January 13, 2009

Memorandum

To: Executive Council
    Council of Academic Deans

From: President Harris Pastides

Re: Procedure for Advertising and Filling Positions

In response to the historic budget reductions our University is experiencing, it is necessary to establish procedures for advertising and filling faculty, staff, and administrative positions system-wide. I ask that you follow the procedures described in this memorandum until you have been notified otherwise. Moreover, I ask that all currently advertised positions, except those for tenure-track faculty, be cancelled unless until you have been given authorization to proceed according to the requirements established in this memorandum.

We have established a process that will work quickly, and will require little extra effort by you or your staff.

The positions governed by the requirements in this memorandum are:
- All FTE positions funded from any source; and
- All A-funded positions, including temporary positions.
Student and research grant positions may be filled without following these procedures.

Approvals are required in two stages:
- You must receive written approval to advertise a position prior to the placement of an advertisement.
- In addition, you must receive written approval to fill a position prior to making an offer.

In making the case for approval to advertise a position or to make an offer, each request should address the following questions in a memorandum:
- Does your budget have sufficient recurring funds to cover both the salary and the benefits associated with the position?
• For a faculty position, is it possible to fill the position at the instructor level or with an adjunct faculty member instead of a tenure track faculty member?
• Will you be able to save funds by filling this position at a lower replacement salary?
• Can the duties of this position be added to those of an existing faculty, staff, or administrative member within your unit?
• If this position is not approved, what part of your unit’s mission will not be accomplished?

The approval process varies depending on whether you are on the Columbia campus, a senior campus, or a regional campus. On the Columbia campus, requests from academic units should be sent to Ed Walton, Associate Vice Provost. Requests from administrative units should be sent to Jane Jameson, Vice President for Human Resources. Authority is delegated to the Chancellors of USC Aiken, USC Beaufort, and USC Upstate to review and decide requests from their respective campuses based on the case made in response to the questions stated above. Vice Provost Chris Plyler will review and decide requests from the regional campuses based on the case made in response to the questions stated above.

As I mentioned, the process we have established is designed to work quickly in view of the timeliness required to conduct successful recruitments.
• On the Columbia campus, requests will be reviewed each week with approval or disapproval determined at the time of review. Notification of approvals will be sent to the requestor and to the Office of Salary Administration in the Division of Human Resources. Notification of disapprovals will be sent to the requestor.
• Senior and regional campuses should follow the same schedule and notification process.

Thank you for your cooperation and understanding.

c: Leslie Brunelli, Associate Vice President for Finance
    Christine Curtis, Vice Provost for Faculty Development
    Jane Jameson, Vice President for Human Resources
    Rick Kelly, Vice President for Business and Finance
    William T. Moore, Executive Vice President for Academic Affairs and Provost [Interim]
    Ed Walton, Associate Vice Provost