COLLEGE OF CHARLESTON

FACULTY RECRUITMENT PROCEDURE

FOR STANDARD RECRUITMENT VIA PEOPLEADMIN
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OVERVIEW OF STANDARD RECRUITMENT

College of Charleston faculty recruitment is conducted via the College’s PeopleAdmin™ Online Recruitment System. Please complete the following steps to successfully recruit roster and visiting faculty for new and existing vacancies. **ALL faculty job postings must be placed on jobs.cofc.edu via PeopleAdmin.** PeopleAdmin is used to request approval to recruit; upload external ads for approval; collect applications including confidential applicant data and letters of recommendation; and review applications.

**Faculty Recruitment Procedure — At a Glance**

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<td>BEFORE THE SEARCH</td>
<td>1</td>
<td><em>(Annually)</em> Deans submit the school’s overall recruitment plan. Submit any requests for new positions. Include departments/programs’ faculty diversity recruitment plans.</td>
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| | 2 | *(For each position)* Department/Program requests approval to initiate recruitment for a position using PeopleAdmin’s Posting Request (including the external ad and jobs.cofc.edu posting language and recruitment details for that position) as well as submission of the paper “Request for Hire Authorization” (REHA) form.* 
  *Math, English, and Modern Languages —complete the above, but also see note below † |
| | 3 | Monitor recruitment request and wait for approval. |
| SEARCH PROCESS | 4 | Run approved advertisement (posted at jobs.cofc.edu and externally). Search begins. |
| | 5 | Monitor and proactively diversify the applicant pool. |
| | 6 | Acknowledge applications. |
| | 7 | Request permission to conduct preliminary interviews via PeopleAdmin. |
| | 8 | Request permission to conduct on-campus interviews (paper “AA-2” form required). * |
| APPOINTMENT | 9 | Request to appoint the selected candidate (and mark not-selected candidates). |
| | 10 | Review the offer letter. |
| | 11 | Complete the hire and credentialing. |
| | 12 | Prepare for New Faculty Orientation. |

* PAPER forms still required: Departments must submit the 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 may 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 (Steps 1-4). This posting on jobs.cofc.edu must ultimately include a link to the posting on the other site where all applications will be collected, and paper forms will be submitted for each remaining recruitment step (Steps. 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.
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, EEO Director, 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. Departments/Programs request approval to initiate recruitment for each position by completing the following steps.

2A. Prepare the following before creating a posting request in PeopleAdmin

- Submit Request for Employee Hire Authorization (REHA) paper form. Only grant-funded positions are exempt from the REHA requirement.

- Timeline: Set advertising timeframe
  - Is there a closing date or will the posting remain open until filled?

- Roles: Decide on the following roles:
  - Search Chair
  - Search Manager (Note: This role moves all applicants in the Workflow; is responsible for starting the Hiring Proposal; and has access to reports, including the applicant list and the Departmental EEO report.)
  - Search Committee members (if the possibility of nepotism is anticipated, you MUST name each member, and no shared guest user logins will be allowed).

- Language for Ad: Draft an external advertisement in Word (.doc or .docx) with all required sections. Use language from ad to fill in the PeopleAdmin posting request. See the sample job posting. Ensure information in your external ad and online posting will MATCH, including:
  - Job Title and Description
  - Minimum Qualifications/Credentials – SAMPLE: “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, 2017, will be considered. A.B.D. candidates without completion by August 15, 2017, will be considered for hire at the instructor rank.”
  - Timeline and/or closing date
  - How to apply & submit Supplemental Documents and References – SAMPLE: “Apply online at JOBS.COCF.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 be emailed to submit letters of recommendation online.]”
  - The College of Charleston EEO/AA Statement – REQUIRED: “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.”

- Contact person for additional information
- Documents for applicants to attach (decide which are required and which are optional)

**Applicant’s Supplemental Documents:** Decide which documents will be required (e.g., CV, letter of application) and if there are any optional documents (e.g., unofficial transcript, teaching philosophy) that will be requested. Specify these in both your external ad and posting. Ensure the documents on your jobs.cofc.edu posting match the wording in your external ad.

**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 or a different stage)?
- 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.)

**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*.

**Recruitment/Advertising Plans:** Document all advertising venues and efforts that will be used to diversify and expand the applicant pool. Review the advertising requirements for your discipline and visit [http://academicaffairs.cofc.edu/procedures-and-practices/facultyrecruitment](http://academicaffairs.cofc.edu/procedures-and-practices/facultyrecruitment) for a list of additional resources and advertising venues.

