The University of Texas Rio Grande Valley

Faculty Recruitment Manual

As of October 2025

WE WILL BUILD OUR FUTURE

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Faculty Recruitment Manual

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

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INTRODUCTION AND PURPOSE

With a focus on student success and the goal of building a Research 1 university, it is our goal to identify, recruit, and retain highly qualified, and talented, 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 a Research 1 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 vital that we strategically seek faculty who will engage with student success pedagogy, since research shows that these faculty are more likely to increase the likelihood of academic success for UTRGV students.

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. Not doing this puts the University at risk of legal challenges. **This Search Committee training is mandatory for all members of faculty Search Committees and must be completed at least once every two years.**

Forms mentioned in this manual may be accessed on the Office of Faculty Affairs 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 and talented 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 Provost

- Authorizes faculty staffing plans (and any deviation from the plan)
- Oversees all faculty appointments and approval of appointments
- Provides administrative oversight
- Approves all exceptions to recruiting actions that deviate from the procedures set forth in this manual

II. Office of Faculty Affairs

- Supports faculty recruitment, retention, and development efforts
- Provides oversight to the Search Committee process

III. Office of Human Resources

The Office of Human Resources maintains an online application process and provides general support to academic colleges and hiring departments throughout the faculty recruitment process.

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

IV. 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 the achievement of the objectives of their recruitment plans.

Deans and Directors/Department Chairs are responsible for:

- Ensuring the hiring procedures in this manual are followed.
- Convening the Search Committee and appointing the Search Committee Chair
- Ensuring that Search Committee members 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;
    - 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 Office of Faculty Affairs.
    - Corrective action is taken to address confirmed irregularities in the process, including the cancellation of an ongoing 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.
- Reviews and approves tenure-track and non-tenure-track finalists for appointments.

Deans recommend tenured finalists for appointment to the Provost.

V. Search Committee Chair

The Chair of the Search Committee is the faculty member selected by the Chair in consultation with the Dean 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 and equal opportunity guidelines.
- Consulting with the Office of Faculty Affairs.
- 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 two (2) years.
- Following timelines for the search process and informing the Search Committee of any resources available, including recruitment budget.
- 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 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 College Administrator or other college designee 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.

VI. 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. The role of the Search Committee is that of an advisory committee - to receive and screen applications and summarize strengths and weaknesses 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:

- 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 the training requirements set forth by the Office of Faculty Affairs. In accordance with state and federal law, Search Committee members, as well as 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.

The Chair of Search shall:

- Receive specialized training and ongoing support from the Office of Faculty Affairs.
- Promote the active and robust recruitment of qualified applicants.
- Understand common errors that result in failed searches and educate the search committee as to practical ways to avoid common search committee errors in consultation with Equal Opportunity Officer, the Office of Faculty Affairs and personnel from Human Resources.
- Ensure fair and equal treatment of all candidates.
- Ensure that all communications about candidates within the Search Committee make no improper reference (beyond use of pronouns) to a candidate's 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 Department Chair. In the unlikely event that these issues are not satisfactorily addressed or resolved, the Search Chair may contact the Dean. As a measure of last resort, the Search Chair may contact the Office of Faculty Affairs, if needed; and
- If it is determined the guidelines have not been followed or the process has been violated, depending on the nature, severity, and duration of the infraction(s), the Search Chair can make recommendations for change up to and including failing the search to the Dean.

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

I. RECRUITMENT AUTHORIZATION

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

- Requests for tenured, tenure-track and non-tenure track positions.
- Proposal for filling any existing budgeted vacancies accompanied by a detailed justification.
- Proposal for any new positions due to enrollment growth, the addition of new programs, or other. New position requests must be prioritized (including rank, discipline, and proposed salary) and must include a detailed justification to include information regarding how these positions will contribute to UTRGV's priorities, including student success, expanding educational opportunities, addressing research issues that are of relevance to UTRGV, and contributing to UTRGV's goal of becoming a Research 1 university.

All recruitment should be completed with offers extended by March1st. Deans must provide notice to the Provost of any recruitment efforts that will extend beyond March1st, including an estimated time of completion.

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 Department Chair/ School Director. Search Committee members will be selected by the Director/Department Chair in consultation with the Dean. The composition of the Search Committee should reflect as much as possible the specific expertise required for the position being filled. Search Committee members will be **Tenured, Tenure-Track in rare occasions, or full-time Non-Tenure-Track** faculty, unless otherwise determined by the Dean. It is recommended that the committee consist of 3-5 members, but the Director/Department Chair and Dean 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 all committee members 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 via the Faculty Recruitment Tool Kit to assist in the recruitment planning process.

