

Faculty Recruitment Manual

The University of Texas Rio Grande Valley (UTRGV) is committed to building and sustaining a highly qualified and diverse faculty to pursue excellence in everything that we do, including teaching, scholarship, and service. This manual provides uniform procedures to ensure a fair and effective process to follow as you recruit faculty to serve our diverse student population.

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INTRODUCTION AND PURPOSE

With a focus on student success and the goal of building an emerging research university, it is our goal to identify, recruit, and retain highly-qualified, talented, and diverse faculty members who are committed to UTRGV's [mission, vision, values](#) and [core priorities](#) through the pursuit of excellence in teaching, research, healthcare, and service. Deans, Directors/Department Chairs, Search Committees, and faculty have the primary responsibility to ensure excellent faculty are identified, recruited, and retained to achieve excellence in everything that we do.

One of UTRGV's primary goals is to become an emerging research university. Consequently, it is imperative we recruit and hire excellent faculty that will play an integral role in building the research enterprise, securing external research support, and be actively engaged in the establishment and development of new doctoral programs for UTRGV. Also, the innovative use of technology in the classroom is extremely important for a university that is distributed throughout the Rio Grande Valley. Finally, we are committed to building a bilingual, bicultural, and bi-literate (if not multilingual and multicultural) institution of higher education. These are all critical factors, which must be considered as we recruit and hire new faculty for UTRGV.

Administered by the Office of Faculty Success & Diversity in coordination with the Office of Institutional Equity, trainings on equity, diversity, and implicit bias among search committee members, Chairs, Deans, and pertinent staff occur. These trainings range from targeting the specific search committee audience to reaching stakeholders through systemic Academic Affairs Leadership Team meetings. The search committee training also covers effective strategies to recruit excellent and diverse faculty, including Hispanics (in light of our student demographics), other underrepresented minorities, and women. Moreover, it is required that each search committee includes an Equity Diversity Advocate (EDA) who has received additional training on strategies to recruit excellent and diverse faculty. As of Fall 2018, this search committee training has been mandatory for all members of tenured/tenure-track faculty search committees in Academic Affairs.

Faculty Recruitment and hiring is a critical university process, the success of which depends on the active participation and engagement of all stakeholders including faculty, Chairs/Directors and Deans. Your time, efforts, patience, and attention to this process is greatly appreciated. The guidelines and procedures in this manual must be followed for every faculty search. **Failure to follow the procedures outlined in this *Manual* may result in a canceled search.** Consequently, this delays hiring new faculty and creates additional costs for your College, the School/Department, and our institution. In addition, such failure could put the University at risk of legal challenges.

Forms mentioned in this manual may be accessed on the Office of the EVPAA website under Faculty Resources. A graphic overview of the faculty recruitment process can be found in Appendix C. A list of frequently asked questions is available in Appendix E.

ROLES AND RESPONSIBILITIES

It is a University goal to identify, recruit, and retain highly-qualified, talented, and diverse faculty for positions in all academic fields. Deans, Directors/Department Chairs, Search Committees, and faculty have the primary responsibility to identify, recruit, and retain these outstanding faculty members.

I. Office of the Executive Vice President for Academic Affairs

- Authorizes faculty staffing plans (and any deviation from the plan)
- Oversees all faculty appointments and approval of appointments
- Provides administrative and budgetary oversight

II. Office of the Senior Associate VP for Faculty Success and Diversity

- Oversees faculty recruitment, retention, and development
- Approves recruitment plans, including Search Committee composition, job descriptions, and advertisement venues
- Certifies applicant pools and approves short lists
- Conducts Search Committee training

III. Office of Institutional Equity and Diversity

The Office of Institutional Equity and Diversity (OIED) is responsible for supporting and monitoring the faculty recruitment process to ensure consistency with University policies, employment laws, and regulatory requirements. Refer to UTRGV Policy ADM 3-100 Nondiscrimination (Regent's Rule 10701: Policy Against Discrimination). In that capacity, the OIED:

- Provides guidance and training to ensure Equal Employment Opportunity and Affirmative Action in the hiring process. The OIED Offers trainings, in collaboration with the SAVPFSD office, to Deans, Directors/Department Chairs, Search Committees, faculty, Equity and Diversity Advocates (EDA), Assistant Deans, and School/Department Administrative Support Staff.
- Investigates complaints of discrimination, harassment, and retaliation.

IV. Office of Human Resources

The Office of Human Resources maintains an online application process which includes a step for applicants to voluntarily provide personal information regarding race, gender, ethnicity or other status eligible for affirmative action which UTRGV uses to ensure as diverse an applicant pool as possible.

In accordance with state and federal law, Search Committees and other participants in the search process cannot ask questions regarding race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information, or veteran status to any applicant.

V. **Deans and Directors/Department Chairs**

The Deans will oversee the recruitment process including establishing and managing a budget for their respective College searches to ensure achieving the objectives of their recruitment plans.

Deans and Directors/Department Chairs are responsible for:

- Appointing the Equity and Diversity Advocate (EDA) to each Search Committee;
- Ensuring that Search Committees and Advocates receive training prior to participating in a search; and
- Monitoring the actions of the Search Committees in their College/School/Department to ensure:
 - Compliance with University policies and procedures for recruitment;
 - Professional conduct is followed according to the American Association of University Professors (AAUP) Statement on Professional Ethics (<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>);
 - All aspects of the recruitment process are handled ethically;
 - All personal information about candidates is handled in a confidential manner;
 - Appropriate and non-binding representations are made to candidates;
 - Compliance with federal and state laws prohibiting discrimination;
 - Prompt reporting of suspected irregularities in the process to the SAVPFSD office;
 - Corrective action is taken to address confirmed irregularities in the process, including the cancellation of an on-going search; and
 - The Search Committee has access to the necessary resources to ensure an efficient and successful search process.

Deans recommend finalists for appointments to the EVPAA and extend the offers to candidates.

VI. **Search Committee Chair**

The Chair of the Search Committee is the faculty member selected by the Search Committee members to assume the leadership role and ensure adherence to the recruitment guidelines. The Chair leads the Search Committee and manages the search process so that it is efficient and effective.

