

# Part-Time and Full-Time Faculty Hiring Appointment Procedures

## Summary

A set of statements about the hiring, appointment, and renewal process at Columbus State University.

## Purpose

To clarify CSU's position on the appointment of faculty members, regarding matters of diversity, ability, and process.

## Policy

### A. Hiring Statement

1. A university's employees are its most important asset, the crucial link ensuring that the institution's mission, ideals, and values are realized. Thus, Columbus State University strives to recruit and retain the best and brightest individuals, to draw its workforce from a wide range of backgrounds and communities, and to foster a culture that supports tolerance, diversity, and collegiality. Achieving such a workforce requires the commitment of everyone in the institution, and every employee has a role to play in supporting diversity within its culture.
2. No person shall, on the grounds of race, color, sex, religion, creed, sexual orientation, national origin, age, disability, or veteran status be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted at Columbus State University. CSU's process for hiring faculty adheres to the [BOR's policy](#) regarding equal opportunity employment.
3. CSU complies with the [Americans with Disabilities Act \(ADA\)](#) and the [Americans with Disabilities Act Amendments Act of 2008 \(ADAAA\)](#).
4. The process for hiring and appointing faculty entails submitting a formal request for a position, placing advertisements in appropriate professional journals and websites, forming a search committee, screening applicants, conducting interviews, and making a contract offer. For more specific and detailed guidelines about the hiring process for full-time, tenure-track, part-time, and non-tenure-track positions, [see below](#).
5. The university renews contracts for non-tenured faculty on an annual basis. However, even in the absence of written notification from the university that an annual contract is to be renewed, a presumption of renewal obtains for all non-tenured faculty who have been awarded academic rank and who served full-time for the entire previous year. Conversely, the university must, in a timely manner,

notify non-tenured faculty of its decision not to renew a contract. For more details on renewal and non-renewal of contracts, including specific timelines, [see below](#).

## Faculty Hiring Process

### **Process for Hiring Full-Time Faculty**

#### **Requesting Faculty Positions:**

The department chair discusses a position request with the dean, who evaluates the request and the available funding. The dean forwards the supported request to the Provost along with a written justification directly tying the position to the CSU Strategic Plan at the departmental, college, and university levels, and including the following information:

1. type of position (e.g. full-time temporary faculty, tenure-track assistant professor)
2. whether the request is the result of a specific resignation, non-renewal, retirement or termination, an increase in enrollments, or a new program development data on student enrollments, Student Credit Hours (SCH) generated, and SCH generated by faculty in the department/discipline on average in the last five years (unless the request is a part of a new program development request)
3. projected salary range and available budget to support the position or a plan for funding of the position
4. any projected start-up costs, space issues, etc.
5. a completed Employment Requisition form along with a copy of the advertisement and suggestions for advertising placement

If the request is approved, the Provost's Office will notify the dean of approval and salary range. A budget review by the Business and Finance Office to confirm that funding is available will constitute part of the approval.

The Provost's Office will contribute funds up to a set amount to cover actual expenditures, including advertising, for a tenured/tenure-track faculty or library faculty search. Additional funds may be secured from endowed chair budgets to pay for larger ads in appropriate media (e.g., The Chronicle of Higher Education).

#### **Advertising the Position**

The Provost's Office confirms the position, the budgeted amount, the places to advertise, and posts the advertisements.

#### **Formation, Composition, and Responsibilities of the Search Committee**

The dean and department chair discuss the composition of the search committee to assure appropriate representation in terms of discipline and diversity. The department chair appoints a faculty member to chair the committee. The committee meets with the Human Resources director to discuss search procedures.

The department chair and dean determine the search-committee responsibilities appropriate to a particular search. Those responsibilities typically include the following:

- Seeking applications and nominations of outstanding candidates
- When seeking candidates, taking into consideration the university's affirmative action policy
- Reviewing applications
- Recommending individual applicants to be interviewed
- Interviewing candidates
- Recommending candidates for appointment (when possible, the committee should recommend more than one candidate for appointment, since the person chosen may decline the position)
- Recommending the appropriate rank for the person chosen

### **Additional Screening Process**

1. The search committee schedules a meeting with the dean for every applicant brought to CSU for an on-campus interview. For every applicant for a tenure-track, tenured, or library faculty position, the committee also schedules a meeting with the provost.
2. The dean contacts the Provost's Office with a request to offer the position to a particular candidate. Any salary offer outside the specified range must be approved by the provost prior to making the offer.
3. The dean supplies the Southern Association of Colleges and Schools (SACS) Officer with the candidate's credentials to make sure the candidate meets SACS requirements.
4. The dean contacts HR to request a background check.

### **Contract Offer**

1. The dean prepares a letter of offer and sends it to the Provost's Office for approval and signature.
2. The Provost's Office reviews the content of the letter with respect to salary, rank, title, supplements, and tenure, and insures that all the appropriate forms to be completed and returned are included in the packet.
3. The provost signs and sends the letter of offer to the candidate.
4. The candidate returns the signed letter of offer to the Provost's Office.
5. The dean or department office prepares an appointment package, including a completed [appointment checklist \(PDF\)](#), and submits it to the Provost's Office.
6. The Provost's Office completes the process upon reception of all the necessary forms and documents.

### **Cases of Immediate Need**

On occasion, such as when it is necessary to replace a faculty member quickly, the dean and department chair may decide to fill a position with a temporary faculty member and to proceed with the search without the assistance of a search committee. However, the faculty in the department seeking the temporary faculty member must be offered the opportunity to interview the candidates and to comment on their qualifications.

## **Initial Appointment at the Rank of Associate Professor or Professor**

Candidates may be offered initial appointments above the rank of assistant professor provided they meet the requirements (other than years of service) for promotion to the desired rank and it is approved by the department, dean, provost and president.

## **Process for Hiring Part-Time Faculty**

The department chair discusses a position request with the dean. The dean evaluates the request for a position and the available funding and curricular mandates. If the dean supports the request, a search for the part-time position may proceed.

## **Advertising the Position**

Any department may advertise for a part-time position if appropriate but must rely on its own internal budget to pay for the advertising unless the dean chooses to use the college's discretionary funds in support.

## **Responsibilities of the Search and Screening Committee**

The charge of responsibilities of the Search and Screening Committee is determined by the department chair conducting the search. The committee may be responsible for the following, as is appropriate for that particular search:

- Seeking applications and nominations of outstanding candidates
- When seeking candidates, taking into consideration the university's affirmative action policy
- Reviewing applications
- Recommending individual applicants to be interviewed
- Interviewing candidates
- Recommending candidates for appointment (when possible, the committee should recommend more than one candidate for appointment, since the person chosen may decline the position)
- Recommending the appropriate salary for the person chosen

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**Timeline for appointment/renewal:**

According to current [Georgia Board of Regents policy](#), universities in the system are no longer required to notify non-tenured faculty who have been awarded academic rank and who are employed under written contract that an employment contract for the succeeding academic year will be offered to them. Rather, “faculty with the rank of instructor, assistant professor, associate professor, or professor, who are employed under written contract, and who served full-time for the entire previous year, have the presumption of renewal for the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew.”

**Related USG Policy**

3.2.2 Election of Faculties

**Last Update**

7/5/2016

**Responsible Authority**

Faculty Handbook Advisory Committee/Faculty Senate