departments to request approval to recruit; upload external ads for approval; collect applications, confidential applicant data, and letters of recommendation; and review applications. View the PeopleAdmin User Guide as needed for instructions on how to use the system. Each step includes a link to the corresponding PeopleAdmin User Guide page. ALL faculty job postings must be placed on jobs.cofc.edu via PeopleAdmin.

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*Required PAPER forms: Departments must still submit Request for Employee Hire Authorization (REHA) and Request for On-Campus Interview (AA-2) paperwork for each position in addition to the information entered in PeopleAdmin. Only grant-funded positions are exempt from the REHA requirement. Math/MLA positions require additional paperwork.

† Exception for Math, English, and Modern Language Disciplines (only): These disciplines are allowed to conduct searches and receive applications using their approved national applicant-employer recruitment system, MathJobs.org or the Modern Languages Association’s Interfolio ByCommittee. Only the Departments of Mathematics, English, French, Francophone, Italian Studies, German and Slavic Studies, and Hispanic Studies are approved to use these sites to recruit, but they are still required to create a job posting in PeopleAdmin. This posting on jobs.cofc.edu will be linked to the other recruitment site where all applications will be collected, and paper forms will be submitted for each recruitment step. If desired, these departments are allowed, but not required, to use PeopleAdmin to run their search and receive applications using the same procedure outlined here that other disciplines use. Go to academicaffairs.cofc.edu/procedures-and-practices/facultyrecruitment to view the Math/MLA Procedure.
**STEP 1: SUBMIT SCHOOL’S ANNUAL FACULTY RECRUITMENT PLAN (AS WELL AS ANY REQUESTS FOR NEW POSITIONS). SUBMIT DIVERSITY RECRUITMENT PLAN(S).**

Annually, deans should submit their school’s *Annual Faculty Recruitment Plan* (aka “staffing plan”) as well as all recruitment requests for new and existing positions per the instructions below. Each school is also responsible for having an approved *Diversity Recruitment Plan* (or a comprehensive diversity component for their school’s *Annual Faculty Recruitment Plan* that incorporates diversity plans from each department/program). The Provost Office reviews/approves each school’s plan, diversity components, and all position requests. The Provost or Senior Vice Provost follows up with deans, and each Dean communicates outcomes to the relevant Department Chair.

Deans should address the following:

**New faculty positions:** Requests to recruit for new faculty positions are submitted by the dean via the annual budgeting process during the spring semester, and any allocations of positions are made subsequent to the Board of Trustees’ approval of the coming year’s budget (typically in *July*). All requests should be consistent with school plans.

**Existing faculty positions:** The initial call to the deans for requests to recruit for existing faculty positions is made by the Provost (typically in *April* or *May*). These summary requests should be submitted in writing and should address workload, adjunct dependence, curricular needs of departments in the school, and any reallocation of lines to departments within the school, including justification. For each position, the name of the current incumbent (and occupant for the coming year, if different) should also be included. All requests should be consistent with school plans.

**Diversity recruitment planning:** Deans should review and compile diversity plans from each department to create an overall *Diversity Recruitment Plan* for the school. For this academic year (2014-2015), Deans may submit the school’s *Diversity Recruitment Plan* separately from the school’s *Annual Faculty Recruitment Plan* or integrate the diversity recruitment plans and staffing plans to submit one document. (Further details about diversity recruitment planning are forthcoming.)

**Special needs/requests:** Deans should work with their chairs to determine any special salary needs, recruitment expenses, start-up costs, and needs for space beyond that available in the department, communicating to the Senior Vice Provost needs that will require attention beyond the school. For the foreseeable future, any faculty lab or office needs must be accommodated via space currently available or already planned for the school.

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**STEP 2: DEPARTMENT/PROGRAM REQUESTS APPROVAL TO INITIATE RECRUITMENT FOR A POSITION.**

Once a new position has been allocated or a Dean’s annual recruitment request for the school has been approved, departments should request approval of their advertisement and recruitment plan for each position prior to launching their search. Approval from the Department Chair, Dean, Vice President for Budgeting and Payroll Services, Director of Human Relations and Minority Affairs, Associate Provost for Faculty Affairs, and President’s Office is required for all faculty recruitments. The Provost’s Office will contact the Chair and Dean when the request has been approved and the internal job posting is live on jobs.cofc.edu.
**Paperwork:** Submit Request for Employee Hire Authorization (REHA)*paper form. Only grant-funded positions are exempt from the REHA requirement. (AA-1 form is not required.)

**PeopleAdmin:** Departments/Programs request approval to initiate recruitment for each position. Choose “Create New Faculty Posting” request in PeopleAdmin. Ensure all information in your external ad and jobs.cofc.edu posting correspond and that all settings for your search are correct. (See PeopleAdmin User Guide: Create a Posting.)

Before completing a “New Faculty Posting” request in PeopleAdmin, prepare all of the following:

1. **Paperwork:** Submit Request for Employee Hire Authorization (REHA)*paper form. Only grant-funded positions are exempt from the REHA requirement. (AA-1 form is not required.)

2. **Recruitment/Advertising Plans:** Note all advertising venues and efforts to diversify the applicant pool. Choose whether to also advertise in the Provost-sponsored diversity venues.

3. **Timeline:** Set advertising timeframe (is there a closing date or will the posting remain open until filled).

4. **Roles:** Name your Search Chair, Search Manager, and Search Committee members (if the possibility of nepotism is anticipated, you must name each member and no shared guest user logins will be allowed).

5. **Language for Ad:** Draft an external advertisement in Word (.docx) with all required sections. Use language from ad to fill in the PeopleAdmin posting request. Ensure information in your external ad and online posting will match, including:
   - Job Title and Description
   - Minimum Qualifications/Credentials – SEE SAMPLE STATEMENT BELOW
   - Timeline and/or closing date
   - How to apply & submit Supplemental Documents and References – SEE SAMPLE STATEMENT BELOW
   - The College of Charleston EEO/AA Statement – SEE REQUIRED STATEMENT BELOW
   - Contact person for additional information

6. **Applicant’s Supplemental Documents:** Note the required and optional documents (e.g., unofficial transcript, teaching philosophy) that will be requested. Specify these in both your external ad and posting.

7. **Reference Letters:** Decide how and when reference letters will be accepted via PeopleAdmin (how many references; what stage in the search will PeopleAdmin send referees request for letters (immediately after application is submitted or only after first cut of applicants is made)).

8. **Search Settings:** Be prepared to set each setting in PeopleAdmin to match how you will run the search (i.e., what stage PeopleAdmin calls for reference letters, what documents applicants must attach before applying). Reference the PeopleAdmin User Guide.

**Minimum Qualifications/Credentials language:**
“A Ph.D. in [Teaching Discipline] or a closely related field. A.B.D. candidates in [Teaching Discipline] or a closely related field, with an expected completion by August 15, 2014, will be considered. A.B.D. candidates without completion by August 15, 2014, will be considered for hire at the instructor rank.”