Typical responsibilities of the Search Committee Chair include, but are not limited to:

- Completing required training sessions and/or updates prior to commencing the search process to become familiar with administrative procedures, equal opportunity guidelines, and diversity initiatives;
- Facilitating the preparation of a posting requisition including job advertisement, and initiating review and approval;
- Consulting with the SAVPFSD office and OIED to resolve issues as appropriate;
- Scheduling and giving committee members appropriate advance notice of the meeting schedule;
- Tracking member attendance at meetings and identifying reasons for absences;
- Leading and conducting Search Committee meetings professionally and impartially;
- Ensuring every application receives a thorough review, and that all search regulations, guidelines, and deadlines are observed;
- Assuring minutes are taken at all Search Committee meetings, of all decisions, and that the reasons for selecting or not selecting candidates are identified and documented;
- Providing minutes to all committee members involved with the search;
- Storing the minutes with the search files in accordance with the UTRGV Records Retention policy (ADM 10-102) for a minimum of three (3) years;

- Following timelines for the search process and informing the Search Committee of any resources available, including recruitment budget;
- Obtaining approval of the position announcement through consensus or a vote of the tenured and tenure-track faculty members of the discipline;
- Reviewing the job announcement and advertisement with each member of the Search Committee and ensuring each committee member understands what the job entails, and the qualifications required of the position;
- Ensuring that clear selection criteria have been established in advance of discussing candidates and exploring these for gender, ethnic, and other biases;
- Developing a list of interview questions and an interview evaluation form;
- Coordinating with School/Department Support Staff to develop the itinerary and make travel arrangements for candidates selected for interviews;
- Overseeing on-campus interviews;
- Forwarding recommendations for hire to the Director/Department Chair; and
- Ensuring applicant status is updated as appropriate in the online application system so the proper notification is sent to unsuccessful candidates in a timely manner.

VII. Search Committee

The Search Committee is relied upon by the University to advertise, screen, interview, and recommend qualified candidates for serious employment consideration.

The Search Committee members evaluate candidate files, fully participate in all committee activities, meet established deadlines, and make recommendations. Each member will follow EO/AA principles. In most cases, the role of the Search Committee is that of an advisory committee - to receive and screen applications and make recommendations regarding short-list and finalist candidates to the School/Department faculty, Director/Department Chair, and Dean.

Typical responsibilities of the Search Committee include, but are not limited to:

- Being committed to enhancing faculty diversity;
- Evaluating the candidates' application materials;
- Understanding and following UTRGV policies and procedures regarding the selection process and the principles of equal opportunity;
- Adhering to confidentiality requirements;
- Evaluating each candidate based on established job-related criteria only; and
- Being fair, impartial, and open-minded during the review and consideration of candidates.

Search committee members must disclose potential conflicts of interest with applicants and recuse themselves from the committee as appropriate to maintain the integrity of the search. Every member of a search committee must meet training requirements set forth by the SAVPFSD.

VIII. Equity and Diversity Advocate

Each Search Committee must include an Equity and Diversity Advocate (EDA) appointed by the Dean. The EDA is a **tenured** faculty member who serves on a Search Committee (no more than two Search Committees at the same time) in an objective, neutral, and non-voting capacity. The EDA should be a faculty member of a different School/Department from within the College unless otherwise determined by the Dean or the EVPAA. The EDA must hold a fifty percent (50%) or more faculty appointment. At the beginning of each academic year, each discipline shall elect a faculty member to serve as its representative on the EDA pool. The Dean shall select from this pool.

The EDA should:

- Receive specialized training and ongoing support from the SAVPFSD and OIED offices;
- Attend Search Committee meetings, candidate interviews, and sessions involving official committee deliberations regarding candidates; if the EDA cannot attend, a substitute from the pool shall be identified;
- Promote the active and robust recruitment of women, persons-of-color, veterans, and persons with disabilities;
- Consult with the Search Committee as to whether recruitment efforts are in line with UTRGV diversity goals;
- Understand the concept of implicit bias and how it may affect a faculty search;
- Ensure fair and equal treatment for all candidates;
- Ensure that all communications about candidates within the Search Committee make no reference (beyond use of masculine or feminine pronouns) to their race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity, or expression, genetic information or veteran status.
- Discuss emerging issues or concerns with the Search Committee Chair. In the unlikely event that these issues are not satisfactorily addressed or resolved, the EDA may contact the Director/Department Chair or the Dean. As a measure of last resort, the EDA may contact the SAVPFSD, if needed;
- Make recommendations to the Director/Department Chair and Dean, if it is determined the guidelines have not been followed or the process has been violated.

The Search Committee Chair should **immediately** contact the Director/Department Chair and Dean if questions or concerns arise regarding the EDA's commitment or ability to meet his/her duties in the search process. The Dean will then inform the SAVPFSD regarding the concerns and how they are resolved. A search is subject to cancellation for failure to include an EDA in the process.

In the event the EDA is not present for a scheduled meeting or is otherwise unavailable to fulfill their responsibilities and a substitute from the pool cannot be identified, the Search Committee Chair must assume the responsibilities of the EDA.

In addition to the regular required training for Search Committees (see above), every 2 years EDA's are required to attend an additional face-to-face training that focuses on best practices for promoting equity and diversity, related data, establishing contacts and answering any questions they might have.

TENURE-TRACK (TT) AND TENURED (TN) FACULTY SEARCH PROCESS AND GUIDELINES

I. RECRUITMENT AUTHORIZATION

To begin the recruitment process, the EVPAA will request a **Faculty Staffing Plan** from each of the College Deans. This Faculty Staffing Plan will include:

- Listing of all existing budgeted vacancies and positions where multi-year contracts are scheduled to expire;
- Proposal for filling these lines;
- Justifications will be provided for all requested positions;
- If new positions are requested, a prioritized list must be submitted (including rank, discipline, and proposed salary) with a detailed justification for each request;
- Information regarding how these positions will contribute to UTRGV's priorities, including student success, expanding educational opportunities, and addressing research issues that are of relevance to the UTRGV, must be submitted. Further, faculty positions must also contribute to UTRGV's goal of becoming an emerging research university.

NOTE: A non-tenure-track position cannot be converted to a tenure-track position nor can a tenure-track position be converted to a non-tenure-track position without prior written approval from the EVPAA. The request must include a justification, proposed salary, and source of funds.

All recruitment must be completed with offers extended by March 31st. Exceptions to this deadline will require prior approval by the EVPAA. All campus interviews should be completed by March 15th to ensure completion of recruitment by March 31st.

II. SEARCH COMMITTEE FORMATION, ADVERTISEMENT, AND OUTREACH

Once a position is authorized for recruitment, the Dean will notify the Director/Department Chair, who will delegate the recruitment process to the appropriate faculty Search Committee Chair and its members. Search Committee members will be selected by the Director/Department Chair in consultation with the School/Department faculty and with the approval of the Dean. Search Committee composition should reflect diversity regarding geographical location, gender, race/ethnicity, academic rank, and tenure. Search Committee members will be **Tenured** or **Tenure-Track** faculty, unless otherwise determined by the Dean. It is recommended that the committee consist of 5-7 members, but the Director/Department Chair should determine the optimal size of the committee, and ensure there is an odd number of committee members.

NOTE: A Search Committee member shall not be considered as a candidate for the position and applicants shall not be involved in the search process.

Committee meetings should be convened at a place and time where and when all committee members, including the EDA, can be present. All members of the Search Committee must be notified at least two (2) business days prior to the convening of a Search Committee meeting. A majority of the committee must be present to conduct committee business.

A Search Committee Checklist is available in Appendix D to assist in the recruitment planning process.

A. Recruitment Plan

To initiate recruitment, the Search Committee must prepare a posting requisition with input from the School/Department faculty. The posting requisition is the Search Committee's recruitment plan, which contains strategies for recruitment efforts in the search process. This plan must include the components listed below and be reviewed and approved by the Director/Department Chair, Dean, and the Office of the EVPAA (in coordination with OIED and SAVPFSD):

- The title of the position being recruited (identified according to College, School/Department, rank, requirements, and duties);
 - Advertisements involving a search that is for more than one position or considered "Open Rank" require one stand-alone paragraph including required and preferred qualifications for each position and/or rank. A statement instructing applicants to indicate the position and/or rank for which they are applying must be included.
 - All tenured and tenure-track positions shall require a Ph.D. or terminal degree upon hiring. If all-but-dissertation (ABD) is going to be considered, the advertisement must state that the Ph.D. or terminal degree is required no later than the proposed start date.
- The position announcement, including required and preferred qualifications, scope of job, applicant documents required and any special instructions for applicants;
- Search Committee composition to ensure diversity (An Equity and Diversity Advocate (EDA) is required on all faculty Search Committees); and
- A plan for advertising and outreach, listing places for advertisement including venues that target women and minorities.

The objective of the recruitment plan is to clearly define the position details and identify all sources for recruiting efforts to obtain a broad and diverse pool of candidates. The SAVPFSD office may provide a recommendation of organizations and publications that target women and minority groups.

The Recruitment Plan is submitted electronically for review through <https://careers.utrgv.edu>. The template in Appendix A provides the necessary format for developing the recruitment plan and submitting it for review and approval. At any level, if there are concerns or suggestions regarding the recruitment plan, it will be returned to the Search Committee for revision. The advertisement then goes through the approval process again.

OIED will ensure the position described in the recruitment plan meets compliance and University standards.

National advertisements are required for tenured and tenure-track vacancies unless a waiver is approved in accordance with the [Dual Academic Career Hiring Program Guidelines](#).

The following statements are included in the posting template for the UTRGV careers portal and must be included on all advertisements posted on other websites or in other print sources:

- UTRGV is an Affirmative Action/Equal Opportunity Employer that strives to hire without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or veteran status. UTRGV takes affirmative action to hire and advance women, minorities, protected veterans, and individuals with disabilities.
- UTRGV is a Hispanic-serving Institution dedicated to student success and building a diverse faculty committed to working in a multicultural environment. UTRGV has an NSF ADVANCE grant to increase the representation of women in STEM fields and to promote

a positive, family friendly workplace for all faculty. We strongly encourage applications from women and minorities.

- This position is security-sensitive as defined by the Texas *Education Code* §51.215(c) and Texas *Government Code* §411.094(a) (2).
- All UTRGV employees are required to have a criminal background check (CBC). CBCs will be conducted of all candidates invited for an on-campus interview.
- Faculty members whose primary language is not English must demonstrate proficiency in English as required by state law and as determined by the hiring department.
- Pending budget approval.
- Incomplete applications will not be considered.

Upon final approval, the recruitment request will be approved for posting and returned to the Assistant Dean to proceed with the advertisement(s) as stated on the recruitment plan.

B. Recruiting at Academic and Professional Conferences

Preliminary contact with potential candidates may occur through recruitment efforts at academic and professional conferences. An opportunity is afforded for candidates to provide information informally on their credentials, discuss their research and teaching experience, and participate in an exchange of information of the University and the School/Department.

Guidelines for meeting with candidates at conferences are as follows:

- Contact should be limited to faculty members who have received **PRIOR faculty search** training.
- Sessions with candidates may be pre-arranged through the association hosting the conference.
- Consistency should be used with respect to questions asked of all candidates by developing some core questions. Questions asked of candidates at a conference should also be asked of candidates who were not screened at a conference and who subsequently are identified for interview.
- Candidates who are screened at conferences and who wish to be considered formally for a position must apply online through the UTRGV careers portal and submit the required application materials as specified in the ad for the vacancy.

C. Nominations for Vacancies

When nominations are received, the Search Committee Chair will promptly notify the nominee(s) that they have been nominated and will refer the individual to the UTRGV careers portal for full details of the vacancy and to apply if interested.

III. APPLICANT POOL

An applicant pool consists of people who have submitted complete application packets in response to an advertised vacancy within the specified posting period.

1. Each application must be submitted via the UTRGV careers portal at <https://careers.utrgv.edu>.
2. Applicants will receive an email confirmation upon successful submission of their application.
3. In coordination with the SAVPFSO office, the Search Committee Chair may contact a candidate(s) to determine an interest in other positions for which they qualify but did not apply. However, it must be clearly

understood that this does not constitute an offer of future employment at UTRGV. If interested, the candidate must apply for the other vacancies via the aforementioned UTRGV career portal.

4. Applicants must provide all requested documentation as specified in the advertisement and cannot be considered until all required documents have been submitted. All contact with the applicant to complete an application must be documented in the applicant tracking system or other appropriate means. A dated e-mail is acceptable.
5. All applicants whose applications are complete, as specified in the advertisement, must receive full and consistent consideration by the Search Committee. The Committee may begin reviewing applicant files as soon as all required materials have been submitted and as stated in the advertisement (i.e., the advertisement stipulates a specific review date).
6. Identifying the short list and scheduling interviews (see Section IV.C.) may not occur until the applicant pool has been certified. The posting should be moved to the “Certify Applicant Pool” state in PeopleAdmin in order for OIED in coordination with the SAVPFSD to determine diversity of the pool based on national availability statistics and the committee’s recruitment plan. When the posting is at the “Certify Applicant Pool” state, the posting will be hidden from the careers portal until the certification process is complete. However, while the posting is being certified, the Search Committee can send an internal link (displayed in PeopleAdmin) to a potential candidate so they are able to complete their application. After certification, postings that are “Open Until Filled” will be reposted and visible on the careers portal until the position is filled. For “Open Until Filled” postings, full consideration must be given to all applications submitted after the initial certification of the applicant pool and identification of a short list. If additional candidates are to be selected for campus interviews, the committee must recertify the applicant pool and get approval to extend the short list. However, it is highly recommended that the search committee close a posting once a short list has been approved and campus interviews are scheduled.

Confidentiality is critical and required in order to ensure the success of the search process. Search Committee members may not discuss the search with other faculty or individuals who are not members of the search committee.

IV. SCREENING AND DEVELOPMENT OF SHORT LIST

A. Preliminary Screening of Candidates

Search Committees will review all applications, screening, and advancing candidates based on job-related criteria without regard to subjective judgments or impressions. An Equity and Diversity Advocate (EDA) must be present and included in all meetings or communications by the Search Committee regarding qualification and screening of applicants. Candidates who do not meet the minimum required qualifications may not be considered for the position.

Once the Search Committee has determined which applicants meet the minimum required qualifications for the position, these applicants should be evaluated further based on preferred qualifications, School/Department needs, and any other selection criteria the Search Committee has agreed upon in advance.

