

Follow the steps outlined below to request and advertise a Bridge to Faculty position. Additional information on the Bridge to Faculty program is available on the Office of Access and Opportunity's [website](#).

- 1) Once you have been notified that you have been awarded a Bridge to Faculty Fellow, please draft a job announcement using the template provided to you by the B2F program.
- 2) The Department Chair or College level HR Contact will submit drafted job announcement text for approval to Dr. Mary Ann Fitzpatrick, Vice Provost for Faculty Affairs and Dean of the Faculty (interim) via email [fitzpatm@mailbox.sc.edu](mailto:fitzpatm@mailbox.sc.edu).
- 3) Once approval has been received, the HR contact will take the approved job ad and attach it to an [Academic Position Request Form \(APR\)](#). Below is the information to use when completing the APR form. [Sample APR form is available on the website](#).
  - Does this hire result in the departmental FTE baseline being exceeded? (If yes, also complete optional step 3 listed below)
  - Type of Position? (Professional Track)
  - Type of Action? (New position)
  - Faculty Rank/Position title (Rank: Research Assistant Professor/Title: Bridge to Faculty Fellow)
  - Search to begin, Proposed Hire Date, Proposed Salary Range (as determined by the department)
  - Source of Funding (President's Office)
  - Justification: This position is associated with the University's Bridge to Faculty Program.
- 4) College level HR Contact submits completed APR form and approved job announcement to Jean Brklich, [jeanmr@mailbox.sc.edu](mailto:jeanmr@mailbox.sc.edu), in the Office of the Provost to facilitate approvals.
- 5) Once the Department receives the approved APR form, the HR Contact will initiate the USC Jobs Posting through the PeopleAdmin system. Refer to the [Faculty FTE](#) posting job aid.
  - a. Fully executed APR form (signed by Provost) must be attached to the posting.
  - b. External Job Advertisement text must be attached to the posting so Talent Acquisition can review/approve before any external posting is created.
  - c. The Department may post externally as desired once the posting is 'live' on USC Jobs (crucial to properly link to the vacancy announcement).
- 6) Review/[screen applicants](#) and [conduct interviews](#). \*\*If an applicant answered No to being a US Citizen be sure to consult with HR-OIS ([OIS@sc.edu](mailto:OIS@sc.edu)) for guidance in advance of identifying a finalist.\*\*
- 7) Once you have identified the finalist, notify Dr. Fitzpatrick (see email above) of your intentions to hire and include a brief justification for your selection.
- 8) Once Dr. Fitzpatrick's approval has been received, proceed with an offer and follow the [Initiating a Faculty FTE Hiring Proposal job aid](#).