**Sample language about how to apply & submit Supplemental Documents and References:**
“Apply online at JOBS.COFC.EDU. Submit online: [List requirements, such as: letter of application including current and projected research agenda, curriculum vitae, unofficial graduate transcripts, (official transcripts will be required for hiring), teaching philosophy, one representative publication, and contact information for [#] reference providers who will submit letters of recommendation online.]”

**EEO/AA Required Statement:**
“The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.”

Also see: Sample Job Advertisement (page 12)
STEP 3: MONITOR RECRUITMENT REQUESTS & WAIT FOR APPROVAL.

Departments can monitor the status of their requests as needed. The Provost’s Office will contact the Chair and Dean when all of Step 2’s components (REHA, external ad, and PeopleAdmin request) are fully approved. Chairs should not run external advertisements without final approval.

PeopleAdmin: Monitor recruitment requests in PeopleAdmin by viewing the Workflow State. If a request is stalled with someone, please communicate with that office. The Provost’s Office will notify departments when all approvals are given and the job posting is live on jobs.cofc.edu. If changes are made to the posting before approval, the Provost will communicate directions about which changes need to be made to both the PeopleAdmin job posting and the external advertisement.

STEP 4: RUN APPROVED JOB POSTING & ADVERTISEMENT. SEARCH BEGINS.

Once the Provost’s Office has notified the Chair and Dean that the request is fully approved and the job posting is live on jobs.cofc.edu, Chairs can run external advertisements.

PeopleAdmin: After the PeopleAdmin Faculty Posting Request has been approved, the Workflow State will become “Posted” and the job posting is live on https://jobs.cofc.edu. A “quicklink” web address is given for each posting and may be copied and placed in external ads to help applicants go directly to your posting.

External advertising: Chairs may run the final approved external ad only after final approval.

- For all positions, be attentive to seeking out candidates from underrepresented groups in the discipline. All ads must include the College of Charleston EEO/AA statement verbatim (provided in Step 2). Proactively diversify your applicant pool and utilize appropriate advertising venues.
- For tenure-track and tenured positions, advertisement should be national and run at least 30 days.
- For instructor-level positions, advertisements should be at least regional and preferably national and run at least 30 days.
- For visiting faculty positions, departments are required to advertise and should run the ad at least two weeks whenever possible. On-campus interviews may be replaced with Skype or professional meeting interviews.
  - For visiting faculty positions whose availability for the subsequent academic year becomes known after May 1, advertising may be optional. However, when a visiting faculty position is not advertised, the appointment can be no longer than one year, and renewals will not be allowed without first advertising the position. If a department needs to make an expedited visitor hire without advertising, chairs are required to submit a paper REHA, AA-1, and AA-3 for approval before making the hire. Discuss this with the Provost Office first, and do not start a posting request in PeopleAdmin.

Note: IDTs for the costs of journal advertisements should be forwarded to the Dean of the School for approval and funding.

STEP 5: MONITOR & PROACTIVELY DIVERSIFY THE APPLICANT POOL.

Departments are expected to demonstrate in their recruitment plans positive action to diversify their applicant pools. Failure to proactively diversify the applicant pool may result in a delay in obtaining approval to interview. To assist in this endeavor, Academic Affairs runs a display ad for the College in a high profile diversity-focused print venue twice a year and is a featured employer with a diversity profile on Inside Higher Ed. Academic Affairs advertises all faculty job postings on Inside Higher Ed automatically and offers two additional online posting packages in diversity venues for departmental use. Departments/programs are highly encouraged to utilize these.
**PeopleAdmin:**  
1) **Advertise in sponsored diversity venues:** Academic Affairs purchases two additional online posting packages for departmental use in HigherEdJobs: Affirmative Action newsletter and DiverseJobs (Diverse: Issues in Higher Education). On your Posting Request, answer YES or NO to “Would you like to advertise in one of the Provost-sponsored diversity venues?” and make sure your ad (.docx) is attached before submitting it for approval. If YES, Academic Affairs will submit the final approved ad to one or both venues for you.

2) **Monitor Diversity in Ongoing Search:** Use Departmental EEO Report to monitor how diverse your applicant pool is. (See PeopleAdmin User Guide: Monitoring Applicant Pool)

**External Ads:** Additionally, departments should find diversity venues appropriate to their disciplines.  
- **All Disciplines:** Required to advertise via PhD Project  
- **Education Disciplines:** Required to advertise via Holmes Scholars  
- **STEM and Business Disciplines:** Require to advertise via Faculty for the Future  
- **Other:** The PhD Project recommends several other venues online at: www.phdproject.org/jobsites

**Note:** A major goal of the College is to increase the diversity of the faculty. It is expected that every effort will be made to develop a representative pool of candidates for each position. The Provost’s Office and the Office of Human Relations and Minority Affairs are working together to develop additional approaches for consideration by departments and deans. Departments seeking new approaches to diversify their applicant pool beyond those options noted here are encouraged to consult with the Associate Provost for Faculty Affairs and/or the Director of Human Relations and Minority Affairs. Please contact Ms. Kimberly Gertner, Director for Human Relations and Minority Affairs (953-5758 or gertnerka@cofc.edu) with questions about our equal employment opportunity/ affirmative action (EEO/AA) obligations.

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**STEP 6: MANAGE APPLICANTS.**

Departments are expected to manage and acknowledge applications for faculty positions. Please help applicants and reference providers with submissions and questions. If needed, contact facultysearch@cofc.edu for any issues that cannot be resolved by the department.

**PeopleAdmin:**

1) **Address applicant issues:** Answer applicants’ questions. Inform applicants that any requests to update their application should be directed to your contact person (typically the Search Chair or Manager). If needed, you or your applicants may send a request to facultysearch@cofc.edu to have an application temporarily reset to allow changes or to inquire about any additional issues.  

2) **Address reference letter issues:** Help reference letter providers with problems as needed. (See PeopleAdmin User Guide: Assisting Reference Providers)  

3) **Monitor Diversity:** Use Departmental EEO Report to monitor how diverse your applicant pool is. Take action to diversify your applicant pool as needed per Step 5. (See PeopleAdmin User Guide: Monitoring Applicant Pool)  

4) **Review Applications:** Search Committee reviews applications and makes selections. Remember that “notes” entered in PeopleAdmin become part of the permanent record. (See PeopleAdmin User Guide: Reviewing the Applications)  

5) **Change Applicants’ Statuses:** Update the status of each selected and rejected applicant. Notify applicants as needed when they are or are not selected for interviews. (See PeopleAdmin User Guide: Changing Applicant Status)

**Note:** The Confidential Applicant Data form is no longer required. PeopleAdmin solicits all confidential applicant data from the applicant directly in the “Voluntary Demographic Data” section; therefore chairs no longer need to solicit this information from applicants. Applicants are also notified on jobs.cofc.edu of the College’s background check policy and our use of eVerify.
STEP 7: REQUEST PERMISSION TO CONDUCT PRELIMINARY INTERVIEWS.