B. Telephone/Skype Interviews

Telephone/Skype interviews can be an effective and a low-cost method of screening applicants. The Search Committee should develop a structured telephone/Skype interview format in advance. The Search Committee should identify questions that will be asked of all candidates. A written summary of each phone/Skype interview should be prepared for record-keeping purposes and for use during the final evaluation process. All telephone/Skype interviews, just like in-person interviews, must follow a consistent format and the results of each interview documented.

C. Short List for Campus Interview

Based on the evaluation of preferred qualifications, School/Department needs, and predetermined selection criteria, the Search Committee will develop a short list of the best-qualified applicants. The recommendation for the short list should be reviewed and approved in the UTRGV careers portal by the Director/Department Chair, Dean, and SAVPFSD. The recommendation should include documentation regarding strengths and weaknesses of the applicants selected. A minimum of two candidates must be included on the final short list recommended by Search Committees. **Candidates on this list should be listed in alphabetical order. The list should not identify their race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or veteran status.**

The Search Committee must submit all names of candidates to be interviewed on campus for a Criminal Background Check (CBC) to the Assistant Dean for Administration. The Assistant Dean will send the CBC link to the applicants. Results of the CBC process will be provided to the Dean's Office. Once clearance is received, the Committee may proceed with the process of scheduling campus interviews.

V. CAMPUS INTERVIEWS

The purpose of the campus interview is to seek job-related information for a fair evaluation of all candidates. Interviews must be conducted in a manner that is fair and equitable for all candidates. The Search Committee will:

- Prepare interview questions directly related to the skills, abilities, and experience required of the position. A copy of the questions will be provided to each committee member prior to the interviews. The Search Committee should discuss these questions in advance to ensure all Search Committee members understand the questions; this discussion will also provide a basis for determining how to rate each candidate's responses.
- Be consistent - questions are to be asked in a consistent manner of all candidates:
 - In accordance with state and federal law, questions regarding race, sex, religion, age, and national origin cannot be asked of any candidate. In addition, to comply with the Americans with Disabilities Act (ADA), questions regarding a candidate's disability and medical condition must not be asked. Contact the OIED, as appropriate, for assistance with pre-interview preparation.
 - Additionally, the Search Committee and School/Department/College must be ready to make reasonable accommodation(s) for qualified applicants with disabilities when requested by the applicant. Contact the OIED to assist in addressing requests for reasonable accommodation.

- Utilize scenarios in the interview as this can be an effective way of evaluating a candidate's experience/behavior on the job.
- Prepare same or similar interview schedules/itinerary for each candidate. All candidates should be offered comparable opportunities to meet and interact with College Dean, Director/Department Chair, Search Committee members, faculty members, representatives from the Women's Faculty Network, students, staff, other members of the community, and with staff from other offices on campus (such as Human Resources-Benefits Section) that may be of interest to the candidates. This applies to both internal and external candidates.
- Provide a venue for evaluation/feedback for the faculty, staff, and students who participated in the interview process (including a presentation by the candidate) to complete and submit to the Search Committee. The candidates' CV should be made available to the School/Department faculty before campus interviews.

The Director/Department Chair should discuss job requirements as well as distribute written criteria for promotion and tenure at UTRGV to the candidates.

The EVPAA or his/her designee will interview candidates being considered for tenured positions, including Associate and/or Full Professors.

VI. REFERENCE CHECKS

References submitted by the candidate may be checked only by members of the Search Committee upon approval of the Search Committee and under the direction of the Search Committee Chair. Reference checks beyond the list of references provided by the candidate are encouraged. If reference checks are going to be conducted prior to the candidate being invited for an interview, written confirmation of approval from the candidate to contact references beyond the list provided by the candidate is required.

A diligent effort must be made to check references and credentials before any job offer is made. Questions asked of the reference must be job/performance-related and documented. Reference conversations must be conducted in a manner that is consistent for each applicant.

All information received during reference checks must be attributable to an individual whose identity is disclosed to the entire Search Committee during the deliberation process.

Search Committee members are reminded that **the search process is to be strictly confidential** to the extent allowed by law.

VII. FINALIST RECOMMENDATION/SELECTION

A. Final Recommendation/Selection

After completion of the on-campus interviews, the Search Committee will review and discuss feedback and arrive at a consensus with respect to candidates' strengths and weaknesses. A summary of all candidates' strengths and weaknesses should be documented and forwarded to the Director/Department Chair. Based on the strengths and weaknesses of the candidates, the search committee may recommend a candidate for hire; however, it is important to note that this represents a preliminary recommendation and does not a guarantee a future offer of employment. Academic rank will also be recommended at this time, if applicable. The Director/Department Chair will review the information provided by the search committee and provide a recommendation to the Dean of the College. The Dean will make the final selection and submit his/her recommendation to the

Office of the EVPAA and the SAVPFSD. At this time, request(s) for dual career support can be made. Deans are strongly encouraged to discuss dual career needs with the SAVPFSD as early as possible.

B. Employment Offer

Once the EVPAA or designee has approved the recommendation for hire, the Dean (**or his/her designee**) will have a discussion with the recommended candidate about employment conditions, compensation, and expectations. **At this point, only the Dean (or his/her designee) is authorized to have such conversations with the candidate.**

The Dean is authorized to extend an offer at the Assistant Professor rank if the salary offer, start-up, course load, etc. falls within the parameters approved by the EVPAA in the Faculty Staffing Plan. If there are recommendations for a different salary than what was approved in the Faculty Staffing Plan, a different start date, special considerations for faculty workload, or start-up funds over the established minimum, the Dean shall forward to the EVPAA a recommendation that includes all relevant information such as: position, rank, tenure status, justification for proposed salary, modified workload or start date (as applicable) and details regarding startup commitment with related expectations (if applicable). All faculty startup requests must be approved prior to extending an offer. The startup request form, located on the ASO shared drive, must be submitted for consideration identifying all applicable funding sources.

All offers must conform to the position specifications and be within the CUPA (or other relevant sources such as AACSB) salary range for the position. Salaries should be commensurate with qualifications and experience. Salary offers for Associate and Full Professors need prior written approval from the EVPAA.

For candidates being considered for tenure at initial employment, the Search Committee must submit a recommendation to the Chair/Director, including justification for tenure and supporting material (CV). The Chair/Director will conduct a vote on tenure by the tenured faculty of the corresponding department/school and include the voting results with their own recommendation to the Dean. The voting for tenure may occur utilizing electronic technology. The Dean will submit a recommendation regarding tenure to the Office of the EVPAA including all supporting documentation.

This evaluation must take place expeditiously, once a candidate has been identified for hire AND prior to the job offer.

Only the UT System Board of Regents can grant tenure. Consequently, all corresponding documentation must be submitted to the Office of the EVPAA for review/approval. The EVPAA will submit a recommendation to the President for review/approval, and ultimately all tenure requests will be reviewed/approved by UT System and the Board of Regents.

After the employment conditions, compensation, and expectations are finalized, the Dean's Office will send the original offer letter to the finalist. The following attachments must be included when sending the formal offer letter to the candidate:

- Immigration Reform and Control Act of 1986 information;
- English Language Proficiency certification form; and
- Supplemental employment information, such as start-up funds, teaching responsibilities, tenure clock timeframe, link to HR's website for information regarding benefits, etc.