Also, decide whether to also advertise in the Provost-sponsored diversity venues. Academic Affairs typically purchases at least one additional online posting packages for departmental use (currently *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 version) is attached before submitting it for approval. If YES, Academic Affairs will submit the final approved ad to the venue for you. Additionally, Academic Affairs will automatically run all ads on *Inside Higher Ed*.

**2B. Create a Posting on PeopleAdmin**
- Log in to PeopleAdmin ([http://jobs.cofc.edu/hr/sso](http://jobs.cofc.edu/hr/sso)) using your Cougar ID and password
- Select your “role” from the pull-down menu in the top right. (See description of roles)
- Make sure you are in the “Applicant Tracking” module. (Banner across top of screen should be blue.)
- From the *Home* tab, choose “Create New Faculty Posting” link in the “Shortcuts” window.
Welcome to your Online Recruitment System

- (Alternatively, from the Postings tab, click the orange “Create New Posting” button)

- From the pop-up window, choose “Create from Classification,” and the pop-up window will close.

What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Pool
Copies in general information from a pool. You will need to provide specific information inside the posting.
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 facultysearch@cofc.edu (843-953-5527).

A New Posting request will open. Enter all required data.

Enter the **Internal Title** which will be displayed on jobs.cofc.edu (Ex: “Assistant Professor of Psychology” or “Assistant Professor of Music (Piano)”).

Your **Location**, **School** and **Department** are auto-populated.

The **Workflow State** (when an application is submitted, the applicant will be moved to this state) is automatically set to “Permanent/Regular Faculty Position - Application Complete.” If applicable, you can select “Visiting Faculty Position – Application Complete” for visiting positions.

If you will be accepting reference letters, complete the **References** sections.
  - In **Reference Notification**, select the state applicants must be in before the system will email the reference providers a message and link to upload the letter:
    - Choosing “Application Complete” will email reference providers as soon as the individual’s application has been submitted by the applicant.
    - Choosing “Request Reference Letters” gives you total control over when the letters are requested. Requests will not go out until the search manager manually moves that specific applicant to the State called “Request Reference Letters.”
    - Other options are available, but are not commonly used.
  - In **Recommendation Workflow**, select the state that the applicant will be placed in after all reference letters are received for that applicant.
    - The suggested state is “Reference Letters Received.”
  - In **Recommendation Document Type**, select “Reference Letter.”
In Online Application, the “Accept online applications?” box must be checked, and the “Special offline application instructions” must be left blank.*

*Exception to this step for Math, English, and Modern Languages ONLY: You are permitted to collect applications for your job posting outside of PeopleAdmin. If you do not wish to accept online applications via PeopleAdmin and will not complete your search within the PeopleAdmin System, uncheck the “Accept online applications?” checkbox, and instead complete the box for “Special offline application instructions” with your MLA Interfolio or MathJobs.org application information, including a placeholder sentence for the web address where your job will be posted on MLA or Mathjobs.org. The web address will be required when the posting goes live on jobs.cofc.edu, so applicants can be properly redirected. You must email facultysearch@cofc.edu the MLA or Mathjobs.org link for the job after your Posting Request is approved in PeopleAdmin. You are not permitted to publish the job prior to approval of the PeopleAdmin Posting Request.

- Skip the Assessment Criteria and Classification Documents sections.

- Click the orange Create New Posting button.

2C. Complete the posting details

- Complete all required elements marked with a red asterisk and a red border.
- There are many fields here that are for internal use only and will not be visible to the applicants. Before finalizing the posting, go to the Summary screen and select “See how Posting looks to Applicant.”
- Click “SAVE” often. Click “Check Spelling” to spell-check.