Departments are highly encouraged to conduct preliminary interviews via Skype, telephone, or professional meetings with top candidates prior to any invitations for on-campus interviews. Prior to conducting any preliminary or screening interviews, the Department should receive permission from the Office of Human Relations and Minority Affairs. Once preliminary interviews are approved, chairs are permitted to contact additional referral sources (reference providers not already listed on the PeopleAdmin application). Please inform the applicant before contacting additional reference providers.

Any special arrangements for recruiting (e.g., sending faculty to professional meetings to interview a large pool of candidates) for which you seek funds other than those in your departmental budget must be requested in writing to the Dean with justification provided. These requests must be approved by your Dean before the expenses are incurred.

Departments that elect not to conduct preliminary interviews via Skype or professional meetings may experience difficulty securing permission from the Provost’s Office to conduct more than three on-campus interviews.

**PeopleAdmin:**

1) **Update Applicants’ Statuses:** Permission to conduct preliminary interviews is requested by changing the applicant’s status to “Professional Meeting / Skype Interview.” Continue to update the PeopleAdmin status of each applicant. (See PeopleAdmin User Guide: Changing Applicant Status)

2) **Approval of Professional Meeting/Skype Interview:** The Director of Human Relations and Minority Affairs will be automatically notified, and once she has approved your request, she will notify departments that they may proceed with scheduling the interviews.

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STEP 8: REQUEST PERMISSION TO CONDUCT ON-CAMPUS INTERVIEWS.

To secure approval to invite candidates for on-campus interviews, departments should complete a Request for On Campus Interview (AA-2). Please note that the paper AA-2 form is required of all searches, even those conducted via PeopleAdmin.

**PeopleAdmin:** Complete these three steps.

1) **Update Applicants’ Statuses:** Permission to conduct on-campus interviews is requested by changing the applicant’s status to “Requested Interview.” Continue to update the PeopleAdmin status of each applicant as the committee narrows the field. (See PeopleAdmin User Guide: Changing Applicant Status) **AND**

2) **AA-2 Paper Form:** Submit a Request to Interview (AA-2) paper form for approvals. The AA-2 paper form is required.

2) **Approval of On-Campus Interview:** When the AA-2 paper form reaches the Provost Office and the corresponding applicants’ statuses are changed to “Requested Interview,” the Associate Provost will review your request and update chairs with the approval. Please wait for approval before proceeding with scheduling interviews.

**Paperwork:** Submit a Request to Interview (AA-2) paper form for approvals. The AA-2 paper form is required.

**Additional Instructions for all on-campus interview requests:**

**Approval process:** The Dean should make note of any special or unusual conditions before forwarding any approved requests to the Provost’s Office. Upon approval, the Dean should forward the form to the Provost’s Office, who will forward it to the Director of Human Relations and Minority Affairs for review, followed by Provost’s Office final review. The Provost’s Office will notify the Chair when the request for interviews has been approved. Invitations for interviews may not be sent until all approvals are received.
Recruitment funds: Funds are provided by the deans’ offices and are limited, so departments are asked to limit on-campus interviews to three or fewer candidates. However, we want to ensure that our recruitment effort is effective. Requests to interview additional candidates should be justified and will be considered.

Travel Arrangements: Departments should make travel arrangements for candidates well in advance to secure the most reasonable fares available. The Department must complete a Travel Authorization (TA) form for every candidate coming to campus. TAs should be forwarded to the Dean for approval at least four days prior to the campus visit. Costs are covered by the Dean’s Office.

Travel Guidelines:
- Please observe the College’s travel policies posted on the Controller’s Office website.
- Meals: Please include $25 per day on the TA for possible meal reimbursements for candidates, the maximum amount they are eligible to receive from the state.
- Transportation: Airline tickets and other arrangements may be purchased through a local travel agency and included on the TA. Contact the Controller’s Office at 953-5791 for information regarding travel agencies. Travel should be coach class; no first class airline tickets may be purchased. If a candidate prefers to purchase a ticket and be reimbursed, the estimated airfare cost should be included on the TA.
- Hotel: Contact Bill Carswell (953-6519 or carswellb@cofc.edu) to reserve a room at the President’s Guesthouse or Faculty House. There is a modest daily fee for use of these facilities. If campus accommodations are not available, please have your dean’s office contact Maddie DeAngio (953-5793 or deangiom@cofc.edu) in the Controller’s Office to inquire about other local accommodations. State funds can cover the room cost and room tax only.
- Other: Restaurant, phone charges, and parking are to be initially paid by the candidate, with receipts submitted for reimbursement, where appropriate. Note that state funds cannot be used for alcohol.

Reimbursement for meals with candidates: Requests to reimburse faculty members for meals with candidates should be sent to the Dean’s office. Only Foundation funds can be used for these reimbursements. State funds can be used only to reimburse candidates for meals and expenses they have incurred, within travel guidelines.

Interviews with the Dean: In addition to the departmental interview, the candidate should also meet separately with the appropriate Dean.

Candidate’s lecture/seminar schedule: At least one day prior to each candidate’s scheduled interview, the Dean should be provided with a schedule, indicating when the candidate will be presenting a lecture and/or seminar in a classroom setting.

Second interviews: If a decision is made to invite a candidate to return for a second interview, please be aware that the department is responsible for these expenses.

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**STEP 9: REQUEST PERMISSION TO APPOINT.**

When the Department is ready to make an offer to a candidate, the Chair should request to appoint the prospective faculty member. All requests to appoint require review and approval by the Department Chair, Dean, Director of Human Relations and Minority Affairs, Associate Provost for Faculty Affairs, and President’s Office. Any pertinent information (such as current salary and rank or competing offers) should be included, and any special requests or circumstances (e.g., lack of terminal degree, delayed start date, advanced rank or credit toward tenure) must be justified by both the Department Chair and the Dean.

**PeopleAdmin:** Complete these four steps.

1) Update Applicants’ Statuses: Chairs should update the PeopleAdmin status of every applicant in their search. (See PeopleAdmin User Guide: Changing Applicant Status)

2) Submit Hiring Proposal: Then submit a “Hiring Proposal” via PeopleAdmin. (AA-3 Paper Form is NOT required.) (See PeopleAdmin User Guide: Start a Hiring Proposal)
3) Submit Moving Expenses Form (if applicable): If the department plans to offer a moving expense reimbursement to the candidate, please attach a completed Approval of New Employee Relocation / Moving Expense (PDF) to the “Hiring Proposal” in PeopleAdmin (or submit it on paper). Please review the College’s Moving Expense Policy for details about reporting and reimbursing allowable expenses. An offer letter containing an offer of reimbursement for allowable moving expenses cannot go out until the Provost has approved the reimbursement commitment.

4) Monitor Request: Monitor “Hiring Proposals” in PeopleAdmin. Any questions or issues will be communicated, and changes may be made if needed by the Provost before an offer letter is drafted.

