

University of South Carolina

REQUEST FOR FTE ADJUSTMENT

Type of position(s): Tenure/Tenure-Track Unclassified: Academic/Administrator/Staff Classified Staff

- Type of action:**
- New position.
 - Tenure track position replacement for: _____ (Replaces A-1 form)
 - Non-tenure track unclassified position replacement for: _____
 - Re-establish a classified or unclassified staff position replacement for: _____

Fiscal Year: _____ Current Baseline: _____ Proposed Baseline: _____

Campus College/Division Department/Contact Name (phone)

Required Information (if additional lines are needed, please submit on new page)

Proposed Job Title	Proposed Salary	Effective Hire Date	FTE for the Position	Source of Funding (Dept/Fund/Object Class)	Tenure Track	Check if FTE uses any of these funds:	
						FEI	Centenary

FTE Values: One full-time, 12 month position = 1.00 FTE; one full-time, 11 month position = 0.9038; one full-time, 10.5 month position = 0.8653; one full-time, 9 month position = 0.75

Routing Procedure

1. FTE Request form is routed through normal academic/administrative channels to the Budget Office.
2. Budget Office reviews/approves the request and routes to the appropriate unit.
3. Department submits approved FTE Request form to Salary Administration:
 - a. with the Position Description to establish the requested classified or unclassified staff position.
 - b. with the faculty hiring packet for academic hires.

Approvals

Date

Dean/Director:		
Budget Office:		
President/Provost/ Vice President/Chancellor (as applicable):		

University of South Carolina

Form A-2

Request to Make an Offer as Full Professor or With Tenure

[Ref: University Policies and Procedures: ACAF 1.00, ACAF 1.01, ACAF 1.03, and ACAF 1.06]

Date _____

College/School: _____

Department: _____ Dept. Number: _____

New Position: _____ Replacement: _____ Funding: _____

Title: _____

Person to whom offer will be made: _____

Academic Position: _____ With or Without Tenure: _____

Start Date: _____ Basis: _____ Salary: _____

A satisfactory background check has been completed: Yes: _____ No: _____

Authorized to work in the U.S.: _____ [Submit IS-1 Form to the Office of International Support for Faculty and Staff.]

Terms of Appointment (contingencies/special circumstances appropriate to this offer, equipment, moving expenses, etc.)
A copy of offer letter may be attached.

This applicant is, in our judgment, the best applicant for employment regardless of race, color, religious affiliation, gender, national origin, age, veteran status, sexual orientation, or disabled status. Affirmative action steps have been taken to ensure that opportunities for employment have been provided without regard to these factors.

If offer was made previously and declined by other candidates for this same position, list in chronological order the names of previous candidates. If none, enter N/A.

(1) _____ (2) _____

(3) _____ (4) _____

Items 1, 2, 3 and 4 must be attached before approval can be obtained. Check items that are attached.

_____ (1) Approved Form A-1 or Request to Increase Existing FTE

_____ (2) Summary of Process for Recruiting for an Unclassified Position Form

_____ (3) Copy of advertisements

_____ (4) Curriculum vitae

_____ (5) Three letters of recommendation

Approval:

Dean: _____ Date: _____

Provost: _____ Date: _____

President: _____ Date: _____

EEO Data Reporting Form

The federal government requires the following information to be collected for statistical reporting as a part of the University's Affirmative Action Program. All responses are voluntary. Refusal to answer will not result in adverse treatment of any applicant. This information is not used in the employment process nor released in a manner that identifies the individual.

**Return to: Office of Equal Opportunity Programs, University of South Carolina,
1600 Hampton Street, Suite 805, Columbia, S.C. 29208**

Today's Date _____
m/d/yyyy

A. Last Name: _____ First Name: _____

B. Position for which you are applying:

Title: _____

College: _____

Department: _____

C. Gender: Male
 Female

D. Do you consider yourself to be either Hispanic, Latino or of Spanish origin?

Yes

No

E. Race (select appropriate box or boxes):

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

F. How did you become aware of this position vacancy?

The University of South Carolina is an equal opportunity institution.

USC Search Committee

Affirmative Action Check-List

- _____ Confirm that the job announcement follows established University guidelines.
- _____ Determine the extent of underutilization of Blacks and women in the department's workforce in consultation with the Office of Equal Opportunity Programs.
- _____ Contact the Office of Equal Opportunity Programs for recruitment resources.
- _____ Develop recruiting strategies and establish objective, job-related selection criteria.
- _____ Confirm that USC Policies and Procedures for the recruitment of academic personnel are followed.
- _____ Request information from the Office of Equal Opportunity Programs as to whether the EEO Data Reporting Forms indicate the presence of protected classes in the applicant pool (minorities, women, disabled persons, Vietnam Era veterans).
- _____ Establish the procedures to be used by the search committee for screening and reviewing candidates' files.
- _____ If hiring goals are projected in the affirmative action plan for Black males and females and/or White females and these individuals are not selected for interview, then conduct a review of the credentials of the top ranked Black and/or female candidates and place written justification for their non-selection in the record.
- _____ If Blacks and White females are to be interviewed; then include Blacks and women faculty and/or community representatives in the interview schedule.
- _____ Confirm that all individuals who are scheduled to interview candidates are aware of interview questions that are not permissible.
- _____ The search committee's affirmative action advocate reviews documentation on the search process that accompanies requests to make an offer. Documentation should include justification for the non-selection of women and/or Blacks if this is the case and hiring goals were projected.
- _____ Inform the Office of Equal Opportunity Programs of offers accepted or rejected.
- _____ Documentation of all steps in the search process is compiled and retained by the department for a period of three years.

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Summary of Recruiting Process for an Unclassified Permanent Position

This form is to be completed and must accompany all academic appointment papers pursuant to federal and University of South Carolina regulations on equal opportunity.

Date: _____
m/d/yyyy

Candidate: _____
(Last, First, Middle Initial)

SSN: _____ Race: _____ Gender: _____

Position Title: _____ Department: _____

Record the number of men and women within each listed category, where known, who applied and were interviewed for this position. If an applicant notes Hispanic/Latino/Spanish origin, no other race category should be reported.

Number of Applicants			Number of Applicants Interviewed	
Male	Female		Male	Female
		American Indian or Alaska Native		
		Asian		
		Black or African American		
		Hispanic, Latino or Spanish of any race		
		Native Hawaiian or Pacific Islander		
		White		
		Two or more races		
		Total Ethnic Groups		
		No Response		

In making this recommendation, this applicant is, in our judgment, the best qualified applicant for employment regardless of race, color, religious affiliation, gender, national origin, age, sexual orientation, veteran status, or disabled status and affirmative action has been taken to ensure that opportunities for employment have been provided without regard to these factors.

Signature: _____

Title: _____

For Human Resources Use Only

Classification: _____ Slot: _____