A. Recruitment Plan

To initiate recruitment, the School Director/Department Chair prepares a posting requisition that is in line with the needs of the School/Department. The posting requisition is the recruitment plan, found in the Faculty Recruitment and Credentialing, which contains strategies for recruitment efforts in the search process. This plan must include the components listed below and be reviewed and approved by Dean.

- The title of the position being recruited (identified according to College, School/Department, rank, requirements, and duties). It is recommended that all searches be conducted for "Open Rank" positions to provide the maximum amount of hiring flexibility. Exceptions to this would be searches for tenure-track specific positions.
    - 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.
    - Advertisements involving a search for a position with tenure (associate/professor) must include language that states candidates eligible for the position must already have tenure at a comparable institution of higher education or be eligible to meet institutional requirements for tenure. These job advertisements must be submitted to the Office of the Provost for review and approval prior to posting.
- The position announcement, including required and preferred qualifications, scope of job, applicant documents required, and any special instructions for applicants.
- Search Committee composition.
- A plan for advertising and outreach, listing places for advertisement, including venues that ensure the generation of robust applicant pools.
- Where applicable, search committees are encouraged to consider multi-disciplinary job postings to promote the generation of robust applicant pools while providing increased flexibility for hiring possibilities.
- 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 objective of the recruitment plan is to clearly define the position details and identify all sources for recruiting efforts to obtain a broad and robust pool of 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.

It is recommended that job advertisements be posted as "open until filled" to provide the search committee with flexibility to move forward with recruitment efforts in a manner that will help ensure the selection of highly qualified candidates in a timely manner and ultimately result in a successful search.

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 about 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 job advertisement 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. 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.

1. Each application must be submitted via the UTRGV careers portal.

2. Applicants will receive email confirmation upon successful submission of their application.

3. 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 required 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).

IV. SCREENING AND DEVELOPMENT OF SHORT LIST

A. Preliminary Screening of Candidates

Search Committees will review all applications, screen, and advance candidates based on job-related criteria without regard to subjective judgments or impressions. 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/Virtual (i.e., Zoom, Teams) Interviews

Telephone/virtual interviews can be an effective and low-cost method of screening applicants. The Search Committee should develop a structured telephone/virtual interview format in advance. The Search Committee should identify questions that will be asked of all candidates. A written summary of each telephone/virtual interview should be prepared for record-keeping purposes and use during the final evaluation process. All telephone/virtual interviews, just like in-person interviews, must follow a consistent format, with the results of each interview documented. Virtual interviews shall not be recorded.

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 the strengths and weaknesses of the applicants selected. The Director/Department Chair and/or Dean has the discretion to include highly qualified candidates not included in the search committee's short list recommendation. The Dean ultimately has the discretion to approve the final short list of candidates. A minimum of two candidates must be included on the final Short List recommended by Search Committees. In instances where a sole finalist is identified, an exception request should be initiated as outlined in Section X. **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.**

Upon approval of the short list, the Search Committee must submit all names of candidates to be interviewed on campus for a Criminal Background Check (CBC) to the College Administrator. The College Administrator 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. REFERENCE CHECKS

References submitted by the candidate must be checked 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 may be conducted with the knowledge and consent of the candidate. Reference checks are to be conducted **before the short list recommendation is finalized**, with the option to conduct additional reference checks after the campus interviews as needed. Chair and Deans are encouraged to engage in reference checks at their discretion.

For candidates under consideration for a faculty position with tenure, a minimum of three on-list and three off-list reference checks must be conducted. The chair and or dean are responsible for conducting the off- list reference checks of candidates under consideration for tenure. In addition, the Office of the Provost will submit a social media screening for each candidate under consideration for tenure.

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. Sample reference check questions and form templates to document responses are provided in the Faculty Recruitment Toolkit.

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.

VI. 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. Under special circumstances, campus interviews may be replaced by a virtual (Zoom/Teams) interview if approved by the Dean. The Search Committee will:

- Prepare interview questions directly related to the skills, abilities, and experience required of the position. A pool of sample interview questions is included within the Faculty Recruitment Toolkit. A copy of the selected 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 for 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 OTIXEO, 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 OTIXEO 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 the 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 candidates.

The Provost or their designee will interview candidates being considered for tenured positions, including Associate and/or Full Professors.

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 Short List shall be in alphabetical order. 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.