**STEP 10: REVIEW THE CONTRACT LETTER.**

Once a Hiring Proposal/Request to Appoint has full approval, an appointment contract letter will be drafted by the Provost’s Office and sent to the Chair and Dean for review via email before it is finalized and mailed to the prospective faculty member. The College requires that certain elements be present in every offer letter. The contract letter is limited to: rank, salary, terms of appointment, moving expense reimbursement, credit toward tenure and promotion (or renewal terms, for a visiting appointment), and stipulations regarding completion of a degree. Other arrangements (e.g., equipment) between the candidate and the department and/or school should be specified in a separate letter from the appropriate person.

The Provost’s Office will notify all necessary personnel including the Chair and Dean of the outcome – the acceptance or declination of the job offer – via email. Cathy Peebles (PeeblesC@cofc.edu) is the main contact for roster faculty contract letters.

**PeopleAdmin:**

1) **Monitor Request:** Monitor “Hiring Proposal” in PeopleAdmin. Provost Office will update the status to “Draft Letter” when an offer letter has been drafted and emailed to Chair and Dean for approval. Provost Office will update the status to “Offer Accepted” when the offer letter is signed and returned. Provost Office will update the status of the Hiring Proposal to “Approved” when the hiring is completely finalized. The posting will also be marked “filled.”

2) **Notify applicants who were not selected:** Communicate with your applicants during any stage in the process, and notify all remaining applicants when the position is filled. Use the “Report” feature to organize applicants’ contact information that can be merged automatically into mass emails or personalized emails. (See PeopleAdmin User Guide: Notifying Other Applicants after Hire)

**STEP 11: COMPLETE THE HIRING PROCESS. COLLECT AND CERTIFY CREDENTIALS.**

In the making of an offer of appointment, the College verifies: A) employment eligibility, B) personal history, and C) academic credentials, all of which are explained below. If we cannot verify these or other material elements of their application, the offer of employment will be withdrawn. In addition, if an applicant accepts our offer of employment and any such element subsequently proves to have been false when made, they will be subject to termination from employment for cause.

A. **Employment Eligibility Verification:** By signing the offer letter, the faculty member certifies to the College that he/she is either a citizen of the United States or an alien who is lawfully present in the United States. To allow us to
complete this verification, they are asked by our Office of Human Resources to submit an Employment Eligibility Verification I-9 form on or prior to their first day. Non-citizens may also be asked to submit additional documentation, acceptable to the Federal Government, to verify lawful presence in the U.S. and such authorization as may be required to hire her/him for the referenced position. In the event that lawful presence in the U.S. cannot be verified within a reasonable time through E-Verify, the appointment will be terminated.

**Note about Sponsorship:** Chairs need to be attentive to whether new hires will require sponsorship in order to be eligible to work in the United States. Specifically, whenever we make a hire who is not a U.S. citizen or permanent resident, the Department Chair should contact the Center for International Education (Melissa Ochal, Associate Director) as soon as possible regarding any necessary paperwork. Additionally, sponsorship of any permanent residency applications should be initiated by the Chair (and submitted to the Provost’s Office through the Dean) within twelve months of the initial offer date. See the [Permanent Sponsorship Procedure](#) for additional information.

**B. Personal History (Background Check):** The offer of employment is contingent on the completion of an acceptable Background Check. This Check will be conducted in accordance with the Background Checks Policy of the College (see [http://hr.cofc.edu/policies](http://hr.cofc.edu/policies)) and the provisions of the Fair Credit Reporting Act (15 USC 1681a et seq.). To allow us to complete the Background Check, prospective faculty are asked to complete Appendix A (the Background Check “Release and Authorization” and “Disclosure”) and submit them along with the signed offer letter. Academic Affairs submits the completed documents to Human Resources for processing.

**C. Academic Credentials Certification:** The offer of employment is contingent on verification of the candidate's academic credentials and qualifications. To allow us to certify the standard is met, faculty are asked to submit their curriculum vitae (CV) and an official certified transcript of the graduate record for the highest degree earned. Please note that no appointment is finalized until the Chair has certified their credentials and the Dean and Provost have approved.

Once the department receives all of the new hire’s credentials, the Chair should complete a [Certification of Credentials and Qualifications for Faculty Appointment](#) (for undergraduate and/or graduate courses) that certifies that the SACSCOC minimum qualifications are met. Faculty credentials information and forms are online at [academicaffairs.cofc.edu/procedures-and-practices/department-information.php](academicaffairs.cofc.edu/procedures-and-practices/department-information.php). Certification forms and all accompanying credentials should be sent to the Dean for approval and then submitted to Academic Affairs (Anastasia Emelianoff Gilpatrick, Coordinator) well before the beginning of the term to receive final approval by the Provost’s Office. New hires cannot be activated as faculty, given Faculty tab/OAKS access, or be assigned to courses until all credentials are certified and approved by the Provost’s Office.

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**STEP 12: PREPARE FOR NEW FACULTY ORIENTATION**

Academic Affairs will send new faculty a welcome packet including instructions and information about Human Resources new employee paperwork, deferred compensation options, moving reimbursements, IT orientation, New Faculty Orientation, New Faculty Reception, Convocation, and the first day of classes. Please note that CoC email addresses are not issued by IT until all Human Resources paperwork is complete. Also, Academic Affairs cannot give access to the MyCharleston’s Faculty tab (including OAKS) and the ability to be assigned to courses until the new faculty member is credentialed, the appointment is processed, and a CWID with an appropriate employee classification has been issued by Human Resources.

**Information for New Faculty:** New Faculty Information will be updated regularly online at [academicaffairs.cofc.edu/info-for-new-faculty](academicaffairs.cofc.edu/info-for-new-faculty). New Faculty Orientation events are typically held over two days during the week of August 16. Chairs and deans, please do not to schedule other events for new faculty members on the same days as the Academic Affairs and Human Resources new faculty orientations.
Soon after a new faculty member’s arrival at the College, departments are encouraged to help coordinate any additional orientation a new faculty member needs, and Chairs are encouraged to discuss specific elements of the new hire’s workload and their expected contributions to their school’s strategic plan.

**SAMPLE JOB ADVERTISEMENT**

The following is a sample external job advertisement that includes each required element and would mirror the information entered in the jobs.cofc.edu posting.

**Assistant Professor, Department of Apples in the School of Fruit at the College of Charleston:**

**[JOB TITLE/DESCRIPTION]** The Department of Apple invites applications for the Assistant Professor of Applesauce position for the 2014-2015 academic year. The School is accredited APPL. **[TEACHING AREAS/RESPONSIBILITIES]** We are seeking a candidate to join our faculty in the area of apple analytics with specialization in one or more of the following areas: apple intelligence, apple picking, and/or apple visualization. Responsibilities include teaching eight courses per year in the Apples and Oranges areas. Ability to teach courses in Macintosh Apples is a plus. Candidates should possess a demonstrated ability to teach undergraduate courses and conduct quality research in one or more of the above-stated areas. **[MINIMUM CREDENTIALS, INCLUDING PhD vs. A.B.D. STATEMENT]** A Ph.D. in Applesauce or a closely related field. A.B.D. candidates in Applesauce or a closely related field, with an expected completion by August 16, 2014, will be considered. A.B.D. candidates without completion by August 16, 2014, will be considered for hire at the instructor rank.