In the recruitment of faculty who are not U.S. citizens, the Assistant Dean for Administration should contact the HR Office prior to preparing the job offer to obtain guidance regarding procedures for hiring international candidates. The procedure for securing an employment visa status for an employee is managed through the Human Resources (HR) Department. HR will assist the hiring School/Department and the candidate in securing the appropriate employment status based on the information provided.

Within a reasonable timeframe (established by the Dean), the finalist will be directed to sign and return the original offer letter to the Dean's Office. If the candidate declines the position, the Dean shall notify the EVPAA and Director/Department Chair. With approval of the EVPAA, the Dean will have the option to cancel the search or proceed with the committee's next recommended candidate.

The EVPAA and OIED must be notified of failed searches and provided with a brief explanation of the rationale for canceling the search.

VIII. HIRING PACKAGE – (FACULTY FILES)

The University must ensure that all faculty members possess the academic preparation, training, and experience to teach in an academic setting and meet, or exceed, the minimum requirements of accrediting bodies and state agencies. Accordingly, each prospective faculty member will provide all documentation needed to verify his/her credentials. This includes, but is not limited to, official transcripts, and appropriate licenses or certifications. The Department Chair is responsible for initiating the faculty teaching validation process using the online Faculty Portfolio Tool which can be accessed through the [myUTRGV](#) login.

Hiring packages with original documentation are submitted by the School/Department through the Dean to the EVPAA office. The "Required Documents for Faculty Files" checklist can be found in the Faculty Resources section of the Office of the EVPAA website.

IX. FILE RETENTION

The Dean's Office is required to keep the entire search file for a minimum of three (3) years.

NON-TENURE TRACK (NTT) FACULTY SEARCH PROCESS AND GUIDELINES

Non-tenure track (NTT) faculty titles are listed in Regents Rule 31001. According to Section 2.2 of the rule, tenure may not be awarded to a person appointed to these titles, and academic service with these titles may not be counted toward the satisfaction of any probationary period.

Appointments shall terminate at the expiration of the stated period of appointment without notification of non-renewal (see The University of Texas System Board of Regents *Rules and Regulations, Rule 31001*).

However, as a professional courtesy, Deans are to formally notify faculty members 90 days prior to when their contract is set to expire and specify that there is **no guarantee of renewal**.

I. AUTHORIZATION

A. Full-time

Requests for recruiting full-time non-tenure track (NTT) faculty positions (e.g., Lecturer, Clinical Professor or Professor in Practice) may be made either:

1. During the Spring semester as part of the **Faculty Staffing Plan** (refer to TT and TN Faculty Recruitment section of this manual),
2. After a tenure-track/tenured faculty search has failed and a one-year appointment (OYA) for the academic year is needed, or
3. When an immediate need is recognized due to student demand or an unexpected loss of faculty instructional service.

NOTE: A non-tenure track position cannot be converted to a tenure-track position nor can a tenure-track position be converted to a non-tenure-track position without prior written approval from the EVPAA. The request must include a justification, proposed salary, and source of funds.

Once positions are authorized by the EVPAA, the Deans will delegate the recruitment process to the appropriate Directors/Department Chairs.

B. Part-time

Directors/Department Chairs must submit requests for recruiting part-time NTT faculty positions to the Dean for approval prior to the beginning of any semester.

If authorized to recruit for a title contingent upon graduate student status, follow the guidelines in the *Manual for Graduate Student Appointments*.

II. FACULTY RECRUITMENT PROCESSES (does not apply to reappointment and promotion processes)

A search process must take place for all vacant NTT faculty positions, including part-time faculty.

A. Multi-year Positions

If authorized to recruit for a multi-year faculty position in any of the NTT titles, all of the instructions for recruiting tenure/tenure-track faculty positions are to be followed except that advertisements for multi-year faculty positions need not be national. Such advertisement can be waived in accordance with the *Dual Academic Career Hiring Program Guidelines*.

B. Lecturer Positions (OYA and part-time)

An open-ended search is required for all Lecturer positions (OYA and part-time) in order to create a pool of candidates for consideration when a vacancy becomes available.

If authorized to recruit for a Lecturer (full-time as a one-year appointment or part-time), the recruitment request and advertisement format must follow the same guidelines as for the tenure-track/tenured faculty positions except that advertisements for Lecturer OYA and part-time positions need not be national.

Upon final approval, the vacancy will be posted on the UTRGV career portal and other local advertising sources as identified in the recruitment plan.

To expedite the hiring of part-time and one-year lecturer appointment, a full search committee is not required; however a thorough screening of applications must be conducted to ensure qualifications are met. Please note, a full committee review and interviews are recommended, if time allows, to ensure the best candidates are selected.

Note: After initial appointment, a part-time lecturer scheduled to teach in subsequent academic semesters (assuming satisfactory performance) does not need to reapply for employment unless there has been a break in service of 6 months or more.

When recruiting for OYA or part-time positions, the following steps are required:

1. Each applicant must submit their application electronically at careers@utrgv.edu.
2. Applicants will receive a system notification once the application is complete.
3. References submitted by the candidate may be checked only by the Director/Department Chair or Dean, and this process is to be kept strictly confidential.
4. Request Criminal Background Check (CBC) in accordance with institutional procedures.
5. Review all applications to identify qualified candidate(s) and conduct interviews as needed.
6. Upon identification of qualified candidate(s), the Director/Department Chair may extend an offer to selected applicant(s) using OGC Form 5B, Offer Letter for Non-tenure Track Faculty Appointments. Such offers must conform to the position specifications and be within the approved salary range for the position:
 - a. Salaries offers for non-tenure track faculty should be commensurate with qualifications and experience within the pre-approved salary ranges established for the college or department. Offers that deviate from the pre-approved salary ranges must be approved by the EVPAA prior to being extended.
 - b. Offers to part-time faculty members must conform to the part-time rates and criteria as pre-approved by the EVPAA.
 - c. The following attachments must be included when extending the formal Offer Letter to the applicant: Immigration Reform and Control Act of 1986 information, the English Language Proficiency certification form, and any other supplemental employment information relevant to the position.
7. Hiring packages of original documents shall be submitted by the School/Department through the Dean to the EVPAA. Refer to the checklist in the Faculty Resources section of the Office of the EVPAA webpage for a complete listing of required documents.
8. The Dean's Office is required to keep the entire search file for a period of three (3) years.

APPENDIX A

PEOPLEADMIN POSTING RECRUITMENT PLAN

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

Working Title: (Ex. Lecturer Faculty in the College of Liberal Arts / Mexican American Studies)

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)

Minimum Qualifications: (Details)

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

UTRGV is an Affirmative Action/Equal Opportunity Employer that strives to hire without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or veteran status. UTRGV takes affirmative action to hire and advance women, minorities, protected veterans and individuals with disabilities.

