

Exhibit C.3.c Explanation of recruitment, selection, and promotion of faculty.

C.3.c. Recruitment, selection and promotion of faculty.

Consistent with the GC University and University System of Georgia policies faculty are recruited and selected based on the basis of training, experience, teaching competence and research. The GC SON Inclusive Excellence Task force developed and presented to the GC SON NFO a plan that would enhance the School of Nursing professional environment to encourage the recruitment, retention, and success of an exemplary and diverse faculty and staff to fill all vacant faculty lines. This plan (which is in alignment with the GC Strategic Plan) is scheduled for a final review and vote for approval by the NFO in October 2019. All advertising and recruitment material must include this EEO/AA Statement. "GC is an Affirmative Action/Equal Opportunity Institution committed to cultural, racial, and ethnic communities. We promote equal employment opportunities regardless of race, religion, color, gender, marital status, genetic information, national origin, disability, sexual orientation, and gender identity. It is expected that successful candidates share these commitments." The GC Statement of Non-Discrimination and information on the offices which handle investigations of complaints or concerns are located at <https://www.GC.edu/non-discrimination>.

The GC SON appoints a Search Committee that serves two years. The faculty and staff who serve on the committee are provided training and support from the Human Resources Office before the search process begins and until the selection process is completed. The members are required to complete [Search Committee Training](#) and a [confidentiality agreement and acknowledgement form](#) (See Exhibit II.C.3.c.1). They are also provided detailed instructions on navigating the [GCJobs](#) site. This is the web based system that is used for the recruitment and selection process for faculty and staff. Other helpful resources for the Search Committee are located at the [EEO/AA Resources](#) page on the intranet. **Resources include: EEO/AA Recruitment Packet** (provides information on creating an advertisement plan, recruitment resources, screening the applicant pool, interviewing and selection, and closing the search); **the search/hiring committee checklist** (provides the committee with a quick glance of the steps within the search process); **Sample Rubrics**; and **Sample Employee Evaluation Forms**. During the search process all GC SON faculty have an opportunity to meet with the candidates and submit a

written evaluation of the candidate to the chair of the search committee (See Exhibit II.C.3.c.2). The Chair of the Search Committee submits a recommendation to the Director of the SON and the Dean of the CoHS of all candidates that they determine as appropriate for an offer. The final step of the appointment process is approval from the Provost and Vice President of Academic Affairs.

The SON Tenure and Promotion Committee is made up of **all tenured faculty who are at the rank of Associate Professor**. For faculty who are in non-tenure track lecturer lines, the Promotion Committee is made up of a Senior Lecturers and Assistant Professors. In addition to annual faculty evaluations with the Director of the SON, faculty receive a three year review for all faculty preparing for promotion and tenure. After evaluation by the SON Tenure and Promotion Committee the review process goes to the CoHS Tenure and Promotion Committee based on the guidelines in the CoHS Bylaws (Exhibit II.C.3.c.3). After review at this level portfolios are submitted to the Provost for final review and evaluation.

Exhibits provided are:

Recruitment and Selection:

1. Equal Employment Opportunity Statement Screen Shot
2. GC Non-Discrimination Policy
3. Office of Exclusive Excellence Screen Shot
4. Office of Human Resources
5. Search Committee Training
6. Search Committee Training Members
7. Employee Accommodations Request
8. ADAAA Physician's Medical Request Form
9. ADAAA Accommodation Health Information Release Form

Acknowledgement of Training

Tenure and Promotion

1. College of Health Science Performance Guidelines
2. Academic Affairs Web Page with Tenure and Promotion Forms and Guidelines
3. Faculty Tenure and Promotion Task Force

4. GC Tenure and Promotion Taskforce Final Report
5. ETenure & Promotion Process at Georgia College
6. School of Nursing Faculty Evaluation Guidelines and Forms