

Faculty Recruitment Manual

As of November 2019

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. It is imperative that we strategically seek faculty who understand the life experiences, aspirations, and dreams of racially minoritized students since research shows that these faculty are more likely to increase the likelihood of academic success for these students. 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 and help to maintain the integrity of the Search Committee process. **This Search Committee training is mandatory for all members of faculty Search Committees in the Division of Academic Affairs annually.**

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 and via the "Faculty Recruitment Toolkit".

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 Faculty Success and Diversity

- Support faculty recruitment, retention, and development
- Provides oversight to the Search Committee process
- Conducts Search Committee training and provides guiding documents

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 OFSD 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 EDAs 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 (<https://www.aaup.org/report/statement-professional-ethics>);
 - 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 OFSD;
 - Corrective action is taken to address confirmed irregularities in the process, including the cancellation of an on-going search;
 - The Search Committee has access to the necessary resources to ensure an efficient and successful search process; and
 - Reviews and approves Short List recommendations submitted by Search Committees and Chairs.

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 OFSD 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 (through PeopleAdmin);

- 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;
- Overseeing Reference Checks;
- Forwarding a summary of strengths and weaknesses of the Short List to the Director/Department Chair; and
- Works with the respective Assistant Dean for Administration to ensure 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 document and conduct the search process.

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 summarize strengths and weakness 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 OFSD.

VIII. Equity and Diversity Advocate

Each Search Committee must include an Equity and Diversity Advocate (EDA) appointed by the Dean. The EDA must be **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(s) 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 OFSD and OIED;
- Attend Search Committee meetings, candidate interviews, and sessions involving official committee deliberations regarding candidates; if the EDA cannot attend, a substitute from the EDA pool shall be identified by the Dean;
- 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 OFSD, if needed; and
- 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. 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 utilizing APS reports must 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; and
- 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 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 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 OFSD):

- 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 diverse populations.

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 OFSD may provide a recommendation of organizations and publications that target diverse candidates.

The Recruitment Plan is submitted electronically for review through <https://careers.utrgv.edu/hr>. The template 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](#).**

Upon final approval by the EVPAA, the recruitment request will be approved for posting and returned to the college Assistant Dean for Administration 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 Committee** 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 OFSD 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 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 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, or do not have a completed application 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/Zoom 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/Zoom interview format in advance. The Search Committee should identify questions that will be asked of all candidates. A written summary of each phone/Skype/Zoom interview should be prepared for record-keeping purposes and for use during the final evaluation process. All telephone/Skype/Zoom 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 must be formally submitted in writing by the Search Committee and reviewed and approved by the Director/Department Chair and Dean. 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 for Administration 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 pool of questions is included. 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 these requests
- 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. Efforts should be made to ensure candidates have the opportunity to visit both the Brownsville and Edinburg Campuses, and other relevant University sites as needed.
- 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 and under the direction of the Search Committee Chair. Reference checks beyond the list of references provided by the candidate are encouraged. Reference checks are to be conducted after the campus visits.

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 (candidates that were brought to the campus for the interview). A summary of the Short List candidates' strengths and weaknesses should be documented and forwarded to the Director/Department Chair. 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. At this time, request(s) for [dual career](#) support can be made. Deans are strongly encouraged to discuss dual career needs with the EVPAA as early as possible.

B. Employment Offer

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

The Dean shall submit their hiring recommendation to the EVPAA, including the salary offer, start-up package, tenure-status, modified start-dates, proposed office/research space, course load, etc. for review and approval prior to an offer being extended to the candidate. All faculty startup requests must be approved prior to extending an offer. The startup request form, located on the EVPAA Website, 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 and President.

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 Office of Human Resources 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 Office of Human Resources (HR). 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 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.

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, it is recommended that Deans 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 of 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); or
2. After a tenure-track/tenured faculty search has failed and a one-year appointment (OYA) for the academic year is needed.

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 (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 OYA Lecturer 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 appointments, 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.