Diversity Statement

UTRGV is a Hispanic-serving Institution dedicated to student success and building a diverse faculty committed to working in a multicultural environment. UTRGV has an NSF ADVANCE grant to increase the representation of women in STEM fields and to promote a positive, family friendly workplace for all faculty. We strongly encourage applications from women and minorities.

Open Date [11/03/20xx](#)

Close Date (Must be a minimum of 4 weeks 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 EDA? (Y/N)	Is Com. Chair? (Y/N)	Race/Ethnicity	Gender (M/F)	Email Address

Requested Advertising Sources (Not Processed by PeopleAdmin):

- The Monitor
- Valley Morning Star
- Brownsville Herald
- Chronicle of Higher Education
- Inside Higher Ed
- Other:
- Other:
- Other:
- Other:

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. 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

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

APPENDIX B

DEFINITIONS and OTHER EMPLOYMENT INFORMATION

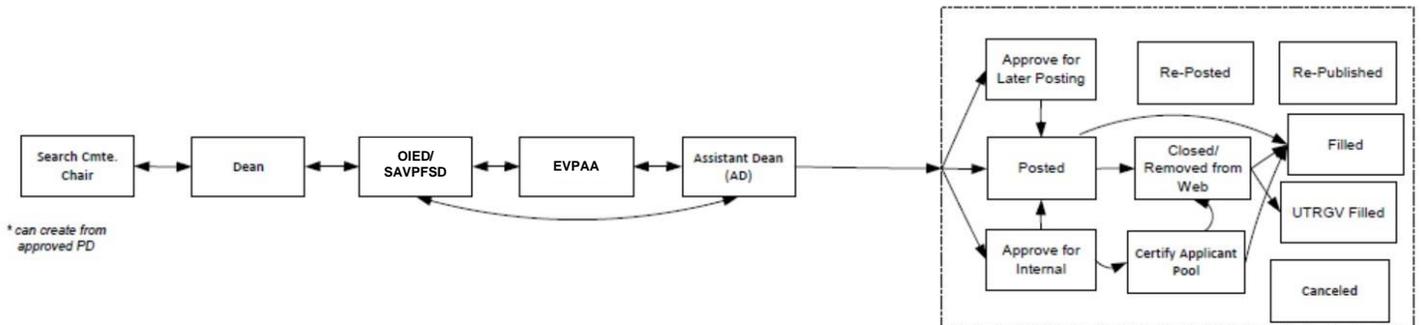
- *Multi-year appointments* – Appointments to positions with NTT titles shall be for a period of time not to exceed three (3) academic years. Lecturer, Clinical, or Research academic titles are eligible for multi-year appointments.
- *One-year appointment (OYA)* – Appointment to a NTT title for a period of time that does not exceed one academic year. NTT appointments for one year or less may arise when an immediate need is recognized due to student demand or unexpected loss of faculty instructional service. One-year appointments are not eligible for reappointment and must apply for a vacancy to be considered for continued employment.
- *Academic year* – The period from September 1 to May 31.
- *Fiscal year* – The period from September 1 to August 31.
- *Reappointment* – According to The University of Texas System Board of Regents *Rules and Regulations*, Rule 31001, “. . . appointments shall terminate at the expiration of the stated period of appointment without notification of nonrenewal. If the institution determines that it is to the benefit of the institution, it may offer reappointment to these titles in accordance with the *Texas Education Code*, Section 51.943.” **A comprehensive peer review is required by a School/Department or College Committee and the Director/Department Chair as part of the recommendation to the Dean to reappoint (or not reappoint) a NTT faculty member.** Once approved for reappointment, the Dean will issue an offer letter to the incumbent by the deadline established by the EVPAA office. A copy of the peer review and reappointment letter will be submitted to the Office of the EVPAA.
- *Promotion* – NTT faculty members are eligible for promotion based on the criteria established at the School/Department or College level and approved by the Dean and the EVPAA. Refer to Regents Rule 31001 for academic titles where ranks for promotion are established, such as Lecturer, Clinical, and Adjunct titles. **A comprehensive peer review is required by a School/Department or College Committee and the Director/Department Chair as part of the recommendation to the Dean and the EVPAA to promote a NTT faculty member.** Once approved for reappointment, the Dean will issue an offer letter to the incumbent by the end of February.
- Annual evaluation* - Refer to HOP ADM 06-502 Annual Faculty Evaluation, and the Annual Faculty Evaluations Guidelines on the Office of the EVPAA website.
- Compensation* - Salary adjustments for reappointments to NTT positions (i.e., no change in title) may only be made in accordance with institutional policies such as during a merit process. Salary adjustments for promotions will follow the [Guidelines for Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty](#). All salary adjustments are effective on September 1 of the following academic year.

