

**Policy Number/Title:** 4.34 Hiring Faculty and Unclassified Administrators  
**Effective Since:** 05/01/2013  
**Last Revision Approved:** 05/01/2013  
**Responsible Office:** Academic Affairs

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### **1. Scope:**

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### **2. Definitions:**

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### **3. Policy:**

The policy and procedure for hiring of faculty and unclassified administrators is outlined in this policy. The chair of the search committee is responsible for following the procedures and ensuring that all who are involved in the process do so as well.

All individuals in the recruitment and hiring process must cooperate with the University's commitment to equal opportunity and understand that hiring decisions will be made without regard to race,color, religion, sex, national origin, age (40+), protected disability,veteran status, sexual orientation or other characteristic protected under applicable federal state or local law.

The appropriate vice president must authorize all positions. The Office of Human Resources will provide assistance in filing unclassified administrative positions. The Division of Academic Affairs will provide assistance in filing faculty positions.

No faculty search may begin until approval by the vice-president for Academic Affairs has been given to the dean to fill a vacancy orto recruit for a new faculty positions. Position justification must be provided to the vice president for academic affairs by the dean.

### **4. Procedures:**

This section was intentionally left blank.



**5. Resources:**

Faculty / Unclassified Vacancies:

<https://www.winthrop.edu/hr/faculty-unclassified-vacancies.aspx>

**6. History of Revisions:**

05/01/2013	Minor Revisions
12/01/1999	Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: