NON-STANDARD

FACULTY RECRUITMENT PROCEDURE

Exclusively for the Mathematics, English, and Modern Languages Departments that are approved to use:

MathJobs.Org & interfolio

FOR RECRUITMENT VIA MATHJOBS.ORG OR INTERFOLIO

Updated October 27, 2014
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OVERVIEW OF STANDARD RECRUITMENT

All disciplines 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). 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. All disciplines, except Math and MLA, also run their searches via PeopleAdmin. Math and MLA disciplines are given permission to run the search portion on MathJobs.org and MLA Interfolio ByCommittee, respectively.

Faculty Recruitment Procedure – At a Glance

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<th>STAGE</th>
<th>STEP</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>BEFORE THE SEARCH</td>
<td>1</td>
<td>(Annually) 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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<td></td>
<td>2</td>
<td>(For each position) Department/Program requests approval to initiate recruitment for a position by submitting a Request for Hire Authorization (paper REHA form required) AND by submitting a PeopleAdmin’s posting request online, which includes the jobs.cofc.edu posting language, external ad, and recruitment plans. * †</td>
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<td>3</td>
<td>Monitor recruitment request and wait for approval.</td>
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<td>SEARCH PROCESS</td>
<td>4</td>
<td>Run approved advertisement (all are posted at jobs.cofc.edu and externally). Search begins.</td>
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<td>5</td>
<td>Monitor and proactively diversify the applicant pool.</td>
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<td>Acknowledge applications.</td>
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<td>7</td>
<td>Request permission to conduct preliminary interviews.</td>
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<td>8</td>
<td>Request permission to conduct on-campus interviews (paper AA-2 form required). *</td>
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<tr>
<td>APPOINTMENT</td>
<td>9</td>
<td>Request to appoint the selected candidate.</td>
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<td>10</td>
<td>Review the contract letter (paper Moving Expense form required, if applicable).</td>
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<td></td>
<td>11</td>
<td>Complete the hire and credentialing (paper Certification of Credentials required).</td>
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<td></td>
<td>12</td>
<td>Prepare for New Faculty Orientation.</td>
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*Required PAPER forms: All 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. Math/MLA positions also must submit the paper Request to Appoint (AA-3) instead of an online Hiring Proposal. Grant-funded positions (only) are exempt from the REHA requirement. A Certification of Credentials is also required for all faculty positions.

† 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.
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, 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. Follow the instructions given here and in the PeopleAdmin User Guide to easily direct applicants to Mathjobs.org or Interfolio to apply (and automatically block them from being able to apply via PeopleAdmin).
**Paperwork:** Submit Request for Employee Hire Authorization (REHA)* paper form. Only grant-funded positions are exempt from the REHA requirement. (The AA-1 Recruitment Plan paper form is not required.)

**On MathJobs.org or Interfolio:** Prepare the information for your posting, but do not post it until your PeopleAdmin posting request is live and paperwork is approved. The Provost Office will notify you when you are approved.

**PeopleAdmin:** All 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.
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 many reference letters will be accepted via Mathjobs.org or Interfolio.
8. **Search Settings:** You will not need to complete these parts because your search will not be conducted within the standard PeopleAdmin process.
9. **Application Instructions (required Math/MLA):** If you are using MathJobs.org or Interfolio to collect applications, you will leave the “Accept online applications?” box unchecked and will need to include “Special offline application instructions” on your PeopleAdmin posting, so that applicants are easily directed to those sites to apply. Applicants will be blocked from applying on PeopleAdmin and directed to the other site. A direct link to the other site’s posting must be added later when the ad is live. See example below:

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**Online Applications**

- Accept online applications?

**Special offline application instructions**

Example text to applicants: Apply online via MLA Interfolio at apply.interfolio.com/1234 or Apply online via Math Jobs at mathjobs.org. Keyword “College of Charleston.” APPLICATIONS CANNOT BE SUBMITTED HERE VIA JOBS.COFC.EDU.
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 16, 2015, will be considered. (Optional: A.B.D. candidates without completion by August 16, 2015, will be considered for hire at the instructor rank.)”