APPENDIX C

PEOPLEADMIN WORKFLOW

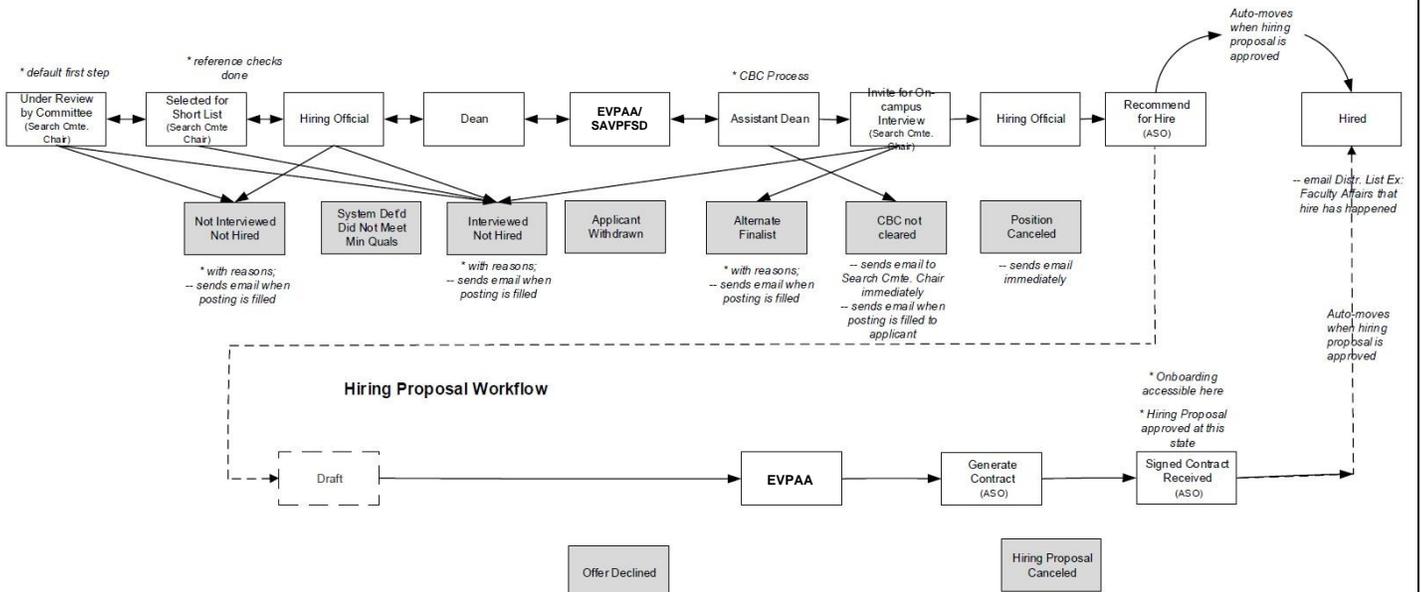
UTRGV Faculty Workflow

Faculty Full Time Requisition



UTRGV Faculty Workflow

Faculty Applicant Workflow



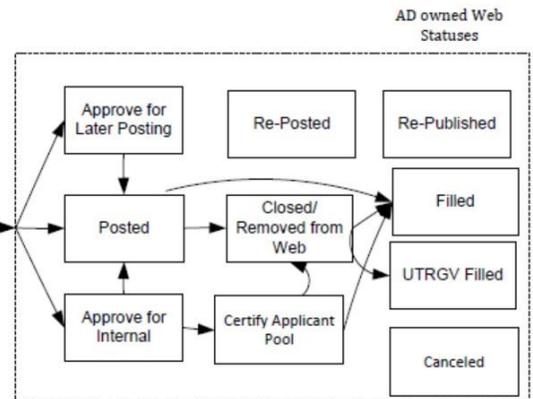
UTRGV Temp Faculty Workflow

Temporary Faculty Requisition

* Hiring Official or their designee

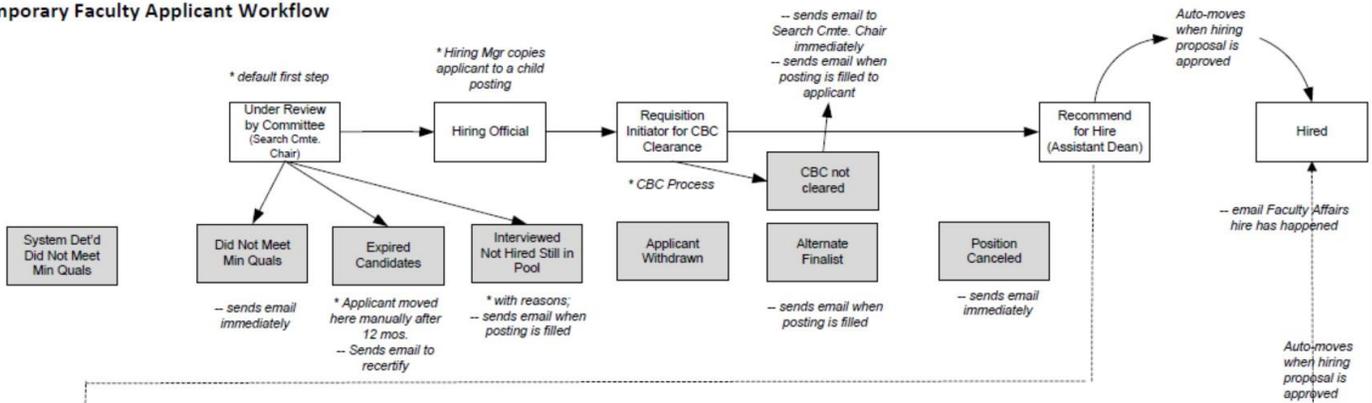


* can create from one of 4 Temporary Faculty PD templates

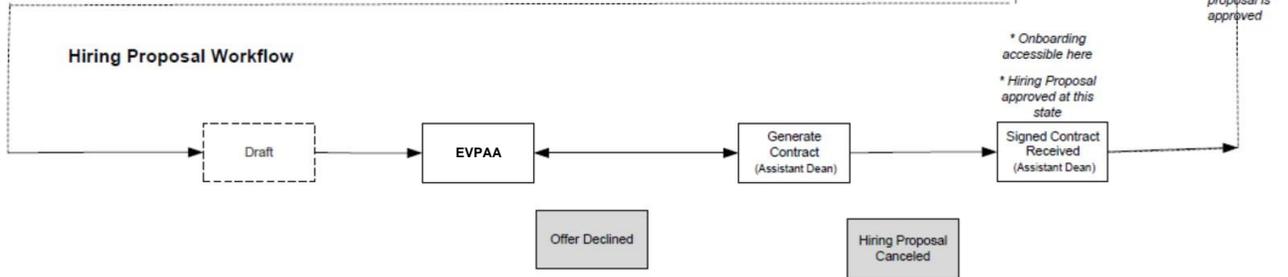


UTRGV Temp Faculty Workflow

Temporary Faculty Applicant Workflow



Hiring Proposal Workflow



APPENDIX D

SEARCH COMMITTEE CHECKLIST

Activity	Date Completed
Forming the committee	
a. Selection of members	_____
b. Selection of Search Committee Chair	_____
c. Dean's office assigns the EDA	_____
Training	
a. All members review the Faculty Recruitment Manual	_____
b. All members complete required training	_____
c. EDA completes special training for EDAs	_____
Advertisements	
a. Job ad written using UTRGV template as a guide	_____
b. Ad contains broadly-defined qualifications	_____
c. Ad contains required UTRGV language	_____
Recruitment Plan - Ads	
a. Ads placed in Chronicle of Higher Education	_____
b. Ads placed in Inside Higher Ed jobs	_____
c. Ads placed in discipline-specific venues	_____
d. Ads placed in venues for diverse applicants (Please list: _____)	_____
Recruitment Plan – Committee members are encouraged to recruit at conferences (please specify below)	
i. Committee Member Name _____ Conference Name _____	_____
i. Committee Member Name _____ Conference Name _____	_____
i. Committee Member Name _____ Conference Name _____	_____
Recruitment Plan – Committee members should make direct contacts (email is acceptable) to universities and programs to recruit applicants. Please specify direct-contacts below.	
i. Universities contacted: _____ _____ _____ _____	_____
ii. Programs contacted: _____ _____ _____	_____

Activity	Date Completed
Applicant Pool is Certified	_____
Review of Applications	_____
Initial Interviews (e.g., phone, Skype)	_____
Short List	
a. Short list created	_____
b. Short list approved by Department Chair/School Director	_____
c. Short list approved by Dean	_____
d. Short list approved by SAVPFSD	_____
On-campus Interviews	
a. Criminal background checks completed	_____
b. Travel plans for candidates finalized	_____
c. Department is notified of interview dates	_____
d. Interviews completed	_____
Recommendation for Hire submitted to the Department Chair/School Director	_____
Non-selected applicants dispensed from PeopleAdmin system	_____

APPENDIX E

FACULTY SEARCH COMMITTEE **FREQUENTLY ASKED QUESTIONS**

General Questions about the Search Committee

1. Can someone serve on a search committee who has not completed the search committee training?

No. The training must be completed before serving on the committee.

2. How frequently do search committee members have to go through training?

Training should be completed at least every 2 years.

