PURPOSE: Instruction, research, and public service are essential parts of the educational mission of Jacksonville State University. While recognizing research and public service are essential to maintain the vitality of the faculty and the academic program, Jacksonville State University gives highest priority to teaching. Accordingly, faculty with strong interest in teaching should be recruited.

In order to maintain a balanced faculty, new faculty will generally be appointed at the rank of Instructor or Assistant Professor unless there are special program needs requiring more experienced personnel. Candidates for the rank of Assistant Professor or higher are expected to hold a terminal degree in the appropriate discipline.

In recruitment and appointment of academic personnel, attention must be given to the conditions set forth in applicable University policies, such as I:02:07 "Procedures for Employment"; Federal and State legislation including Title IX, Section 504; and the established University Affirmative Action Plan. Before the initiation of any search, the Search Committee and the Assistant Director of Human Resources will meet with the Associate Vice President for Academic Affairs for a briefing on search procedures to insure full compliance with all statutes.
POLICY: Authority to Initiate Search:
When a department head determines a need exists for a new faculty position or to fill a vacant position, the need must be justified to the Dean, the Vice President for Academic and Student Affairs, and the President. This is accomplished by submitting the form "Request to Post a Vacancy" (available on line at http://www.jsu.edu/depart/hr/forms.html and in Human Resources) and a "Position Description" form (available in the Office of the Vice President for Academic and Student Affairs) for appropriate signatures. These forms are sent from the department head/supervisor to the dean/director; the Director of Human Resources, to the Vice President for Academic and Student Affairs; and to the President. After final approval, these forms will be returned to Human Resources for action.

When the search has been authorized, Human Resources will send a copy of the completed form to the appropriate dean and department head. If the maximum salary approved for the search is less than the amount requested by the candidate, negotiations may be conducted with the Vice President for Academic and Student Affairs.

Human Resources will post the position on the board outside their office, on the web at http://www.jsu.edu/depart/hr/jobs.html and all other locations required by the Affirmative Action Policy and the Consent Decree. Human Resources will also advertise the position in The Chronicle of Higher Education, and The Affirmative Action Register. Postings and advertisements will direct the applicant to submit: 1) Letter of application; 2) Resume/Vitae; 3) At least three current letters of recommendation to:
   Chair, Search Committee
   Department of Human Resources
   Jacksonville State University
   Jacksonville, AL  36265

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The department head should insure that the position is also advertised in other publications appropriate for the discipline by requesting Human Resources to place the advertisement. A systematic evaluation should be used to identify the fully qualified candidates, who have indicated interest in the position. It will be the responsibility of the department head/search committee chair to acknowledge receipt of all applications. Communication with the candidate concerning transcripts, letters of recommendations, etcetera, will be the responsibility of the department head/search committee chair. Official transcripts must be obtained for all candidates selected for interview.
Professional licenses should be verified. This is the responsibility of the department head/search chairman. A background check will be conducted by the Department of Human Resources on individuals selected to hire.

It will also be the responsibility of the chair of the search committee to respond to applicants selected and not selected.

Positions may be filled no sooner than two (2) weeks after the published closing dates for receiving applications. If there is no published closing date, the position may be filled no sooner than four weeks after the publication date of the advertisement in The Chronicle of Higher Education and The Affirmative Action Register.

Employment Authorization:
After a candidate has been selected for the position, the department head will submit to the appropriate dean the following:
1. A faculty/professional staff Employment Authorization Form (available on http://www.jsu.edu/depart/hr/forms.html and in Human Resources);
2. A copy of the recommended candidate's resume/vitae, official transcripts, and three letters of recommendations;
3. The completed Screening/Interview Forms (available in Human Resources) for each applicant, or any other document that will give the reason(s) for hiring or not hiring each applicant;
4. A draft copy of recommended contract. Once the dean has received this material from the department head, he/she will discuss the proposed appointment with the Vice President for Academic and Student Affairs (VPASA). Any salary and rank negotiations must be justified to the VPASA. **No one may be employed until the Employment Authorization Form has been signed by the President.** The effective date of employment must be after the date of the President's signature.

After approval by the President, the Employment Authorization Form will be returned to the VPASA. A letter of job offering and a contract will be mailed to the selected individual, with copies to the dean/director. Once the contract is signed by the employee, a copy will be sent to the dean/director. A copy of the contract and the original Employment Authorization Form will be sent Human Resources.

Human Resources will keep on file the following information for each position advertised:

1. Where the position was advertised;
2. A listing of all applications received, arranged in alphabetical order; and
3. An identification, if possible, of applications received from minority candidates.

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RESPONSIBILITY: The Vice President for Academic and Student Affairs is responsible for this policy.

EVALUATION: This policy will be reviewed bi-annually.