Sample language about how to apply and submit supplemental documents and references:
“Apply online at www.mathjobs.org/jobs/Charleston. Submit online: [List requirements, such as: letter of application including current and projected research agenda, curriculum vitae, unofficial graduate transcripts, teaching philosophy, one representative publication, and three recent letters of recommendation.]”

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)

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**STEP 3: MONITOR RECRUITMENT REQUEST & WAIT FOR APPROVAL.**

Departments can monitor the status of their request as needed. The Provost’s Office will contact the Chair and Dean when all of Step 2’s components (REHA, external ad, and PeopleAdmin posting 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.

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**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 place the posting on MathJobs.org or Interfolio and run the approved external advertisement.

**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 on your website or ad to help applicants go directly to your posting, if desired.

If you have chosen to use Mathjobs.org or Interfolio for your search, you will have selected not to allow PeopleAdmin to accept application; therefore, applicants will not be able to submit applications via PeopleAdmin and instead will be directed to the other sites to apply.

**On MathJobs.org or Interfolio:** After the PeopleAdmin Faculty Posting Request has been approved, you may place your posting on either Mathjobs.org or Interfolio.

**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.
  o 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 purchase additional online posting packages for departmental use in 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 Equal Employment Opportunity (EEO) 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, EEO Director (953-5758 or gertnerka@cofc.edu) with questions about our equal employment opportunity/affirmative action (EEO/AA) obligations.

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. For job searches conducted on Mathjobs.org or Interfolio, contact their site administrators for any issues.

**On MathJobs.org or Interfolio:**
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).
2) **Address reference letter issues:** Help reference letter providers with problems as needed.
3) **Monitor Diversity:** 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.
5) **Narrow down applicant field:** Keep track of your selected and rejected applicants. Notify applicants as needed when they are or are not selected for interviews.

**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.

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**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 original 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.

**On MathJobs.org or Interfolio**
1) **Applicant Data:** Ensure that EEO has access to your posting and applicant data on MathJobs.org or Interfolio.
2) **Preliminary Interviews:** Permission to conduct preliminary interviews may be requested through Ms. Kimberly Gertner, EEO Director (953-5758 or 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).

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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.

**Paperwork:** Submit a [Request to Interview (AA-2)](#) paper form for approvals. The AA-2 paper form is required.
On MathJobs.org or Interfolio: Ensure that EEO has access to your posting and applicant data on MathJobs.org or Interfolio.

Additional guidelines 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, 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.
**Paperwork:** Complete these four steps.

1) **Submit Request to Appoint (PDF) form**
2) **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.

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

Once a 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) **Position Filled/Posting Closed:** If the posting is not already closed and removed from the web, the Provost Office will facilitate manually closing it. Also, when the offer letter is signed and returned, the Provost Office will mark the position as “filled” for the record.

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.

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**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, ochalm@cofc.edu) 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) 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 a Background Check form and submit it along with the signed offer letter. Academic Affairs submits the completed form 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.

Submit Credentials Packet: Once the department receives all of the new hire’s credentials (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. Faculty credentials information and forms are online at http://academicaffairs.cofc.edu/procedures-and-practices/faculty-credentials. Certification form(s) 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 HR paperwork is complete and 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 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. 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.COCF.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
Exclusively for the Mathematics, English, and Modern Languages Departments that are approved to use:

MathJobs.Org
The fast way to apply

&

interfolio
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

Search Chair
- This role is optional for MathJobs.org and Interfolio users

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 Non-Standard Faculty Recruitment Procedure exclusively for departments using MathJobs.org and Interfolio
2. Complete the REHA (paper form) and begin routing it for signatures
3. Prepare a final draft of your proposed external advertisement
4. Decide: Is there a closing date or is the posting to remain active until the position is filled?
5. Decide who will serve as Search Chair.

