**Please Note: The black text is required and should not be edited. The blue text should be edited as needed by the search committee. Use the Word Template below to edit as needed.**

**PEOPLEADMIN POSTING RECRUITMENT PLAN**

**Faculty Title:** (Assistant, Associate, Professor, Lecturer, Clinical Faculty)

**Working Title:** (Ex. Lecturer Faculty in the College of Sciences / Biology)

**Location:** Rio Grande Valley

**Appointment Period for Non-Tenure Position:** (1 year/3 years/Blank)

**Tenure Status:** (Tenured/Tenure-Track/Non-Tenure Track)

**FTE:** 1 (Full or Part-Time)

**Scope of Job:** (Details)

We seek applicants who are dedicated to serving **The University of Texas Rio Grande Valley’s** student body as a *rank* of *department* beginning in the 2024-2025 academic year.

**About UTRGV:**

UTRGV serves the Rio Grande Valley and beyond via an innovative and unique multicultural education dedicated to student access and success. By championing leading research, healthcare, and application of university discoveries, we support sustainable development, community engagement, and well-being. The University of Texas Rio Grande Valley (UTRGV) is committed to building and sustaining a highly qualified and talented faculty to pursue excellence in everything that we do, including teaching, research, and service.

Drawing on our unique identity as the leading Hispanic-Serving Institution in a bilingual and bicultural environment, UTRGV will promote student access and success by building from strength in education and creating a vibrant campus experience. By 2027, we will accelerate transformation in the Rio Grande Valley and beyond by driving meaningful advancements in research and creative works, expanding access to high-quality and affordable healthcare, and fostering authentic community engagement and integration.

UTRGV is a distributed campus, one university spanning four counties and multiple locations. Our purpose is to be a university for the entire Rio Grande Valley and beyond. Over 91% of the students enrolled at UTRGV identify as Hispanic, making UTRGV one of the top 3 universities with the highest percentage of Hispanic students. For additional information, please visit [UTRGV website](https://www.utrgv.edu/index.htm).

**Department/College Background**

**Minimum Qualifications:** (Details. If searching for an open rank position, qualifications for hire at each rank must be included.)

**Discipline Specific Required Qualifications:** (Details)

**Preferred Qualifications:** (Detailed descriptions of the knowledge, skills, and abilities for the position. Positions must be filled as advertised; therefore, arbitrary measures such as years of service should be avoided.)

**License or Certification Required?** (Yes/No)

**Salary:** Commensurate with Qualifications and Experience

**Desired Start Date:** 09/01/20xx

*Posting Detail Information*

**EEO Statement**

It is the policy of The University of Texas Rio Grande Valley to promote and ensure equal employment opportunities for all individuals without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or protected veteran status. In accordance with the requirements of Title VII of the Civil Rights Act of 1964, the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, our University is committed to comply with all government requirements and ensures non-discrimination in its education programs and activities, including employment. We encourage women, minorities and differently abled persons to apply for employment positions of interest.

**Open Date** 11/03/20xx

**Close Date (Must be a minimum of 3 days after Open Date):** 12/01/20xx

**Open Until Filled:** Y/N

**Review of Candidates Start Date (Day after Close Date):** 12/02/20xx

**Search Committee EEO Data:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **UTRGV Title** | **Is EDOL** | **Is Com. Chair** | **Race/Ethnicity** | **Gender (M/F)** | **Email Address** |
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**Requested Advertising Sources (Not Processed by People Admin):**

* **The Monitor**
* **Valley Morning Star**
* **Brownsville Herald**
* **Chronicle of Higher Education**
* **Higher EdJobs**
* **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information:** |
| UTRGV is a distributed institution. As such and as assigned, the position may require presence at multiple locations throughout the Rio Grande Valley. Work is performed primarily in a general office environment. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215. The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect  the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length. |

**Special Instructions to Applicants:**

Complete all sections on the application. If you are applying for the first time, please complete all biographical information including address, email and phone number. You may update this at any time by selecting to edit your profile in the application. Security sensitive; All UTRGV employees are required to have a criminal background check (CBC). CBCs will be conducted for all candidates invited for an on-campus interview.

**Please Note:**

Texas law requires faculty members whose primary language is not English to demonstrate proficiency in English as determined by a satisfactory paper-based test score of 500 (computer-based of 173 or internet-based of 61) on the Test of English as a Foreign Language (TOEFL) or a satisfactory test score of 6.0 on the International English Language Testing System (IELTS).

Incomplete applications will not be considered. All positions are subject to budget approval.

***Applicant Documents***

**Required Documents**

1. Curriculum Vitae
2. List of 3 References
3. Letter of Interest
4. Unofficial Transcripts

**Optional Documents**

1. Resume
2. Cover Letter/Letter of Application
3. Teaching Philosophy
4. Writing / Publication Sample
5. Reference Letter 1
6. Reference Letter 2
7. Reference Letter 3
8. Multimedia
9. Certifications and Licenses
10. Training Certificates
11. Other Document
12. Evidence of Teaching Effectiveness
13. Unofficial Transcripts 2
14. Unofficial Transcripts 3