

1 **200 RECRUITMENT AND HIRING PROCEDURES**

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3 **200.01 Faculty Hiring**

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5 The procedures outlined here refer to regular, full time faculty positions. Upon approval
6 of the Provost and Vice President for Academic Affairs, this process may be expedited
7 for temporary full-time faculty.

Comment [t1]: Revise to "full-time."
APPROVED by Senate 10/13/2011

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9 1. The Dean will discuss the proposed position with the Provost to determine the
10 following:

- 11 • ~~If the position will be a tenure or non-tenure track and~~ the qualifications required
12 • Salary range and starting date
13 • Academic rank or range

Comment [t2]: Deleted because "regular full time faculty positions" will be tenure track. The 2nd sentence above delineates same process for "temporary full-time faculty."
APPROVED by Senate 10/13/2011

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15 2. Recruitment and Search

- 16 • The Dean will submit to the Provost a recruitment plan on the Recruitment Plan
17 Summary Form.
18 • The Dean will appoint a screening committee and designate a chairperson. The
19 screening committee for full-time academic teaching faculty positions will consist
20 of at least three faculty members selected from the school/department where the
21 search is being conducted. When appropriate, the committee will include other
22 members.
23 • The committee will follow procedures for the University System of Georgia
24 Applicant Clearinghouse and place ads in appropriate publications and on the
25 University web page.
26 • The committee will receive and log the applications and initiate and maintain a
27 master file for each applicant, which consists of the following:
28 a. The letter of application and curriculum vita
29 b. Names, addresses, phone numbers, and email of three current references
30 c. Other supporting materials
31 • Send a letter of receipt to each applicant including the EEO Voluntary Disclosure
32 Form with a pre-addressed return envelope and a copy of the position description.

Comment [a3]: FAC recommends this be amended to "Send a letter of receipt to each applicant, the EEO Voluntary Disclosure Form, and a copy of the position description, either electronically or by regular mail with a pre-addressed return envelope."
APPROVED by Senate 10/13/2011

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34 **3. Screening Process**

- 35 • The committee will develop a set of criteria that meets the position description.
36 Following approval of the criteria by the Dean, the committee will review the
37 applications. All efforts need to be made to seek and retain a diverse pool of
38 applicants; diversity ~~subject~~ of race, country, age, religion and gender is
39 particularly important to uphold Clayton State's mission.
40 • The chair may request additional information from a narrowed pool, check
41 references, and arrange with the screening committee to conduct telephone
42 interviews if necessary.
43 • If telephone interviews are conducted, the committee will use a standard and
44 agreed upon list of questions, and the interview may be taped if the applicant
45 concurs.

Comment [jrb4]: FAC is fine with the original wording after talking to Corlis. This meets the current procedure.

Comment [a5]: FAC recommends that the following be added here (to be consistent with the website www.clayton.edu/EOE.htm):
All efforts need to be made to seek and retain a diverse pool of applicants; diversity of race, color, national or ethnical origin, age, disability, gender, religion, sexual orientation or veteran status is particularly important to uphold Clayton State's mission.

Note: FAC members expressed concern for the above and final bullet: How does the administration know the status of the applicants?

SENATE ACTION 10.13.2011: SENT BACK to F.A.C. for further work; in particular, need to consult for legal guidance from Corlis Cummings.

SENATE ACTION 11.18.2011: APPROVED by e-vote

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- Following the initial review, the screening committee will submit to the Department Head/Associate Dean/Dean the list of finalists still under consideration, indicating which applicants it recommends for on-campus interviews. The administrator will review the list for diversity, quality of applicants' educational experience and credentials, and decide to proceed with the search or begin a new search process with a new committee.

Comment [jrb6]: FAC fine with current wording.