- Some fields that may require additional explanation:
  - **Target salary for search. Include most recent CUPA-HR data and other salary data available:** Enter the salary or salary range you are requesting. Attach data and/or a justification document to the posting in the Posting Documents section (explained further below).
  - **Most recent permanent incumbent:** Name the last regular (non-visiting) faculty member to be in this position.
  - **Position Description (for applicant view):** Cut and paste from your external ad to ensure the Position Description on jobs.cofc.edu will match your external advertisements. Remove your sentence that tells people to apply at jobs.cofc.edu since they are already there. Remove your EEO statement because this information will be auto-populated on the jobs.cofc.edu posting.
  - **Special Instructions to Applicants:** This text will be visible to applicants as they view the initial list of all open positions on jobs.cofc.edu (before they enter the application process). This is a good place to put information about specific application requirements. For Math and MLA, this is a good place to redirect applicants to your mathjobs.org or interfolio.com site.
  - **Please provide recruitment plan, including efforts to diversify the applicant pool:** Enter your recruitment plans and all of your advertisement information, or type “See attached” and attach a document in the Posting Documents section (explained further below).
Would you like to advertise in one of the Provost-sponsored diversity venues?: Indicate “yes” if you would like to have your posting advertised in one of the sponsor diversity venues. This is highly recommended and offered at no additional cost to you.

2D. Complete the Reference Letters portion of posting details
- If you will be accepting reference letters, complete this section.
  - Minimum Number of Requests: Enter number required for the application to be considered complete, typically 0 – 3.
  - Maximum Number of Requests: Enter number of reference letters allowed, typically 3 – 6.

2E. Complete the Supplemental Questions portion of posting details
- To utilize this section, click the orange “Add a question” button. If applicable, choose one of the questions listed. Note: Our system archives all questions that are created. Some are specific to a department, and we ask that you not use those nor create any new questions unless they are truly necessary, or this pull-down list will grow unwieldy.

2F. 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.
- If the document type you require is not listed, please use one of the “Other Document” entries and specify in your proposed advertisement and in the posting that a specific document be loaded here.
- If needed, go back to your posting language to edit the exact name of the documents selected. It is good practice to put the document name in parentheses in the ad, if it is not obvious.
- DO NOT USE the document type named “*** Do Not Use ***”

2G. Completing the Posting Documents portion of posting details
- Attach the copy of your proposed external advertisement (Word Doc versions only)
- Optionally, attach the Salary and Rank Justification and/or Recruitment Plan in answer to the questions earlier in the posting where you indicated “See attached”.

2H. 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.
2i. 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.

2j. Completing the Ranking Criteria portion of posting details (optional)

Currently, we do not have anyone using this portion of the system.

2k. 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 orange “Take Action on Posting” button
  - Your choices will be based on your role and the defined workflow.
  - Select the next approver in your workflow.
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.

3A. Monitor online
Monitor recruitment requests in PeopleAdmin by viewing the Workflow State and History. 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.

4A. Job is publicly posted on the CofC website
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.

4B. Job is advertised externally
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.
- For MLA and Mathjobs.org positions, after you are approved to post the position, please finalize and publish the job posting on Interfolio or Mathjobs.org. This posting should mirror the one on jobs.cofc.edu including the full EEO/AA statement. Next, please email the direct link to the live, published job posting to facultysearch@cofc.edu. We will update the jobs.cofc.edu posting to include this link, so applicants are properly redirected.

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.

**5A. Job is advertised in diversity venues**

- **Advertise in sponsored diversity venues:** If you selected YES to “Would you like to advertise in one of the Provost-sponsored diversity venues?,” Academic Affairs will submit the final approved ad to the venue for you (currently DiverseJobs [Diverse: Issues in Higher Education]). Additionally, Academic Affairs will automatically run all ads on Inside Higher Ed.

- Additionally, departments must submit the ad to diversity venues appropriate to their disciplines.
  - **All Disciplines** should refer to the academic job sites provided by the PhD Project.
  - **Education Disciplines** are required to advertise via Holmes Scholars.
  - **STEM and Business Disciplines** are required to advertise via Faculty for the Future.

Most academic disciplines have professional organizations associated with them, and many have subcommittees on women, ethnic groups, and/or other subgroups or special interest groups. In addition, many have national and regional meetings, newsletters, email mailing lists and web sites. These organizational resources may be used in departmental recruiting efforts. Examples of discipline-based organizations and job sites are found on the Faculty Recruitment webpage.

**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 EEO Office 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 EEO Director. Please contact Ms. Kimberly Gertner, EEO Director (953-5758 or gertnerka@cofc.edu) with questions about our equal employment opportunity/affirmative action (EEO/AA) obligations.

**5B. Monitor your 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. Take action to diversify your applicant pool as needed per Step 5. PeopleAdmin contains EEO reports on the diversity of the applicant pool. (MLA and Mathjobs.org searches cannot be monitored with PeopleAdmin.)