**[COFC STATEMENT]** The College of Charleston is a nationally recognized public liberal arts and sciences university located in the heart of historic Charleston, SC. Since our founding in 1770, we have maintained a strong liberal arts curriculum. The College is a state-supported, comprehensive institution and ranks among the nation’s top universities in providing quality education in the arts, sciences, education, and business. No other university has the unique combination of our exceptional faculty, diverse programs, historic campus, coastal location, modern facilities and cutting-edge programs. The student body numbers approximately 12,000 students in undergraduate and graduate programs combined. **[EEO/AA STATEMENT]** The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.

**[HOW TO APPLY ONLINE]** Apply online at JOBS.COFC.EDU. **[SUPPLEMENTAL DOCUMENTS & REFERENCES]** Submit online: letter of application including current and projected research agenda, curriculum vitae, unofficial graduate transcripts, (official transcripts will be required for hiring), teaching philosophy, one representative publication, and contact information for three reference providers who will submit letters of recommendation online. **[CONTACT PERSON]** Questions regarding the position can be directed to Dr. Kiwi Banana, search committee chair, at bananak@cofc.edu. This is a nine-month appointment; salary is competitive and commensurate with experience and qualifications. **[TIMELINE/CLOSING DATE]** The review of applications will begin September 1, 2013 and continue until the position is filled.

All required elements were included in this sample, and the information in the ad and jobs.cofc.edu posting would match.

- Job Title and Description
- Minimum Qualifications/Credentials
- Timeline and/or closing date
- Supplemental Documents
- References
- The College of Charleston EEO/AA Statement
- Contact person for additional information

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College of Charleston Faculty Recruitment Procedure – Working Document, updated October 27, 2014
COLLEGE OF CHARLESTON

PEOPLEAdmin USER GUIDE

FOR STANDARD RECRUITMENT VIA PEOPLEAdmin
## PeopleAdmin User Guide Table of Contents

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Accessing PeopleAdmin

There are two ways to access PeopleAdmin. From MyCharleston, choose the Employee Tab, look in the left-hand column called Employee Quick Links and you will find PeopleAdmin listed. Or from a browser url line; enter http://jobs.cofc.edu/hr/sso. When asked for a username and password use the same username and password that you use for MyCharleston.

Determining the Appropriate Role

Below is a list of the most commonly used “Roles” and what they are used for.

Admin. Assistant
- This role may initiate a posting request and move it in workflow to the Department Chair

Dept. Chair
- This role may initiate, change and/or approve a posting request and move it in workflow to the Dean
- This role may change and/or approve a Hiring Proposal and move it in workflow to the Dean

Dean
- This role may initiate, change and/or approve a posting request and move it in workflow to the Assoc. Provost/Provost role
- This role may send (in workflow) the posting request back to the Dept. Chair, if needed
- This role may change and/or approve a Hiring Proposal and move it in workflow to the EEO office

Search Committee Member
There are two ways department members may participate in the review of applications. One is through the use of a single shared “Guest User” account, and the other is through being designated on the posting request as a Search Committee Member. A single person may then be designated as “chair” of the search committee.
- This role may only review applications and attached materials

Search Chair
- This role must be named even if the “Guest User” method is selected
- This role may only review applications and attached materials

Search Manager
- This role is responsible for moving applicants in the workflow. All candidates must be moved to a “terminal state” before a hire is done. An applicant may move through several states before reaching their “terminal state”
- This role is responsible for starting the Hiring Proposal
- This role has access to reports
  - Applicant List – output may be downloaded to Excel
  - Applicants in Process
  - Departmental EEO report – This is a summary report of information from the applicants.
  - No identifying information is provided
Changing your Role

Just below the blue banner is an area showing your name and your current role. To change to a different role:

- Click the drop down list and choose the role you need. The availability of the different roles for faculty hiring functions is maintained by Academic Affairs. Please contact Sandy Hall 3-4979 if you do not see the role that you need. Also note that in addition to roles, your access is limited by organizational unit. (The availability of the different roles for staff hiring functions is maintained by Human Resources. Please contact Human Resources if you do not see the role that you need when dealing with staff hiring or position management functions.)

- Click the circular arrow next to the drop down box to activate the newly selected role. You should receive a completion message in green highlighting at the top of your screen. Error messages will be in red.
Create a Posting

Steps to take before beginning your posting

1. Review the Recruitment Procedure that is located on the Academic Affairs website
2. Complete the REHA (paper form) and begin routing it for signatures
3. Prepare a final draft of your proposed external advertisement
4. Decide how you want reference letters handled
   a. Accept reference letters for all candidates
   b. Accept reference letters only after the first “cut” of candidates is made
   c. Do not accept reference letters. (If you choose this option you MUST accept reference letters within the department and you will be responsible for making those reference letters accessible to the hiring committee and all approvers.)
5. Is there a closing date or is the posting to remain active until the position is filled?
6. Decide who will serve as Search Chair.
7. Decide who will serve as Search Manager. (Note: This role moves applicant in the Workflow, is responsible for starting the Hiring Proposal, and has access to reports, including the applicant list and the Departmental EEO report.)
8. Decide if you will use a named search committee or a guest user account. You MUST use a named search committee if there are any anticipated nepotism issues.
9. List the required and optional documents that are specified in your proposed external advertisement

Creating the posting

- Log in to PeopleAdmin by typing http://jobs.cofc.edu/hr/sso into a browser address bar
- Log in with your normal “MyCharleston” userid and password
- Set your “role.” (See preceding description of roles)
- Make sure you are in the “Applicant Tracking” module. (Banner across top of screen should be blue.)
- From your Home screen, choose “Create New Faculty Posting” in the “Shortcuts” window.
- Alternatively, you may,
  - Choose the Postings Tab
  - Click the orange button labelled “Create New Posting”
• From the pop-up window, choose “Create from Classification”.

• The pop-up window will close.

• Hover over the “Actions” button on the line that contains the rank/description of the position you will be posting. Choose “Create From”. If you do not see the rank/description that you need, please contact Sandy Hall at 953-4979 or email halls@cofc.edu.
• Enter an internal title. (Ex. Assistant Professor of Psychology or Assistant Professor of Music, Piano)
• Your School and Department name should already be populated.
• The workflow state for those who have completed all requirements for the application should already be filled in. It is “Application Complete.”
• If you will be accepting reference letters, check the box marked “Accept references”
• Choose the workflow state for requesting the letters from the reference providers
  o Choosing “Application Complete” will send notification to reference providers as soon as the individual’s application has been formally submitted.
  o Choosing “Request Reference Letters” gives you total control over when the letters are requested. Requests will not go out until you specifically move that applicant to the state called “Request Reference Letters”
• Choose the workflow state that the application should be in after all reference letters are received for that applicant. Suggested state is “Reference Letters Received.”
• Choose the “Recommendation Document Type”. Choose “Reference Letter.”
• Verify that the “Accept online applications?” checkbox is checked.
• When using PeopleAdmin for your posting ALL applications are to be received through PeopleAdmin so you should not complete the box for “Special offline application instructions”. Applicants with access restrictions should contact Facultysearch@cofc.edu or Academic Affairs at 843-953-5527.
• Click the orange “Create New Posting” button.