Comment [a7]: *SENATE ACTION 10. 13. 2011: SENT BACK to F.A.C. for further work; in particular, need to consult for legal guidance from Cortis Cummings.*

SENATE ACTION 11.18.2011: APPROVED by e-vote

4. Interviewing Candidates

- The chair of the screening committee will set up appointments for appropriate individuals/groups to meet with the candidate and develop an evaluation form. All interviewers will provide input to the committee on their perceptions of the candidates' appropriateness for the position using this form.
- After an interview timetable is confirmed, time may be set aside for the candidate to meet with an individual in the Human Resources Department to discuss possible benefit questions.
- The chair should set up an opportunity for each candidate to make a presentation (this may be oral, a demonstration, performance, or whatever is appropriate for the discipline). Standard criteria developed by the screening committee should be used to rate the presentation; these could include using the overall evaluation form.
- Following all interviews, the committee will meet to formulate its recommendation using all evaluative data, and submit to the Department Head/Associate Dean an unranked list of the top candidates (a minimum of three). The Department Head/Associate Dean in turn submits the list to the Dean.
- The Dean's office will send the finalist's name to the Office of Academic Affairs, and the applicant will fill out the BOR Security Questionnaire, Clayton State PeopleSoft Employee Data Form, and an authorization for release of personal information.
- The Dean and the Provost will discuss the starting salary, rank, tenure line, contract type, and beginning date of appointment. The Office of Academic Affairs will send out a Letter of Intent to Hire contingent upon the BOR' approval and successful background check.

Comment [jrb8]: FAC will agree with senate's edit of unranked.

Comment [a9]: FAC recommends that this be amended to read:
Following all interviews, the committee will meet to formulate its recommendation using all evaluative data, and submit to the Department Head/Associate list (ranked or unranked) of the top candidates (a minimum of three). The Department Head/Associate Dean in turn submits the list to the Dean.

SENATE ACTION: revise BACK to previous language, using only "unranked"

5. Follow Up and Documentation

- The department head/associate dean will notify the remaining non-selected candidates that the position has been filled. Finalists may be contacted by phone as well as a letter if the chair chooses.
- The Office of Human Resources will contact the appointee and arrange for completion of the necessary personnel payroll and benefit forms.
- The Dean's office will ensure that the Applicant Clearinghouse procedures are completed.
- The Dean will submit to the Office of Provost a documentation file for the specific position as a record of the search and screen efforts. This file must include the following:
 - a. A copy of the recruitment plan

- 92 b. A list of the screening committee members
93 c. A copy of the log of applications
94 d. Copies of all advertisements, including names of publications and their dates
95 e. Copies of all correspondence with applicants
96 f. Application materials of all non-selected candidates
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98 Files will be maintained in accordance with appropriate state law and USG
99 regulations.

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101 **200.02 Letters of Intent/Annual Contracts**

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103 **200.02.1 Annual Contracts**

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105 Official BOR faculty contracts (academic year or fiscal year) are issued only to
106 individuals with regular academic rank. Other individuals may be given letters of
107 agreement at the President's discretion.
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109 **200.02.2 Notification of Intent to Renew or Not to Renew**

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111 **Board of Regents Policy 8.3.4 Notice of Employment and Resignation**

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113 The following notification requirements apply to those members of the
114 faculty who have been awarded the ranks of instructor, assistant professor,
115 associate professor, or professor:
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117 **8.3.4.1 Tenured Faculty**

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119 All tenured faculty members employed under written contract for the
120 fiscal or academic year shall give at least sixty (60) days written notice
121 of their intention to resign to the president of the institution or to
122 his/her authorized representative.
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124 **8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor,
125 Assistant Professor, Associate Professor, and Professor**

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127 All non-tenured faculty who have been awarded academic rank
128 (instructor, assistant professor, associate professor, professor), are
129 employed under written contract, and who served full-time for the
130 entire previous year have the presumption of renewal of the next
131 academic year unless notified in writing, by the president of an
132 institution or his/her authorized representative, of the intent not to
133 renew. Written notice of intent not to renew shall be delivered by hand
134 or by certified mail, to be delivered to the addressee only, with receipt
135 to show to whom and when delivered and the address where delivered
136 (BoR Minutes, October 2008).