In order to be counted in the PeopleAdmin EEO 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
  o A new window will open
  o Screen will say “queued”, then “working”, then “completed”
  o After the report is completed, choose “Actions”, then “View Report” or “Download to Excel”
  o Close this window after the download is complete and you have viewed the report.

(Sample Departmental EEO Report)
**STEP 6: MANAGE THE SEARCH ONLINE**

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.

The following information in Step 6 is specific to PeopleAdmin, but MLA and Math faculty searches should work with their vendors to address any applicant issues.

**6A. Address any 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.

**6B. Address any reference letter issues**

You may receive questions about letters of recommendation from the outside individual. This may happen when an incorrect email address was entered for the reference provider or if the reference provider experiences some difficulty in uploading the letter. With your help, the letter needs be attached to the appropriate applicant.

- 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.

  ![Reference Details](image)

- Copy and paste the “Email link” for that person into a new browser window
- That reference provider’s 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”

6C. Review applications

Search Committee reviews applications and makes selections. Remember that “notes” entered in PeopleAdmin become part of the permanent record.

• Logged in as Search Chair or Search Committee Member: Bring up the posting.
• Choose the Applicant Tab
• Review the application and the attachments (ex: CV, teaching philosophy, etc)
  o 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,
  o Check the box next to the name of several applicants
  o Click on the “Action” button that is at the top of the list
  o Choose “Download Applications as PDF”
  o Select which documents you want included in the pdf (see sample selection box on the next page)
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.

6D. Change applicant statuses throughout the search as each is rejected or selected

Update the status of each selected and rejected applicant. Notify applicants as needed when they are or are not selected for interviews. 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 stages 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 to work with one workflow category of applicants at a time.
  - Choose “More search options”:

  ![Select the document type(s) to use.](image)
Select the **Applicant Status** you wish to update:

- 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 that all selected applicants should be moved into.
**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 EEO Office. 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.

The following information in Step 7 is specific to PeopleAdmin, but MLA and Math searches should use ensure that EEO has access to your posting and applicant data on MathJobs.org or Interfolio. MLA and Math searches must request permission to conduct preliminary interviews through Ms. Kimberly Gertner, EEO Director (gertnerka@cofc.edu) (no paperwork). Please wait for approval via email or phone before proceeding with your interviews. Also, you will mark whether the candidate already had a preliminary interview when you later complete the Request for On Campus Interview (AA-2) (paper form)

7A. Change applicant statuses of the applicants that are selected for preliminary interviews

In PeopleAdmin, Permission to conduct preliminary interviews is requested by changing the applicant’s status to “Professional Meeting / Skype Interview.” The EEO Director will be automatically notified of the status update, and once she has approved your request, she will notify departments via email that they may proceed with scheduling the interviews. Also, continue to update the PeopleAdmin status of each applicant who is rejected.

- 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 to work with one workflow category of applicants at a time.
  - Choose “More search options”:
Select the Applicant Status you wish to update:

- 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 that all selected applicants should be moved into.
  - Note: You cannot move an applicant to “Professional Meeting/Skype Interview” until after they have been moved to the “Search Committee Review” state.
STEP 8: REQUEST PERMISSION TO CONDUCT ON-CAMPUS INTERVIEWS.

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

8B. Change applicant statuses of the applicants selected for on-campus interviews

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.

- 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 to work with one workflow category of applicants at a time.
  - Choose “More search options”:
    - Select the Applicant Status you wish to update:
    - 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 that all selected applicants should be moved into.
Note: You cannot move an applicant to “Requested Interview” until after they have been moved to the “Search Committee Review” state.

8B. Change applicant statuses of the applicants selected for on-campus interviews

You must also submit a Request to Interview (AA-2) paper form for approvals. The AA-2 paper form is required in addition to the PeopleAdmin step. 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.

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 EEO Director 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.
**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, Office of Equal Opportunity Programs, and Associate Provost for Faculty Affairs, with the Provost’s review and signature required on all appointment letters. 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. Offers with tenure require the review and approval of the President, which will be secured by the Provost’s Office.

9A. Change applicant status of your finalist and submit a Hiring Proposal

1) **Update Applicants’ Statues:** Chairs should update the PeopleAdmin status of every applicant in their search. All applicants, except the finalist you wish to hire, must be in a terminal state before the “Start Hiring Proposal” button will appear on the finalist’s applicant page.