3. What is the purpose of the search committee?

The search committee is the liaison between the university and a potential faculty applicant. The search committee has several roles including: recruiting applicants for a position; reviewing applications; conducting preliminary interviews and overseeing on-campus interviews; and ultimately recommending a candidate for the position to the Department Chair or School Director.

4. Does UTRGV have a faculty recruitment manual? Where can I find it?

Yes. The Faculty Recruitment Manual can be found on the EVPAA's website. It contains details about the search process, UTRGV policies and best practices for a successful search.

Questions about Faculty Recruitment, Applicant Reviews and Interviewing

1. What does faculty recruitment entail?

Faculty recruitment is the active process of finding people to apply for your open faculty position. It involves advertising the position in multiple venues, recruiting at conferences, reaching out to colleagues at other institutions, contacting organizations and programs that award degrees in the discipline you are searching, direct mailing, and other activities.

2. Where can we advertise an open faculty position?

For the 2016-17 academic year, UTRGV has contracts with the Chronicle of Higher Education and InsideHigherEdJobs.com. These venues allow for unlimited advertising throughout the year. In addition, search committees should advertise on websites or in journals that are specific for the discipline, target diverse groups of applicants, and also advertise locally when appropriate.

3. I am serving on my department's search committee and discovered that an applicant for a job is a co-author with me on a book. Despite this, I am certain I can be objective in my evaluation of him/her and want to remain on the committee. If I know I can be objective, there isn't a conflict of interest, right?

There are many types of conflict of interest; the UTRGV Faculty Recruitment manual provides several examples. This scenario is a conflict of interest and it is unfair to other applicants. Whether the committee member believes he/she can be objective, he/she should recuse himself or herself from this search. There may be unconscious (implicitly) biased toward the co-author applicant. Moreover, others may perceive that the applicant has an unfair advantage because she knows someone on the committee.

4. What is implicit bias? Why is it important in the search process?

Implicit bias refers to the assumptions that we make about other people based on our own life experiences and history. It is important to note that these assumptions are involuntary and unconscious. In the search process, implicit bias can prejudice us either for or against other people, especially when reviewing materials for applicants. The search committee training provides tips on how to reduce implicit bias in the search process in addition to many online sources.

5. What is meant by pool diversity? Does it mean we have to meet a certain “quota” of female or minority applicants?

There are many types of diversity. Most commonly, we think of gender and racial diversity, but diversity can also include persons with disabilities, protected veterans, applicants who have changed careers, and other groups. UTRGV does not mandate quotas with regards to applicant pool diversity; however, your pool should be as inclusive as possible to better reflect the diversity of American society, the diversity of Texas, and the national diversity within your discipline.

6. What is “pool certification”?

The Office of Institutional Equity and Diversity (OIED) and the Office of the Senior Associate Vice President for Faculty Success and Diversity (SAVPFSD) conduct faculty pool certification. This is a review of the pool of applicants for a position and takes place after the closing date of the recruitment period and before the review of applicants. The two offices examine the pool of applicants to determine if it reflects national diversity within a discipline and is also sufficiently large that the committee has a strong number of applicants to review for a given vacancy. If OIED and SAVPFSD are satisfied the pool meets this criteria, they will certify the pool and the search process may move forward. However, if OIED or SAVPFSD are not satisfied with either the size or diversity of the applicant pool, they may reject the pool and either ask the search committee to provide additional justification to support moving forward with recruitment or conduct more recruitment before the process may move forward.

7. Can phone or Skype interviews be conducted before the applicant pool is certified?

No. The applicant pool must be certified by the OIED and SAVPFSD before any interviews can be conducted. This includes phone, video, or in-person interviews.

8. My colleagues and I are taking a candidate to dinner. Since we are off-campus, is it Ok for us to ask them questions about their personal life?

No. Whether on or off campus, you are representing the University in the search process; all activities are considered part of the interview. State and federal laws state that you cannot ask questions about race, color, national origin, religion, sex, sexual orientation, disability, age, marital status, children/pregnancy, or ancestry during any part of the interview.

9. Can applicants be invited to campus before their criminal background check (CBC) is completed?

No. The CBC must be completed and passed before someone is invited to campus for an on-site interview. The only exceptions to this rule are faculty searches for the School of Medicine.

Questions about the Equity and Diversity Advocate (EDA)

1. What is the Equity and Diversity Advocate (EDA)?

The EDA is a non-voting member of the search committee who is appointed by the Dean or his/her representative. The EDA’s role on the committee is to ensure the search committee treats all applicants in a fair and just manner; to ensure University policies, state and federal laws are adhered to by the committee; and to encourage the committee to actively recruit a large and diverse pool of applicants for the position.

2. Does the Equity and Diversity Advocate (EDA) need to be present at all meetings?

The EDA should be present at all meetings, especially those in which faculty applications or applicants are discussed. The EDA should be copied on emails or other correspondences pertaining to the faculty search. The EDA should be present when interviews are conducted (e.g., phone, Skype, in person) between applicants and the committee.

3. What if the EDA cannot be present or the college has difficulty assigning an EDA to our committee?

When the EDA is not available, the Search Committee should contact their respective college Dean and request an alternate EDA for the committee. If no EDA is available, the Search Committee Chair may assume the responsibilities of the EDA and should disclose this in the meeting notes or minutes.

4. Can the EDA vote on which candidate they think is best?

No, the EDA is a non-voting member of the committee.

Questions about the People Admin system

1. I am confused about People Admin. Who has access? What are the common roles and titles?

People Admin allows different levels of access depending on the role a person has on the search committee or within search process. The typical roles are:

- a) Search Committee Member – a voting member of the search committee.
- b) Search Committee Chair – a voting member of the search committee who leads the committee in its activities. The Search Committee Chair works with the Assistant Dean to move the search forward in the People Admin system.
- c) Hiring Official – This is the Department Chair or School Director. He or she approves the short list of applicants and moves them in People Admin to the Dean’s level for review. The Hiring Official receives the recommendation of the search committee on the best candidate to hire and forwards their recommendation to the Dean.
- d) Dean - He or she approves the short list of applicants and moves them in People Admin to the EVPAA’s level for review. The Dean extends offers of employment to tenure-track candidates and negotiates with candidates with regards to salary and start up packages.
- e) OIED/SAVPFSD – Office of Institutional Equity and Diversity (OIED) and the Office of the Senior Associate Vice President for Faculty Success and Diversity (SAVPFSD). These two offices review and approve all faculty ads, search committee memberships, and certify the applicant pool.
- f) ASO – Assistant Dean for the College. Assists the Search Committee Chair by uploading documents and other forms to People Admin; moving applicants in the workflow; and other duties.
- g) EVPAA – The Office of the EVPAA approves the short list for on-campus interviews and reviews and approves hiring proposals for faculty candidate offers. The EVPAA meets with all candidates for faculty vacancies at the Associate or Professor rank and any negotiations with candidates with regards to salary and start up packages.

2. Can search committees get training on how to use People Admin?

Yes. Training is available from the Assistant Dean in your college.