

### ***CS 3.2.9 - Faculty/Staff Appointment***

The institution defines and publishes policies regarding the appointment and employment of faculty and staff.

#### **Compliance Finding: In Compliance**

##### **Narrative:**

The University of South Carolina Beaufort (USC Beaufort) recruits and employs faculty and staff with appropriate qualifications in order to maintain its operations and meet its educational mission. USC Beaufort follows human resource policies as established by the University of South Carolina and the South Carolina Budget and Control Board. The University of South Carolina System adheres to all human resource and academic affairs policies as approved by the University Board of Trustees. USC Beaufort advertises all vacant positions. USC Beaufort is an equal opportunity employer.

Recruiting and appointment of faculty is a function of the Academic Affairs unit under the leadership of the Executive Vice Chancellor for Academic Affairs. Policies and standards for faculty and administrative appointments are outlined in the USC Policies and Procedures Manual, ACAF 1.00 [i] (Recruitment of Academic Personnel,) ACAF 1.03 [ii] (Appointment of Unclassified Academic Personnel), ACAF 1.01 [iii] (Search Procedures for Academic Administrative Positions) , and in the USC Beaufort Faculty Manual [iv]. Academic and administrative positions are posted through USCJobs on-line system, on the USC Beaufort website, and when appropriate in the Chronicle of Higher Education, HigherEducationJobs.com, and in discipline specific journals and venues. USC Beaufort has developed a Faculty Search Process Guide and a Faculty Search Committee Process Guide which has been distributed to all Academic Administrators and chairs of faculty search committees [v].

The human resource policy, HR 1.24 Appointment, Transfer, Promotion of Classified Employees, sets forth the uniform system for filling vacant classified positions pursuant to regulations of the South Carolina Office of Human Resources and is published in the USC HR Policies and Procedures [vi]. All classified positions are posted through the USCJobs on-line system and on the USC Beaufort web site. Depending on the nature of the position and the adequacy of the applicant pool, additional advertising locations may be utilized. USC Beaufort has developed a Classified Search Procedures Guide [vii], which has been distributed to all USC Beaufort Senior level administrators.

The USC Beaufort Faculty Manual, USC Beaufort Policies and Procedures, and USC Policies and Procedures are available to all employees via the USC website.

##### **Supporting Documentation**

- [i USC Policies and Procedures Manual, ACAF 1.00](#)
- [ii USC Policies and Procedures Manual, ACAF 1.03](#)
- [iii USC Policies and Procedures Manual, ACAF 1.01](#)
- [iv USC Beaufort Faculty Manual](#)
- [v Faculty Search Process Committee Guide](#)

[vi](#) [USC HR Policies and Procedures](#)  
[vii](#) [Classified Search Procedures Guide](#)