B. Employment Offer

Once the recommendation for hire is approved, the Dean will have a discussion with the recommended candidate about employment conditions, compensation, rank, and expectations. **The Dean, and/or Chair if delegated the responsibility, is authorized to have such conversations with the candidate. At this time, the finalist can request(s) Dual Academic Career Hiring Program support. Deans are strongly encouraged to discuss dual career needs with the Provost as early as possible.**

Any prior academic achievements at other academic institutions, whether inside or outside the UT System, will not be counted toward fulfillment of the required tenure-track probationary period, unless the finalist is successful in negotiating credit toward completion of the probationary period for previous academic work, achievements, and experience. If credit for those academic achievements is agreed to by the Dean and/or Chair, the letter of offer for the tenure-track faculty appointment must specify those specific achievements.

The Dean shall share their proposed hiring start-up package with the Office of the Provost, including requested equipment, supplies, travel support, proposed office/research space,

dual-hiring etc., for review and approval prior to an offer being extended to the candidate. All faculty startup package requests must be approved prior to extending as part of the employment offer. The Start-up request form, located on the Office of the Provost 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. Employment offers that include tenure for Associate and Full Professors need prior written approval from the Provost and President. Internal salary equity will be analyzed to determine if a salary offer or other has created an internal inequity. If an inequity is identified, attempts should be made to equitize the impacted faculty member based on recommendations resulting from analysis and available funding. If the department sees a unique reason for a salary offer and does consider the offer equitable, documentation of this will become part of the selection paperwork.

After the Dean has selected the finalist, if the finalist is being considered for tenure at initial employment, the Dean or Chair/Director will have the Search Committee submit a recommendation to the Chair/Director, including justification for tenure, a detailed explanation as to why the negotiation of years of credit towards the completion of the probationary period for previous service is not an alternative as per UTRGV HOP ADM 06-503, and supporting material (CV). The Chair/Director will conduct a vote on tenure by the tenured faculty (at rank or higher of the position) 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 Provost including all supporting documentation. The Provost will review the justification and provide approval of the offer prior to the dean discussing the possibility of tenure with the candidate.

This evaluation must take place expeditiously once a finalist 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 Provost for review/approval. The Provost 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, negotiated achievements to count toward the fulfillment of the tenure-track probationary period, link to HR's website for information regarding benefits, etc.

In the recruitment of faculty who are not U.S. citizens, the College Administrator or college designee 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 Director/Department Chair. The Dean will have the option to cancel the search or proceed with the committee's next recommended candidate.

Should all attempts to secure the appropriate candidate or negotiations fail, the Office of the Provost must be notified and provided with a brief explanation of the rationale for canceling the search and the plans for meeting college and department goals without the position.

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.

IX. FILE RETENTION

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

X. EXCEPTION REQUESTS

Requests for exceptions to the procedures outlined in this manual must be sent to Provost for review and approval. Exceptions are recruiting actions that deviate from the procedures set forth in this manual. The request must detail exactly how the exception will deviate from procedures regarding the selection or recruitment method, advertising and posting procedures, applicant short list identification, or other process outlined in this manual. Additionally, requests must provide justification for the deviation and have approval of the department chair and dean before being presented to the Provost.

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**.

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

I. RECRUITMENT 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 lecturer for the academic year is needed.

NOTE: Deviations from the approved hiring plan require prior discussion with and approval from the Provost. The request must include a justification, proposed salary, and source of funds.

Once positions are authorized, 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. Full-Time Positions (Lecturers, Professors in Practice, Clinical Faculty, etc.)

If authorized to recruit for a full-time (i.e., multi-year) faculty position in any of the NTT titles, it is recommended as a best practice that the recruitment request and advertisement format follow the same guidelines as for the tenure-track/tenured faculty positions, except that job advertisements need not be national. There may be special circumstances in which certain process requirements may be waived, such as in accordance with the Dual Academic Career Hiring Program Guidelines.

B. Part-Time Positions (Lecturers and Adjunct Professors)

An open-ended search is required for all Part-Time positions to create a pool of candidates for consideration when a vacancy becomes available.

If authorized to recruit for a part-time position, it is recommended as a best practice that the recruitment request and advertisement format follow the same guidelines as for the tenure-track/tenured faculty positions, except that advertisements for part-time positions need not be national; however, there may be special circumstances in which certain process requirements may be waived. Job advertisements for part-time positions are recommended but not required to be reviewed by the respective Dean.

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 positions, 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 faculty member 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.*