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”.

![Create from Position Type](image)

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

Covers 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.

• 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 3-4979.

![Actions](image)

• Enter an internal title. (Ex. Assistant Professor of Psychology or Assistant Professor of Music, Piano)

• Your School and Department name should already be populated.

• Verify that the “Accept online applications?” checkbox is NOT checked.

• Complete the box for “Special offline application instructions” with your MLA Interfolio or MathJobs.org application information.

• 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:
  - **Target salary for search. Include most recent CUPA-HR data and other salary data available.** You should enter the information directly into this space regarding the salary / salary range you are requesting. Additionally, attach a justification document to the posting. Attaching documents to the posting is addressed later in this document
  - **Most recent permanent incumbent.** This is the name of the last regular (non-visiting) faculty member to be in this position
  - **Position Description (for applicant view).** You may cut and paste from your MS Word copy of the proposed advertisement to this block if appropriate. Care should be exercised to ensure the electronic copy of the posting and the external advertisement are in agreement, however. You should remove the portion of your ad that contains the EEO statement because this information is already in PeopleAdmin.
  - **Special Instructions to Applicants.** This information will be visible to applicants as they view the list of position openings on jobs.cofc.edu. This is a good place to put information about the actual site you want to receive applications from.
  - **Please provide recruitment plan, including efforts to diversify the applicant pool.** You may enter the information directly into this space or simply state “See attached” and attach a document to the posting. Attaching documents to the posting is addressed later in this document
  - **Would you like to advertise in one of the Provost-sponsored diversity venues?** Since the names of the available venues may vary over time, you will be contacted by Academic Affairs to discuss which venues are available if you indicate “yes” in this space

- SAVE

Completing the Reference Letters portion of posting details

- You will skip this section. Click “Next”.

Completing the Supplemental Questions portion of posting details

- You will skip this section. Click “Next”.

Completing the Applicant Documents portion of posting details

- You will skip this section. Click “Next”.

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)
- You will skip this section. Click “Next”.

Completing the Search Committee portion of posting details (optional)
- You will skip this section. Click “Next”.

Completing the Ranking Criteria portion of posting details (optional)
- You will skip this section. Click “Next”.
- SAVE

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.

- At this point, you may choose to have your posting moved to your Dean in the workflow for approval.
- After review and approval by your Dean, it will also be moved to the Provost/Assoc. Provost role, Budget role (Business Affairs), and EEO role (Human Relations and Minority Affairs) for approval before it is posted by Academic Affairs to jobs.cofc.edu.

Questions? Contact Academic Affairs (Sandy Hall, 953-4979 or hallss@cofc.edu)
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.

- Request for Employee Hire Authorization (REHA) (.PDF) *REQUIRED for ALL positions
- Request for On Campus Interview (AA-2) (.PDF) or (.DOCX) *REQUIRED for ALL positions
- Request to Appoint (AA-3) (.PDF) (.DOCX) – only required for Math/MLA positions (replaces the Hiring Proposal)
- Background Check Forms - sent by Academic Affairs with the offer letter
- Confidential Applicant Data (EEO) (.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: What is PeopleAdmin?
A: PeopleAdmin can be 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.

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):* PeopleAdmin postings are still required. However, 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 for all positions.

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: These disciplines still place a posting request in PeopleAdmin, but also use MathJobs.org or Interfolio to run the search.

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 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.

Q: What should I include in the Recruitment Plan section of PeopleAdmin?
A: Recruitment plans should include a detailed list of advertising venues and efforts to diversify applicant pool. We prefer you type this information into this section of the posting request, but if needed you can type ‘see attached’ and attach a PDF version of your detailed recruitment plan.

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) before I interview someone?
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 complete a posting request in PeopleAdmin and submit a paper REHA and AA-3 for approval before making the hire. Discuss this with the Provost Office first.

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 SACSCOC 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.