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Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Notice of intention to not renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

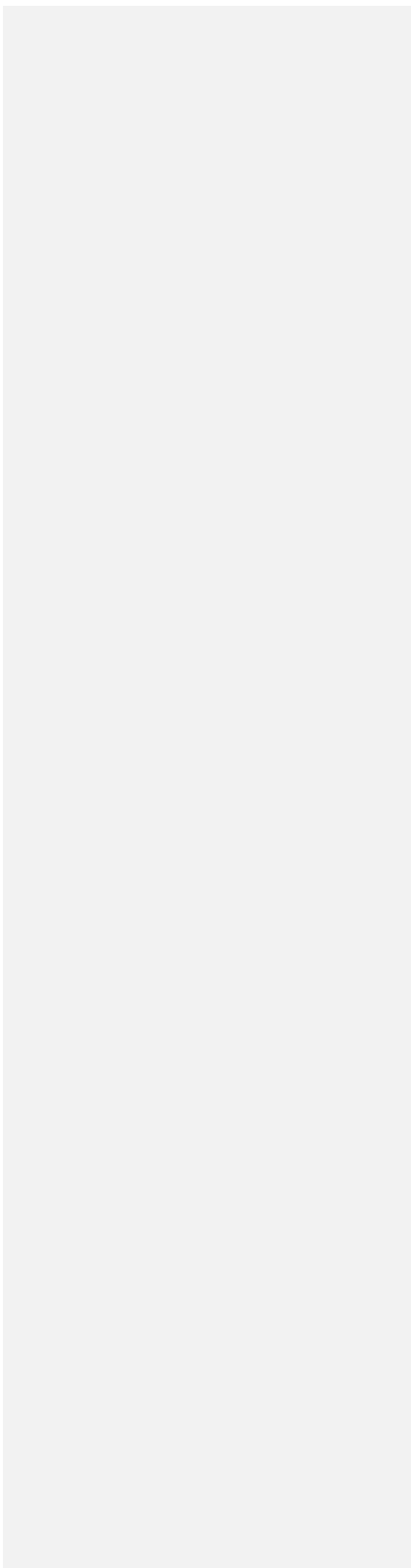
This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with courtesy appointments such as adjunct appointments.

8.3.4.3 Lecturers and Senior Lecturers

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis. Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester.
3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

Lecturers or Senior Lecturers who have served for six (6) or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the



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institution. The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.

In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above.

~~All Non-tenured faculty members, instructors, and lecturers~~ at Clayton State University will receive written notification of intent to renew or not to renew contracts according to this schedule mandated by the BOR. A faculty member is considered to be in his or her "initial one-year contract" if the person's starting date of employment for the duration of the fiscal or academic year is between July 1 and Sept. 30 (inclusive). Any faculty member whose initial contract begins on or after Oct. 1 does *not* have a full one-year contract and, therefore, is *not* officially due notice during that initial contract period.

Courtesy letters of intent may be issued to faculty members on temporary contract or in an initial contract of less than one year. Such courtesy letters *do not* affect the official notification schedule.

200.03 Removal of Faculty Members

Clayton State University follows the Policy Manual of the BOR.

Board of Regents Policy Manual Section 8.3.9 Discipline and Removal of Faculty Members

The president of an institution may at any time remove any faculty member or other employee of an institution for cause. Cause shall include willful or intentional violation of the policies of the Board of Regents or the approved statutes of an institution. Further causes or grounds for dismissal are set forth in the tenure regulations of the policies of the Board of Regents and in the approved statutes or bylaws of an institution (BoR Minutes, 1974-75, pp. 304-313; 1982-83, p. 23).