A terminal state is one that includes the words “not selected” (e.g., “not interviewed, not selected,” “finalist, not selected,” etc.). 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. Once all applicant states are up to date, you can initiate a Hiring Proposal.

- 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”.
- Sort or filter your applicant list as you wish. You may wish to work with all the applicants in one workflow state at a time, or you may wish to manually check the box beside applicant names.
  - Choose “More search options”:
    - Select the Applicant Status you wish to update:
Click the “Search” button

- Check the checkbox for the applicant(s) you wish to update. You can update multiple applicants at a time by checking multiple applicants (or by checking the top Select All checkbox). You can review their current Workflow State column before updating it.

- Select Actions and Move in the Workflow
- Select an option from the Change for all applicants menu. Select an option from the New State menu. Be sure to select the options that best suit your applicant(s) reason for not being selected as this data is important to the College’s records.

- Note: You cannot move an applicant to “Requested Interview” until after they have been moved to the “Search Committee Review” state.
- Save changes and return to your Applicants list. Only the active applicants will remain. Repeat these steps until all applicants are in a terminal state.
- Once all applicants (who were not selected) are moved to a terminal state, you should move the final selected applicant to the “Recommend for Hire” state.
- (Contact facultysearch@cofc.edu if you wish to hire multiple applicants.)

2) Submit Hiring Proposal: Then submit a “Hiring Proposal” via PeopleAdmin. (AA-3 Paper Form is NOT required.)
- Open the selected applicant’s application. Click the +Start Hiring Proposal link in the righthand menu.
Note: 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.

- 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).

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 APPOINTMENT LETTER.**

Once a Hiring Proposal/Request to Appoint has full approval, an appointment letter will be drafted by the Provost’s Office and sent via email to the Chair and Dean for review before it is finalized and mailed to the prospective faculty member. The College requires that certain elements be present in every offer letter. The appointment letter addresses: 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, start-up funds, and summer research stipends) between the candidate and the department and/or school should be specified in a separate letter signed by the Dean and copied to the Associate Provost for Faculty Affairs. Any written representations regarding base faculty salary, supplemental appointments (such as directorships), rank, renewal, and tenure consideration may be made only under the Provost’s signature. (See: [Policy on Supplemental Letters for Newly Appointed Faculty](#).)

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 appointment letters.

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](#))

- 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 “[Using mail merge to send e-mail messages to your applicants](#)”.
**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](http://hr.cofc.edu/policies) 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](http://academicaffairs.cofc.edu/procedures-and-practices/credentials) (for undergraduate and/or graduate courses) that certifies that the SACSCOC minimum qualifications are met. Faculty credentials information and forms are online at [http://academicaffairs.cofc.edu/procedures-and-practices/credentials](http://academicaffairs.cofc.edu/procedures-and-practices/credentials). 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.
**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 CofC 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 [http://academicaffairs.cofc.edu/newfaculty/index.php](http://academicaffairs.cofc.edu/newfaculty/index.php). 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 internal jobs.cofc.edu job posting generated by PeopleAdmin.

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 2018-2019 academic year. The School is accredited by 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, 2018, will be considered. A.B.D. candidates without completion by August 16, 2018, 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, 2017 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
FREQUENTLY ASKED QUESTIONS

How do you access PeopleAdmin internally?
There are two ways to access PeopleAdmin.
Go to http://jobs.cofc.edu/hr/ssso and use your COUGARS username and password.
Or log into MyCharleston, choose the Employee Tab, look in the left-hand column called Employee Quick Links, and click the PeopleAdmin link.

How do you determine the appropriate ROLE in PeopleAdmin?
Below is a list of the most commonly used “Roles” and what they are used for.

Admin. Assistant
• May initiate a posting request and move it in workflow to the Department Chair.

Search Manager
• This role is responsible for moving applicants in the workflow.
• Updates the Workflow States of all applicants. (Note: All candidates must be moved by the Search Manager to a “terminal state” before a Hiring Proposal can be started. An applicant may move through several states before reaching their “terminal state.”)
• Starts the Hiring Proposal
• Has access to the following Reports:
  o Applicant List (an output may be downloaded to Excel)
  o Applicants in Process
  o Departmental EEO report (a summary report of information from the applicants with no identifying information)

Dept. Chair
• May initiate, change and/or approve a posting request and move it in workflow to the Dean
• May change and/or approve a Hiring Proposal and move it in workflow to the Dean

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

Search Committee Member(s)
• May only review applications and attached materials.
• Department members may participate in the review of applications by being designated on the posting request as a Search Committee Member. (If needed, departments can make use of a single shared “Guest User” account. Guest users are not permitted in cases of potential nepotism.)
• A single person may then be designated as “Search Chair” of the Search Committee.