Completing the posting details
• All required elements are marked with a red asterisk and a red border.
• There are many fields here that are only used internally. Before finalizing the posting you will have the opportunity to see the posting as it will be visible to the applicant. This is done from the summary screen.
• Be sure to click “SAVE” fairly often.
• Some fields that may require additional explanation:
Completing the Reference Letters portion of posting details

- If you indicated earlier that this posting will be accepting reference letters you will need to complete this section.
  - **Minimum Number of Requests** Enter number required for the application to be considered complete. This is often listed as zero.
  - **Maximum Number of Requests** Enter number of reference letters allowed. This is usually 3 – 6.

Completing the Supplemental Questions portion of posting details

- To utilize this section, click the orange “Add a question” button. Choose one of the questions listed. You will note that some are very specific to a department. We ask that you not use those nor create any that are that specific or this list will grow unwieldy.

Completing the Applicant Documents portion of posting details

- Mark as Required or Optional those documents that you have specified in your proposed external advertisement. Applicants will not be able to complete the submission of their application if all of the documents you have marked as required are not attached.
- It is a good practice to include at least one “Other Document” as optional.
Completing the Posting Documents portion of posting details

- This is where you will attach the copy of your proposed external advertisement and optionally the Salary and Rank Justification and/or Recruitment Plan in answer to the questions earlier in the posting where you indicated “See attached”.

Completing the Guest User portion of posting details (optional)

The Guest User account is an excellent method of allowing VIEW access to submitted applications for your posting. Guest users log in with a common set of credentials that you create and provide to them. The url guest users will use to access the posting and applications is http://jobs.cofc.edu/hr

- At this point you will need to establish a guest user account 1) if you are not using a named search committee, 2) if you want a non-College of Charleston person to serve on the hiring committee, or 3) if you want to provide application viewing privileges to the administrative support for the department without giving them another role in PeopleAdmin.

  - Click the “Create Guest User Account” button.
    - The userid is provided and is specific to this posting only.
    - You may choose to use the password provided or you can enter a password of your choosing. If you change the password, be sure to click “Update Password” to accept your change. Be sure to indicate to your guest users that the password is case sensitive. (Note: The guest user logon is not available for use until after the posting has been approved and posted to the website.)
    - You may enter the email addresses of the guest users here and let the system send the email or you can leave this area blank and send the group an email from your own email account.

  - SAVE

Completing the Search Committee portion of posting details (optional)

Named search committee members will view the posting and applications using their own (MyCharleston) credentials. Optionally, they may also leave comments. Please note that these comments will become part of the permanent record for this search. The url these search committee members will use to access the posting and applications is http://jobs.cofc.edu/hr/sso

- This method must be used in any case where possible nepotism issues are anticipated.
- Instructions for establishing a search committee within PeopleAdmin are available on the Search Committee screen.

  - SAVE

Completing the Ranking Criteria portion of posting details (optional)

Currently, we do not have anyone using this portion of the system.
Review the Summary and take action on posting

From the main Summary screen you have options to “See how Posting looks to Applicant” and “Print Preview (Applicant View)”. You will want to carefully review the posting as it will appear to applicants before finalizing it. If you find anything that needs to be changed you may choose the “Edit” button on the Summary screen.

- After reviewing your posting,
  - Choose the “Take Action on Posting” button
  - Your choices will be based on your role and the defined workflow.

![Posting: Test Asst. Professor (Faculty) Edition](image)

[Back to top](#)
Managing your Search

Assisting reference providers

From time to time you may receive a letter of recommendation from the outside individual. This may happen in cases where an incorrect email address was entered for the reference provider or if the reference provider experiences some difficulty in uploading the letter. This letter should be attached to the application of the individual who is the subject of the letter.

- Logged in as Search Chair: Bring up the posting
- Choose the Applicant Tab
- Find the candidate that you have the reference letter for
- From the Summary page of that application, scroll down to the area of Professional References and find the reference from whom you want to post the document.

References

<table>
<thead>
<tr>
<th>Name of Reference</th>
<th>Raymond T. Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>435-797</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:raymond@usa.edu">raymond@usa.edu</a></td>
</tr>
<tr>
<td>How do you know this reference?</td>
<td>Worked closely with for Faculty Senate at Utah State University</td>
</tr>
<tr>
<td>Email Link</td>
<td><a href="http://pbs.celfc.edu/ref/new/224d89a6bc75b356a66d830e004f7c598ec1">http://pbs.celfc.edu/ref/new/224d89a6bc75b356a66d830e004f7c598ec1</a></td>
</tr>
</tbody>
</table>

- Copy the “Email link” for that person
- Paste that link into a new browser window
- A page will open where you can upload the document
Choose “Browse” to find and upload the document you received externally from the reference provider

Press “Submit”

Reviewing the applications

- Logged in as Search Chair or Search Committee Member: Bring up the posting.
- Choose the Applicant Tab
- Most of the pertinent information is contained in the attachments, not the application (which is simply an applicant form).
  - View all of the attachments together by clicking on either “View” or “Generate” in the column called “Combined Document”
- Alternatively, you can view an applicant’s basic information by clicking on his/her name or by ticking the check box and choosing “Action”, “View Application”.
- To view multiple applicants’ materials,
  - Check the box next to the name of several applicants
Click on the “Action” button that is at the top of the list
Choose “Download Applications as PDF”
Select which documents you want included in the pdf (see sample selection box below)

Choose “Submit”
A status window will appear while the pdf is being built. The time this takes will vary based on the number of applicants you chose and the size of the documents you chose to view. When the pdf is complete it will open in your PeopleAdmin window.

Monitoring your applicant pool
PeopleAdmin contains reports on the diversity of the applicant pool. You should monitor your pool throughout the posting period to evaluate whether or not your attempts at recruiting a diverse pool of candidates are sufficient. In order to be counted in the report the applicant status must be at least “Search Committee Review”. (If an applicant’s status is still at “Application Complete” rather than “Search Committee Review,” they will NOT show up on the report.)

- Logged in as Search Chair or Search Manager: Bring up the posting.
- Choose the Report Tab
- Choose Departmental EEO Report
  - A new window will open
  - Screen will say “queued”, then “working”, then “completed”
  - After the report is completed, choose “Actions”, then “View Report” or “Download to Excel”
  - Close this window after the download is complete and you have viewed the report.

(Sample Departmental EEO Report)
Changing applicant status

Applicant status changes are done throughout the life of your posting. By moving applicants through the various stages you are building a “flow-log” that will later be used during our required federal reporting.

Moving applicants through the various states is done by the search manager. (A typical applicant flow is available on page two of the “Faculty Workflow” document available from your PeopleAdmin Home screen.)

