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THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 5-118

01 February 2022

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C. Third Party Search Agency Use – Hiring Managers or Search Committee Chairs will notify Human ResoiPo1

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- an appointee from outside the College. These compositional roles on the Committee may overlap. For example, the Chair may be a Dean, or may be a Department Head.
2. The Provost prepares the charge for the Committee, determines whether it will be an internal or external search, and approves all position advertisements. The Committee defines its procedures for conducting the search and screening applicants, and submits the procedures for approval by the Provost. The candidates chosen by the Committee during the search are a recommendation only—the Provost makes the final selection.
- K. Selecting an Assistant Provost for Research or Leadership (Faculty, normally internal)
1. An Assistant Provost for Research or Leadership will be appointed by the Provost from a list of candidates provided by a Search Committee. The Search Committee shall have 5 members, shall consist of a Chair appointed by the Provost and four other members selected by the Chair subject to approval by the Provost. One member should be a member of Faculty Senate. The other two members of the Committee may be a Dean, a Department Head, tenured Faculty from across the College, a member of the President's senior staff, or an appointee from the College. These compositional roles on the Committee may overlap. For example, the Chair may be a Dean, or may be a Department Head.
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- L. Selecting a Dean of a School
1. The Dean of a School will be appointed by the Provost from a list of candidates provided by a Search Committee. The Search Committee shall have a Chair appointed by the Provost. The Chair will normally select the other members of the Committee as follows, subject to the approval of the Provost: 1) Each department of the School sh1 (r)7

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Recruitment and Employment for Classified and Unclassified Employees Policy, dated 1 July 2009, is rescinded.

Faculty Recruitment and Selection Policy, dated 25 April 2007, is rescinded.

9. REVIEW

Review this policy on a biennial basis.

OFFICIAL

CHARLES L. CANSLER
Colonel, SCM
Vice President for Finance and Business

Attachment

[Annex A](#), Staff Recruitment Procedures

[Annex B](#) – Faculty Recruitment Procedures

[Annex C](#) – Temporary Staff Recruitment Procedures

[Annex D](#) – Adjunct Faculty Recruitment Procedures

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ANNEX A

STAFF RECRUITMENT PROCEDURES

1. Identify Vacancy and Evaluate Need
 - A. Recruitments provide opportunities for departments to align staff skill sets to initiatives and goals, and for departmental and individual growth. Proper planning and evaluation of the need will lead to hiring the right person for the role and team.
 - B. The Vacancy Committee, consisting of the Provost, Chief Financial Officer, Chief

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C. Human Resources will monitor the affirmative action aspects of the search committee.

4. Review Applicants and Develop Short List.

A. Once the position has been posted, candidates will apply via The Citadel's career site while the job is open. All applicants will be reviewed by Human Resources and those that meet the minimum qualifications will progress to the "search committee review."

B. Upon the search committee's evaluation of the applicants, the Chair will review all search committee comments and develop the short list that will be assessed by the Chief Diversity Officer to ensure the list represents a sufficiently diverse applicant pool. If the shortlist is not sufficiently diverse in light of the department's placement goals, a Human Resources representative contact the Search Committee Chair to discuss how the pool might be diversified.

5. Interview

A. Interview questions should be relevant to the position and seek information on specific skills and abilities to perform the job. The use of behavioral and/or competency based interview questions is strongly encouraged as, when properly crafted, they allow the interviewer to obtain more meaningful data to determine the applicant's ability to carry out the duties and responsibilities of the job, as well assess their ability to adhere to the College's core competencies. Refer to [HR Hiring Procedures](#) for a list of acceptable interview questions.

B. Virtual Interviews: A phoneer/Artifact BMC 0 06 (dat)12 (a (er)18 Tw T{cr)7 ()s)4 (s80 Tc 0

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ANNEX B

FACULTY RECRUITMENT PROCEDURES

1. Identify Vacancy and Evaluate Need
 - A. Requests to fill vacant full-time tenured or tenure-track faculty positions or to establish new faculty positions are presented by the Department Head to the respective Dean. Each request must include an outline of the department's needs, plans, and expectations for the requested position; how this position will enable the department to maintain or improve the quality of its academic programs; and a projected salary range. After the dean has reviewed, the request is submitted to the Provost via the Request to Retain form.
2. Provost reviews request and decides to proceed or not. If approved, proceed to next step. If not, process stops.
 - A. Provost's Accountant will work with HR on market rates and internal equity.
 - B. If approved, Provost and Provost's Accountant discuss hiring salary and possibility of start up funds.
 - C. Info above is entered on hiring plan.

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ANNEX D

ADJUNCT FACULTY RECRUITMENT PROCEDURE 1TP & eDURE 5 (1TP & 4 15nBo