Search Chair
• May only review applications and attached materials
  A single person may then be designated as “Search Chair” of the Search Committee, even if the “Guest User” method is selected
How do you change 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 Academic Affairs (facultysearch@cofc.edu) 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.)

Am I in the correct 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.

Am I in the correct module (the BLUE banner across the top of the screen)?

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.

How do you sort applicants?

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

How do you search for applicants?

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”
How do you use 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](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.

Am I required to use PeopleAdmin?
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.

I’m using People Admin; do I still have to do paperwork?
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.

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

Chairs should provide login access to the national system to the Dean, EEO Director, and Associate Provost for Faculty Affairs. Chairs are responsible for collecting and/or providing access for the EEO Director 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.

What should I include in the Recruitment Plan section of PeopleAdmin?
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.

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.

Do I have to submit a paper Request to Interview (AA-2)?
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.

Do I have to submit a paper Moving Expense form?
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.

What are allowable moving reimbursement expenses?
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>Cost of general repairs, maintenance, &amp; insurance</td>
</tr>
<tr>
<td>Packing materials</td>
<td>Multiple trips</td>
</tr>
<tr>
<td>Car Shipments</td>
<td>Airfare, Mileage, Hotel, Meals</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.

The option I need is not showing up in PeopleAdmin; what do I do?
First, is the top of PeopleAdmin a BLUE banner (aka the Applicant Tracking 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 the Faculty Search Team at facultysearch@cofc.edu.

We want to expedite the hire of a visitor, what do we do?
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.

Does the department/program collect and certify credentials before sending them to the Dean and Provost for approval?
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 that certifies that the SACSCOC minimum qualifications are met. Certification forms and all accompanying credentials should be sent to the Dean for approval well before the beginning of the term. 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.

When is New Faculty Orientation?
New Faculty Information will be updated annually online at academicaffairs.cofc.edu/info-for-new-faculty.

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

Which paper forms are still needed?
Some paper forms are required for all positions, and some are solely for Math/MLA positions. See 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 PeopleAdmin recruitment (the “Posting Request” in PeopleAdmin replaced this form)
- **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 PeopleAdmin recruitment (the “Hiring Proposal” in PeopleAdmin replaced this form. Math and MLA position still use this to request to hire.)
- **EEO Form: Confidential Applicant Data (.PDF)** - not required for PeopleAdmin recruitment (the application in People Admin replaced this form. MathJobs.org and MLA are required to obtain this applicant data.)
- **Approval of New Employee Relocation/Moving Expense (.PDF)** *REQUIRED for ALL positions offering moving expense reimbursements*

Links to all faculty recruitment materials are academicaffairs.cofc.edu/procedures-and-practices.
**CONTACT US**

**Roster Faculty Recruitment (General)**
Cathy Peebles, facultysearch@cofc.edu

**Update or monitor recruitment steps**
Use PeopleAdmin: jobs.cofc.edu/hr/sso

**Confirm approval of recruitment steps**
Cathy Peebles, facultysearch@cofc.edu

**PeopleAdmin Issues**
Provost Office, facultysearch@cofc.edu

**PeopleAdmin Application Issues**
Provost Office, facultysearch@cofc.edu

**Ads in diversity publications**
Cathy Peebles, facultysearch@cofc.edu

**EEO/AA/Diversity Questions**
Kimberly Gertner, gertnerka@cofc.edu

**Drafting Faculty Letters**
Cathy Peebles, facultysearch@cofc.edu

**Offer Acceptance/Declination**
Cathy Peebles, facultysearch@cofc.edu

**Faculty Credentials**
Anastasia Gilpatrick, abemelia@cofc.edu

**Faculty Tab/OAKS Access**
Anastasia Gilpatrick, abemelia@cofc.edu

**New Faculty Orientation**
Megan Gould, gouldme1@cofc.edu

**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, CavenyD@cofc.edu