- Logged in as Search Manager: Bring up your posting
- Choose the Applicant Tab.
  - Initially, most applicants will be in the “Application Complete” or “Reference Letters Received” state. All candidates who will be reviewed by the search committee must be moved to the status of “Search Committee Review”.
- Filter your applicant list so that you are working with only one category of applicant at a time. To do this:
  - Next to the Search box, choose “More search options”
  - Click the applicant status you want to work with
  - Click the “Search” button
  - Click the box next to several of the applicants, (or choose Select All), then click the large “Actions” button.
  - Choose “Move in Workflow”
  - Then choose a workflow state for the group.

- Please note that you cannot move a candidate to “Professional Meeting/Skype Interview” or “Requested Interview” until after they have been moved to the “Search Committee Review” state.
- Please note that on-campus interviews require a paper form as well as being marked in PeopleAdmin as “Requested Interview”.
- Every applicant in PeopleAdmin must have their status changed to a terminal status (ex: “not interviewed, not selected,” “finalist, not selected,” etc.) before a Hiring Proposal can be initiated. When
an applicant is placed in a terminal state, their application will be removed from your active applicants screen to the inactive applicants list. Only the applicant you plan to recommend for hire will remain active.

- Change the candidate who you will be creating a Hiring Proposal for to the status, “Recommend for Hire”.
- After this candidate has been marked as “Recommend for Hire”, you will see an action named “Start Hiring Proposal” appear on the job application screen.

- Choose “Start Hiring Proposal.” After you have saved the Hiring Proposal for the first time, you can return to work on it by going to the “Hiring Proposal” portion of the Application Tracking menu.
Start a Hiring Proposal

The Hiring Proposal is actually initiated from the Applicant Tab of the Posting screen.

- After this candidate has been marked as “Recommend for Hire”, you will see an action marked as “Start Hiring Proposal”. Choose this.
- After you have saved and closed the Hiring Proposal for the first time, you can return to work on it by going to the “Hiring Proposal” tab of the Application Tracking menu.

- Complete the necessary fields. All applicant and position information should already be populated from the Posting.
  - Fields from the approved Hiring Proposal will be used to create the offer letter. There may be some discussion with Academic Affairs after the Hiring Proposal is submitted. All changes agreed to between Academic Affairs and the hiring department once the Hiring Proposal has the Dean’s approval will be documented in the Hiring Proposal by Academic Affairs.
- Workflow moves as: Search manager ➔ Department Chair ➔ Dean ➔ EEO ➔ Academic Affairs.
- Academic Affairs will update the Hiring Proposal when they begin working on the draft offer letters and again after the offer is either accepted or declined. Draft letter status indicates that the letter is being drafted or has been drafted, approved, and sent but the candidate has not yet accepted or declined (or the status of the outstanding offer has not yet been recorded).
Notifying Other Applicants after Hire

- Logged in as Search Manager: Bring up your posting
- With your posting open, choose the tab called “Reports”
- Choose the Applicant List Report
  - A new window will open
  - Screen will say “queued”, then “working”, then “completed”
  - After the report is completed, choose “Actions”, then “Download to Excel”
  - Close this window after the download is complete

Using this list you may create a merge document in Word that is set to “email”. If you will be emailing your applicants by utilizing a mail merge, view “How to create an Email Merge using MS Outlook 2010 and PeopleAdmin” or please contact Sandy Hall (hallss@cofc.edu) for a copy of the document.
Hints and Tips

Sorting
To improve working with the applications to your search, you may want to sort the list. You may sort by any of the columns except “Actions”.

- Hover near the name of the column you want to sort by
- Up and down arrows will appear
- Click on either arrow and your list will sort

Using Search
You may use the “Search” block and “Search” button on the Applicants Tab to locate individual applicants, all applicants in a particular status, or to view applications that have already been moved to inactive.
To view your inactive applicants,
- Next to the Search box, choose “More search options”
- Change the Active/Inactive designation to “Inactive”

Role, Role, Role
If you are not seeing what you expect to see on your screen, check your Role. This is especially true for people who frequently have to change between staff hiring and faculty hiring roles. Access to functions is controlled by your role, the defined workflow, and who “owns” the item. See the section titled “Determining the Appropriate Role” for an explanation of each role.
BLUE Banner across top
If you are not seeing what you expect to see on your screen, check the color of your banner. There are several modules within PeopleAdmin. Each module is identified by a different color banner. All faculty hiring functions take place under a blue banner.

Using the Guest User Logon
When you created your posting you decided whether or not you would use a guest user account. Persons who will be using the guest user account do so by accessing http://jobs.cofc.edu/hr
The username and password were created when you created the posting. Passwords are case sensitive.
If people report they are having trouble using the Guest User Logon, check to make sure it is active. The guest user logon is not automatically available for use until after the posting has been approved and posted to the website. Alternatively, you can activate the Guest User manually from the Posting screen if it has not been automatically activated.
CONTACT US

Roster Faculty Recruitment (General)........................... Cathy Peebles, peeblesc@cofc.edu
Update or monitor recruitment steps ......................... Use PeopleAdmin: jobs.cofc.edu/hr/sso
Confirm approval of recruitment steps ...................... Cathy Peebles, peeblesc@cofc.edu
PeopleAdmin Issues.................................................. Academic Affairs staff, FacultySearch@cofc.edu
PeopleAdmin Application Issues............................... Academic Affairs staff, FacultySearch@cofc.edu
Ads in diversity publications .................................... Anastasia Gilpatrick, abemelia@cofc.edu
Diversity/EEO/AA Questions .................................... Kimberly Gertner, gertnerka@cofc.edu
Faculty Contract Letters ......................................... Cathy Peebles, peeblesc@cofc.edu
Offer Acceptance/Declination .................................. Cathy Peebles, peeblesc@cofc.edu
Faculty Credentials ................................................ Anastasia Gilpatrick, abemelia@cofc.edu
Faculty Tab/OAKS Access ....................................... Anastasia Gilpatrick, abemelia@cofc.edu
New Faculty Orientation .......................................... Anastasia Gilpatrick, abemelia@cofc.edu
Roster Faculty Human Resource Paperwork ............. Laurie Hogan, HoganL@cofc.edu
Faculty Email Accounts .......................................... IT Helpdesk helpdesk@cofc.edu
Scheduling Issues .................................................. Registrar’s Office, scheduling@cofc.edu
Issues for Associate Provost of Faculty Affairs .......... Deanna Caveny-Noecker, CavenyD@cofc.edu

FORMS

Some paper forms are required for all positions, and some are solely for Math/MLA positions. Links to all faculty recruitment materials are on the Academic Affairs webpage (academicaffairs.cofc.edu/procedures-and-practices) and listed below.

