200 RECRUITMENT AND HIRING PROCEDURES

200.01 Faculty Hiring

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

1. The Dean will discuss the proposed position with the Provost to determine the following:
   - If the position will be a tenure or non-tenure track and the qualifications required
   - Salary range and starting date
   - Academic rank or range

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

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

Comment [t1]: Revise to “full-time.”
Comment [t2]: Deleted because “regular full-time faculty positions” will be tenure track. The second sentence above delineates same process for “temporary full-time faculty.”
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.”
Comment [a4]: 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 ethnic 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?
• 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.

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.

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

Comment [a5]: 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.
b. A list of the screening committee members

c. A copy of the log of applications

d. Copies of all advertisements, including names of publications and their dates

e. Copies of all correspondence with applicants

f. Application materials of all non-selected candidates

Files will be maintained in accordance with appropriate state law and USG regulations.

200.02 Letters of Intent/Annual Contracts

200.02.1 Annual Contracts

Official BOR faculty contracts (academic year or fiscal year) are issued only to individuals with regular academic rank. Other individuals may be given letters of agreement at the President’s discretion.

200.02.2 Notification of Intent to Renew or Not to Renew

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<thead>
<tr>
<th>Board of Regents Policy 8.3.4 Notice of Employment and Resignation</th>
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<tr>
<td>The following notification requirements apply to those members of the faculty who have been awarded the ranks of instructor, assistant professor, associate professor, or professor:</td>
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<tr>
<td>8.3.4.1 Tenured Faculty</td>
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<tr>
<td>All tenured faculty members employed under written contract for the fiscal or academic year shall give at least sixty (60) days written notice of their intention to resign to the president of the institution or to his/her authorized representative.</td>
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<tr>
<td>8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor</td>
</tr>
<tr>
<td>All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of 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. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered (BoR Minutes, October 2008).</td>
</tr>
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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
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;
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).
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; 1969-75, 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
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

**201 FACULTY TRACKS**

The tenure status of an individual (tenured, tenure track, non-tenured clinical track) does not affect faculty classification for purposes of this document. Appropriate initial faculty rank is determined at the time of appointment by the President upon the recommendation of the Provost and Vice President for Academic Affairs.

Faculty desiring to transfer to an available tenure track position must apply for the position following established CSU and BOR policies and procedures previously outlined in Section 200 and be selected for employment from the applicant pool. Time spent as a lecturer, instructor or clinical faculty shall not count toward promotion and/or tenure in the new tenureable line.

**201.1 Tenure**

Refer to Section 205.02.1 of the Faculty Handbook for more detailed information.
204.2 Non-Tenure

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

Board of Regents Policy Manual Section 803.10 Non-Tenure Track Personnel

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Each institution shall prepare annually, along with its budget, a list of positions so designated for signations submitted during the budget year must also be approved by the Chancellor or his/her designee. Positions designated as non-tenure track positions or as tenure track positions may be converted to the other type only with approval by the Chancellor or his/her designee.

Non-tenure track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs which are anticipated to have a limited lifespan or which are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions in this category.

The following provisions shall apply to all non-tenure track professional personnel:

A. Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure.

B. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions.

C. Notice of intention to renew or not to renew contracts of non-tenure track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall follow the schedule required for tenure track personnel.

D. Individuals employed in non-tenure track positions may apply on an equal basis with other candidates for tenure track positions which may become available.

The transfer of individuals from tenure-track positions to non-tenure track positions shall be affected on a voluntary basis only (BR Minutes, 1982-83, pp. 255-256).