
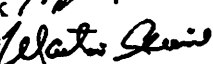




MEMORANDUM

To: Academic Deans

From: Michael Quick 
Martin Levine 

Date: April 12, 2012

Subject: Academic Recruiting – Exceptions FAQ

A number of you have asked about various exceptions to the expectation that faculty positions be posted and candidates apply.

Depending on the facts, it may be that no exception is needed or that the dean can confirm that an exception is proper. For some truly exceptional candidates, it may be appropriate to consider the person against the pool for the Open Field posting at jobs.usc.edu/applicants/Central?quickFind=63431. There is also a way for the dean to properly document consideration of someone who is not asked to apply through the Jobs@USC system. Enclosed is an FAQ that answers the typical questions that have come up.

We want to make this process as simple and straightforward as possible. Attached to the FAQ is an optional approval form that can be used where needed, or approval can be given by memo or email. Copies of all dean's approvals should go the Vice Provost for Faculty Affairs.

If you or your staff has questions or there is some situation not covered by the FAQ, please ask Marty at levine@usc.edu or x06715. Deans are given the authority to handle most situations, but the provost's office will be working with you to make sure that the various exceptions are being managed appropriately and in compliance with government requirements.

Please also remember to have your search committees follow the guidance in the provost's memo on Casting the Net Widely. The purpose of the expectations on posting and applications is to document our proactive steps to create qualified and diverse pools of candidates, from which we will select the best qualified candidates. We are proud that USC is tied for #1 as the most diverse faculty among all private AAU institutions.

cc: Deans of Faculty Council
Senior Business Officers

Enclosure

University of Southern California
ACADEMIC RECRUITMENT
EXCEPTION TO POSTING REQUIREMENTS, AND
CONSIDERING PERSONS WHO HAVE NOT APPLIED THROUGH JOBS@USC

Frequently Asked Questions

Does there have to be posting for a change in status? No, the policy on recruitment for academic positions is not applicable and there is no need for posting. The Dean or vice dean can explain in the package that goes to Payroll (by the attached form, memo or email) what change of status applies. The changes in status are: (1) recalling a retired faculty member to active duty, (2) giving a supplementary part-time teaching assignment to an existing staff member, (3) giving an assignment to a faculty member who is on temporarily inactive status (code IW), (4) changing effort from full-time to part-time (or later restoring that person to full-time), (5) promotion, or (6) change of one full-time non-tenure-track faculty title to another, or one part-time non-tenure-track faculty title to another. *However, please note that a non-tenure-track faculty member may be considered for a tenure-track or tenured position only through an open search for a posted position. Before considering appointing a tenure-track faculty member to a non-tenure-track position check with the Provost's office. Visiting professors or visiting scholars may be considered for a regular position only if they were initially appointed through an open search for a posted position, or if there is a new open search for a posted regular position.*

Does there have to be posting if no USC employment is involved? No, the policy on recruitment for academic positions is not applicable, and there is no need for posting, if the individual is paid by another institution or is a volunteer. The Dean or vice dean can explain as part of the individual's file (by the attached form, memo or email) what status applies. The relevant reasons are that the individual is (7) supported by a direct fellowship, (8) on sabbatical from another institution, (9) paid by another institution and leased or loaned to USC; (10) employed by an affiliate of USC and a USC appointment is necessary in order to enable the individual to participate in a USC program; or (11) a volunteer rather than a paid employee.

Can emergency or short-term appointments be exceptions to the posting requirement? If there is an appropriate posting, just hire the best-qualified available person against that requisition. If not, the Dean can approve an exception in either of two situations: (12) Unforeseeable Emergency. Last minute appointment made due to an unforeseen occurrence. Or (13) Temporary Appointment – Outstanding Qualification & Expertise. This is an individual with outstanding qualifications who can fill a special need in the department. There must be documentation of rare expertise not otherwise available. Visiting Professors and Visiting Scholars may qualify. *In either case, there is a maximum duration of one academic year. Subsequent appointments to this same position may be made only after posting and a full search.* The Dean (by the attached form, memo or email) can explain in the package that goes to Payroll that there is no suitable posted position, and which of these two exceptions applies

Can there be an exception to the posting requirement for someone of outstanding qualification and expertise? (14) If there is an appropriate specific posting, just hire the best-qualified available person against that requisition. If there is no appropriate specific position, instead of requesting an exception you can consider the person against the Provost's office Open Field posting for exceptional scholars. Ask the Provost's office for the list of all applicants and consider them along with all persons recruited to that posting. Then hire the best qualified person who meets the posted requirements. If neither of those situations applies, contact the Vice Provost for Faculty Affairs to discuss the case.

Can there be an exception to the posting requirement for a dual career hire? (15) If there is an appropriate specific posting, just hire the best-qualified available person against that requisition. If not, the Dean can approve an exception so that no posting is required if the individual is part of a dual career pair, where successful recruitment of another candidate will be ultimately dependent upon a suitable academic appointment for his/her spouse/partner. One candidate must be appointed as a result of a posted search or approved exception. The Dean's approval (by the attached form, memo or email) should be included in the package that goes to Payroll. *This exception does not apply when hiring the spouse/partner of an existing faculty member.*

Can someone be considered for a posted position without applying through Jobs@USC? (16) Yes, it may sometimes happen that a search committee considers or invites to campus a senior person, where the position is posted but it is deemed undesirable to ask him or her to apply through the computer system. The Dean can approve the special handling, and the approval should be sent to Employee Recruitment Service so the individual can be placed in the same pool as those who apply through the computer system. The department or dean's office should send the individual the voluntary survey form requesting demographic information. (If the survey form is returned, it goes direct to ERS, not to the department or dean's office.)

ACADEMIC RECRUITING

OPTIONAL FORM TO USE TO REQUEST AND APPROVE EXCEPTIONS

Requests and approvals can be given by memo or email, instead of using this form.

In any case, ask for approval in advance, not after the fact.

If the Dean gives approval, send a copy to the Vice Provost for Faculty Affairs.

Date Prepared: Click here to enter date.

Department: Click here to enter text.

Requesting approval of: No posting or search

(16) Internally added to Jobs@USC requisition

Which situation applies? Enter number 1-15 and add a phrase of explanation. Attach memo or CV if needed.
Click here to enter text.

Name of the Person: Click here to enter text.

Academic Title of Position: Click here to enter text.

Requisition #, if Position Has Been Posted: Click here to enter text. Has the person who was internally added to a Jobs@USC requisition been sent the voluntary survey form on demographic information?
Click here to enter text.

Start Date: Click here to enter a date. **End Date (if applicable):** Click here to enter date. **Full Time?** Click here to enter text.

Requested by: **Date**.....

Dean's Approval: **Date**.....

Provost Office: **Date**.....