- **REHA Form: Request for Employee Hire Authorization (.PDF)** *REQUIRED for ALL positions
- **AA-1 Form: Faculty Recruitment Request & Plan (.PDF) or (.DOCX)** - not required for standard PeopleAdmin recruitment
- **AA-2 Form: Request for On Campus Interview (.PDF) or (.DOCX)** *REQUIRED for ALL positions
- **AA-3 Form: Request to Appoint (PDF) (.DOCX)** - not required for standard PeopleAdmin recruitment
- **Background Check Forms** - sent by Academic Affairs with the offer letter
- **EEO Form: Confidential Applicant Data (.PDF)** - not required for standard PeopleAdmin recruitment
- **Approval of New Employee Relocation/Moving Expense (.PDF)** **REQUIRED for ALL positions offering moving expense reimbursements**
FREQUENTLY ASKED QUESTIONS

Q: Am I required to use PeopleAdmin?
A: Yes. ALL faculty job postings from every discipline must be placed on jobs.cofc.edu via PeopleAdmin.

Math, English, and Modern Language Disciplines (only): See Math/MLA Faculty Recruitment Procedure. These departments are allowed to conduct searches and receive applications using their approved national applicant-employer recruitment system, MathJobs.org or the Modern Languages Association’s Interfolio ByCommittee. Only the Departments of Mathematics, English, French, Francophone, Italian Studies, German and Slavic Studies, and Hispanic Studies are approved to use these sites to recruit, but they are still required to create a job posting in PeopleAdmin. This posting on jobs.cofc.edu will be linked to the other recruitment site where applications are accepted. Separate instructions are given for these departments. If desired, these departments are also allowed, but not required, to use PeopleAdmin to run their search and receive applications using the same procedure outlined here that other disciplines use.

All other disciplines: Please follow this standard Faculty Recruitment Procedure.

Q: I’m using People Admin; do I still have to do paperwork?
A: Yes. The REHA, AA-2, and Moving Expense form are still needed.

All departments should still submit the Request for Employee Hire Authorization (REHA) paper form when they first start the posting request and Request to Interview (AA-2) paperwork when they are at the on-campus interview stage of the search. Also, if you plan to offer moving expenses reimbursement, please submit a completed Approval of New Employee Relocation / Moving Expense as soon as you start a “Hiring Proposal” in PeopleAdmin. This is done for each position in addition to the information entered in PeopleAdmin. Grant-funded positions are exempt from the REHA requirement.

Q: What do Math, English, and Modern Language disciplines need to do differently to recruit?
A: See MATH/MLA FACULTY RECRUITMENT PROCEDURE.

Chairs should provide login access to the national system to the Dean, Director of Human Relations and Minority Affairs, and Associate Provost for Faculty Affairs. Chairs are responsible for collecting and/or providing access for the Director of Human Relations and Minority Affairs to review confidential applicant data (race/ethnicity and sex). The department’s recruitment efforts and collection of applicant data should mirror the standards and communications in the College’s PeopleAdmin site, including disability access and communication regarding that access and the College’s use of eVerify and pre-employment background checks. Separate instructions are given for these approved users.

Q: What should I include in the Recruitment Plan section of PeopleAdmin?
A: You can either type out your plans in the box or type ‘see attached’ and attach a PDF version of your recruitment plan. Recruitment plans should include a detailed list of advertising venues and efforts to diversify applicant pool.

Q: When can we run our external ad?
A: Once the Provost’s Office has notified the Chair and Dean that the recruitment request (recruitment plan, REHA, and advertisement) is fully approved and the job posting is live on jobs.cofc.edu, Chairs can run external advertisements.

Q: Do I have to submit a paper Request to Interview (AA-2)?
A: Yes. To secure approval to invite candidates for on-campus interviews, departments should complete a Request for On Campus Interview. The form is required of all searches, even those conducted via PeopleAdmin.

Q: Do I have to submit a paper Moving Expense form?
A: Yes. To secure approval to any moving expenses PRIOR to sending an offer letter, departments must submit an Approval of New Employee Relocation / Moving Expense. The form is required of all searches, even those conducted via PeopleAdmin.

Q: The option I need is not showing up in PeopleAdmin; what do I do?
A: First, is the top of PeopleAdmin a BLUE banner (aka the hiring module)? Are you logged in as the proper role? Access to functions is controlled by your role and its defined workflow. See PeopleAdmin Guide’s “Determining the Appropriate Role.” Still stuck? Contact Sandy Hall at hallss@cofc.edu.

Q: We want to expedite the hire of a visitor, what do we do?
A: It depends.
For regular visiting faculty positions, departments are required to advertise and should run the ad at least two weeks. On-campus interviews may be replaced with Skype or professional meeting interviews.

For visiting faculty positions whose availability for the subsequent academic year becomes known after May 1, advertising may be optional. However, when a visiting faculty position is not advertised, the appointment can be no longer than one year, and renewals will not be allowed without first advertising the position. If a department needs to make an expedited visitor hire without advertising, chairs are required to submit a paper REHA, AA-1, and AA-3 for approval before making the hire. Discuss this with the Provost Office first, and do not start a posting request in PeopleAdmin.

Q: What are allowable moving reimbursement expenses?
A: The College’s Moving Expense Policy lists the following expenses:

<table>
<thead>
<tr>
<th>Allowable Reimbursement Expenses</th>
<th>Non-Reimbursement Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>One door to door move</td>
<td>House hunting trips</td>
</tr>
<tr>
<td>Payments to a moving company</td>
<td>Temporary living expenses</td>
</tr>
<tr>
<td>Rental truck and gas for the truck</td>
<td>Meals</td>
</tr>
<tr>
<td>Packing materials</td>
<td>Cost of general repairs, maintenance, &amp; insurance</td>
</tr>
<tr>
<td>Car Shipments</td>
<td>Multiple trips</td>
</tr>
<tr>
<td></td>
<td>Airfare</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
</tr>
</tbody>
</table>

Note: The new employee’s place of residence must be outside of the state of South Carolina at the time of employment by the College. See Moving Expense Policy for full details about conditions.

Q: Does the department/program collect and certify credentials before sending them to the Dean and Provost for approval?
A: Yes. Once the department receives all of the new hire’s credentials (i.e., official transcript and CV), the Chair should complete a Certification of Credentials and Qualifications for Faculty Appointment (for undergraduate and/or graduate courses) that certifies that the SACSOC minimum qualifications are met. Faculty credentials information and forms are online at academicaffairs.cofc.edu/procedures-and-practices/department-information.php. Certification forms and all accompanying credentials should be sent to the Dean for approval and then submitted to Academic Affairs (Anastasia Emelianoff Gilpatrick, Coordinator) well before the beginning of the term to receive final approval by the Provost’s Office. New hires cannot be activated as faculty, given Faculty tab/OAKS access, or be assigned to courses until all credentials are certified and approved by the Provost’s Office.

Q: When is New Faculty Orientation?
A: New Faculty Information will be updated annually online at academicaffairs.cofc.edu/info-for-new-faculty. New Faculty Orientation events are typically held over two days during the week of August 16th.

Q: Who should I contact with a different general question?
A: See contact list above, or contact Cathy Peebles at peeblesc@cofc.edu for general inquiries.