8.3.9.1 Grounds for Removal

A tenured or non-tenured faculty member may be dismissed before the end of his/her contract term for any of the following reasons, provided that the institution has complied with procedural due process requirements:

1. Conviction or admission of guilt of a felony or of a crime involving moral turpitude during the period of employment—or prior thereto if the conviction or admission of guilt was willfully concealed;

Comment [t10]: Revise to: "All faculty at Clayton State University who are not on tenure track . . ."

Comment [a11]: FAC recommends it be amended as such:
All faculty at Clayton State University who are not on tenure track will receive written notification of intent to renew or not to renew contracts according to this schedule mandated by the BOR.

APPROVED by Senate 10/13/2011

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2. Professional incompetency, neglect of duty, or default of academic integrity in teaching, in research, or in scholarship;
 3. Unlawful manufacture, distribution, sale, use or possession of marijuana, a controlled substance, or other illegal or dangerous drugs as defined by Georgia laws; teaching or working under the influence of alcohol which interferes with the faculty member’s performance of duty or his/her responsibilities to the institution or to his/her profession; (BR Minutes, 1989-90, pp. 384-385).
 4. Conviction or admission of guilt in a court proceeding of any criminal drug offense; (BR Minutes, 1989-90, pp. 384- 385).
 5. Physical or mental incompetency as determined by law or by a medical board of three or more licensed physicians and reviewed by a committee of the faculty;
 6. False swearing with respect to official documents filed with the institution;
 7. Disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity;
 8. Such other grounds for dismissal as may be specified in the Statutes of the institution.
- Each institution, as a part of its statutes, may supplement Regents’ policies governing causes for dismissal and procedures for dismissal. Each institution should provide for standards governing faculty conduct, including sanctions short of dismissal, and procedures for the implementation of such sanctions. In the imposition of sanctions, the burden of proof lies with the institution (BR Minutes, 1951-52, pp. 315-19, pp. 159-60; 1966-67 p. 207; 1969-70, pp.21-22; 1974-75, pp. 304-13; 1982- 83, p. 254).

200.03.1 Procedures for Removal of Faculty

The Policy Manual of the BOR, Section [8.3.9.2 Discipline and Removal of Faculty Members-Procedures](#), details the procedures for the dismissal of tenured and non-tenured faculty members before the end of their contracts. These procedures constitute the “minimum standards of due process” and allow institutions to “set additional standards or procedures” that are consistent with BOR’ policy and bylaws. The BOR requires that any “additional standards or procedures shall be incorporated into the statutes of the institution.”

200.03.2 Removal of Part-Time Faculty Members Serving Without a Written Contract

Clayton State University follows the Policy Manual of the BOR.

Board of Regents Policy Manual Section 8.3.9.3 Dismissal of Temporary or Part-Time Instructional Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the president, chief academic officer, or their

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immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice (BR Minutes, 1986-87, p. 103).

200.03.3 Suspension for Violation of State or Federal Laws

Clayton State University follows the Policy Manual of the Board of Regents.

Board of Regents Policy Manual Section 8.3.9.4 Suspension For Violation Of State Or Federal Laws

When a faculty member of any institution of the University System is charged with the violation of a state or federal law, or is indicted for any such offense, a thorough review of the circumstances shall be carried out by the president. In the event a faculty member is temporarily suspended, the administration shall immediately convene an ad hoc faculty committee or utilize the services of an appropriate existing faculty committee for the purpose of hearing an appeal by the faculty member. The appeal shall be submitted in writing in accordance with procedures to be established by the hearing committee, which shall render its decision within ten (10) days from the conclusion of the hearing. Thereafter, any further appeal by the faculty member shall be in accordance with the procedures set forth in Article VIII of the Bylaws of the Board of Regents (BR Minutes, 1969- 70, p. 394).

200.99 Forms

- [Recruitment Plan Summary Form](#)
- [EEO Voluntary Disclosure Form](#)
- [Security Questionnaire and Loyalty Oath](#)

