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**Number:** USF10.102  
**Title:** Faculty Recruitment, Selection, Appointment  
**Responsible Office:** Human Resources

Date of Origin: 10-05-03  
6-7-18

Date Last Amended: ~~11-17-09~~6-7-18 (technical)-

Date Last Reviewed:

(1) The following provisions govern recruitment, selection and appointment of faculty members.

(a) Qualified applicants are those who meet the minimum qualifications defined by the appropriate USF System campus official, which pertain to the required level of education, training, and experience appropriate for a specific position.

(b) Any person who has been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance as described in Chapter 893, Florida Statutes, is disqualified from employment unless conditions outlined in Section 775.16 Florida Statutes, are met. Individuals will not be eligible for employment if they have been convicted of a felony or first degree misdemeanor, as defined by Florida law, when the nature of the crime is judged to create a risk or be contrary to the best interests of the USF System. Failure to disclose such conviction is cause for dismissal.

(c) The USF System will ensure the spoken English language competence of all prospective and current faculty members involved in classroom instruction, other than courses conducted primarily in a foreign language. For current faculty, this competence will be ascertained during the annual evaluation. For faculty appointed after the original effective date (10-05-03) of this Regulation and for current faculty promoted or changing job classification after the original effective date (10-05-03) of this Regulation, competence will be ascertained prior to appointment, promotion or reclassification. If it is determined that testing is required to demonstrate proficiency, support will be offered for the faculty member to promptly take such a test.

(d) The Division of Human Resources will publish and routinely review and update as appropriate guidelines for recruitment selection and appointment, including requirements for advertisements and search. The guidelines will be developed in consultation with the Office of Diversity, Inclusion and Equal Opportunity; and for faculty hires Academic Affairs will be consulted.

(2) The offer of employment and appointment procedures shall be consistent with the following:

(a) No faculty appointments at Lecturer, Instructor, Assistant Professor, Associate

Professor, and Professor, or equivalent Librarian levels, will be made without full consultation with, and majority approval of, the faculty members in the relevant department or unit in accordance with the governance document of the department concerned.

(b) The offer of employment for faculty positions shall be conditioned on the return of written acceptance by a specified date.

(c) Each faculty member shall be issued an employment contract or documented appointment. This documentation will include specific job title, percent of full time equivalency (FTE) assigned, salary rate, principal unit and place of employment, tenure status, length of appointment, start-up funds (if appropriate), and any special conditions of employment.

(d) An offer of tenure upon appointment is conditioned upon recommendation of approval by (i) a majority of the faculty members of the relevant department or unit in accordance with departmental or unit governance documents; (ii) the Chief Administrative Officer; and (iii) the Board of Trustees.

(e) An appointment will not create any right, interest or expectancy beyond the established term set forth in the appointment document. Appointments may be extended beyond or ended in advance of the established term.

*Authority: Art. IX, Sec 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001. History: New 10-05-03. Formerly 6C4-10.102, F.A.C., Amended 11-17-09, 6-7-18 (technical).*

*Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.*