



Faculty Hiring Process

Summary: The main work of hiring faculty at Claflin University is done by the Search Committee, which are made up of 4-6 current faculty (can include staff or and students, if applicable). The Chair of the Search Committee will convene all meetings and provide meeting reports to the Department Chair and Dean. The committee will review, rate and interview selected applicants. They will also provide a recommendation to the Department Chair and Dean regarding the successful applicant.

- I. After the Search Committee reviews the applicant files, top candidates are first interviewed by telephone (or Skype).
- II. Two – Three candidates are invited to on-campus interviews at the department’s expense. The Search Committee must due diligence in assessing the applicants references and supporting documents, such as transcripts, recommendations, and student evaluations prior to the on-site visit.
- III. The interview consists of one day of formal and informal meetings with the following: Search Committee members, faculty, students (if applicable), the Dean, the Provost. The candidate will only meet with the President if the position to be filled is for a Department Chair, Director or a Dean.
- IV. Candidates are asked to give a public presentation i.e. research or teaching demonstration. Note: Meals on or off campus with students, Search Committee members and others provide an enjoyable way for everyone to get to know each other in less formal settings.
- V. After interviewing finalist’s on-campus, the Search Committee meets to make their decision and forwards a recommendation to the Department Chair and to the Dean. The Dean will forward the final recommendation to the Provost, to include proposed rank and salary. The Provost sends a recommendation to the President who executes a contract to the candidate.

Notes to Remember

- Human Resources have a list of interview questions that can be used for the telephone interviews and the on-campus interviews.
- Provide the Provost a folder with all pertinent documents for the on-site interview i.e. C.V., transcripts, letters of recommendation.
- If the finalist pool includes non-U.S. citizens who might need a permanent residency, or “green card” sponsorship, please include this information in the recommendation to the Provost.