Faculty Recruitment Toolkit

As of September 2024

WE WILL BUILD OUR FUTURE

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Faculty Recruitment Journey

Search Committee
(Formed by the Department Chair, Search committee prepares the job announcement)

College Administrator
(Submits the job announcement on PeopleAdmin.)

Chair/Director-->Dean
(Reviews & approves the job announcement.)

Office for Title IX and Equal Opportunity (OTIXEO)
(Approves composition of Search Committee. Ensures the position described in the recruitment plan meets compliance and University standards.)

College Administrator
(Posts the approved job posting on PeopleAdmin to open recruitment.)

Applicant Pool
(Pool is built, search committee conducts outreach)

Initial Screening
(Search committee reviews applicants and determines who meet minimum qualifications.

Office for Title IX and Equal Opportunity (OTIXEO)
(Certifies applicant pool.)

Virtual/Telephone/Teams/Zoom Interviews
(Search committee conducts virtual interviews to determine short list of applicants)

Reference Checks
(Reference checks are performed by the search committee.)

Shortlist for Campus Interviews
(Search Committee identifies a minimum of two in alphabetical order, include documents regarding strengths & weaknesses.)

Approval of Short List Candidates
(Chair and Dean review and approve Shortlist for Campus Interviews.)

Criminal Background Check
(College Administrator assists short list candidates with processing CBCs.)

Campus Interviews

Summary of Strengths and Weaknesses
(Document strengths & weaknesses of each candidate who participated in a campus interview.)

Chair/Director --> Dean
(Chair/Director and Dean review search committee's recommendation.)

Dean
(Makes final selection & extends/negotiates the offer with the selected candidate.)

SEARCH COMMITTEE CHECKLIST

Faculty Search Information

Faculty Title:		**Posting #:**		**Location:**	
Working Title:				**Division/Organization:**	

Forming the Committee

Activity	Date Completed & By Who	List of Selected Individuals	Notes
a. Selection of Members			
b. Selection of Search Committee Chair		Name:	
c. Dean's Office Assigns EOL		Name:	

Committee Tool Kit

Activity	Assigned to	Date Completed	Notes
a. Maintain Search Committee checklist	Name:		
b. Maintain Faculty Recruitment timeline	Name:		
c. Maintain Search Committees' Meetings log	Name:		

Training

Activity	Date Completed & By Who	Confirmation from Individuals	Notes
a. All members have reviewed the Faculty Recruitment Manual (FRM)			
b. All members have completed required training			
c. EOL has completed required training for this role			

Advertisements

Activity	Date Completed & By Who	Notes
a. Job ad written using UTRGV template as a guide		
b. Ad contains broadly defined qualifications		
c. Ad contains required UTRGV language		

Recruitment Plan for Ads

Activity	Date Completed & By Who	Notes
a. Ads placed in Chronicle of Higher Education		
b. Ads placed in HigherEdJobs		
c. Ads placed in discipline-specific venues		List venues:
d. Ads placed in venues for diverse applicants		List venues:

Recruitment Plan @ Conferences – Committee Members are encouraged to recruit at conferences.

Activity	Conference Name & Travel Dates	Date Completed
a. Committee Member Name:		
b. Committee Member Name:		
c. Committee Member Name:		

Recruitment Plan for Direct Contacts – Committee Members should make direct contacts (email is acceptable) to universities and programs to recruit applicants.

Activity	List of Names	Date Completed & By Who	Communication Method
a. Universities Contacted			
b. Programs Contacted			

Recruitment Plan Reviews & Approvals – Via PeopleAdmin (https://careers.utrgv.edu/hr)

Activity	Date Completed & By Who	Notes
a. Review & Approval of Search Comm.		
b. Review & Approval of Chair/Director		
c. Review & Approval of Dean		

Posting of Position

Activity	Date Completed & By Who	Notes
a. Position approved & posted w/ HR		

Applicant Pool Certification

Activity	Date Completed & By Who	Notes
a. Review & Approval of OTIXEO		

Review of Applications – Review of Applicants Instrument will be utilized.

Activity	Date Completed & By Who	Notes
a. Review of Applications		

Initial Interviews – Initial Interview Instrument will be utilized.

Activity	Date Completed & By Who	Notes
a. Preparation for Initial Interview		
b. Initial Interviews Conducted		
c. Post Initial Interviews Summary		

Short List

Activity	Date Completed & By Who	Notes
a. Short list created		
b. Short list reviewed & approved by Chair/Director		
c. Short list reviewed & approved by Dean		

Campus Interviews – Campus Instrument will be utilized.

Activity	Date Completed & By Who	Notes
a. Criminal background checks submitted		
b. Criminal background checks completed		
c. Travel plans for candidates finalized		
d. Preparation of on-campus interview questions		
e. Department is notified of interview dates		
f. Interviews are completed		
g. Reference checks conducted		
h. Summary of Campus interviews written (strengths & weaknesses)		

Finalist Recommendation/Selection

Activity	Date Completed & By Who	Notes
a. Summary of Campus interviews is sent to Chair/Director		
b. Chair/Director reviews and sends recommendation to Dean		
c. Dean reviews and approves finalist for appointment		
d. Provost (or designee) reviews and approves appointments for tenured hires		

Employment Offer

Activity	Date Completed & By Who	Notes
a. Dean (or designee) extends offer to finalist		
b. Finalist accepts/declines		

Faculty Recruitment Timeline

Faculty Search Information

Faculty Title:		Posting #:		Location:	
Working Title:				**Division/Organization:**	

Sep
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Oct
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Nov
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Dec
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Feb
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Mar
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Apr
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May
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Search Committee's Meetings Log

Faculty Search Information

Faculty Title:		Posting #:		Location:	
Working Title:				Division/Organization:	

Reminder: Minutes must be attached and kept for every meeting including any supporting artifacts.

Activity	Date	Purpose	Attendees	EOL Member	Notes
a. Meeting I					
b. Meeting II					
c. Meeting III					
d. Meeting IV					
e. Meeting V					

PEOPLEADMIN POSTING RECRUITMENT PLAN

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

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

Location: Rio Grande Valley

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

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

FTE: 1 (Full or Part-Time)

Scope of Job: (Details)

We seek applicants who are dedicated to serving **The University of Texas Rio Grande Valley's** student body as a *rank* of *department* beginning in the 2023-2024 academic year.

About UTRGV:

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

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

UTRGV is a distributed campus, one university spanning four counties and multiple locations. Our purpose is to be a university for the entire Rio Grande Valley and beyond. Over 91% of the students enrolled at UTRGV identify as Hispanic, making UTRGV one of the top 3 universities with the highest percentage of Hispanic students. For additional information, please visit our UTRGV website.

Department/College Background

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

Discipline Specific Required Qualifications: (Details)

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

License or Certification Required? (Yes/No)

Salary: Commensurate with Qualifications and Experience

Desired Start Date: 09/01/20xx

Posting Detail Information

EEO Statement

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

Open Date 11/03/20xx

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

Open Until Filled: Y/N

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

Search Committee EEO Data:

Name	UTRGV Title	Is EDOL	Is Com. Chair	Race/Ethnicity	Gender (M/F)	Email Address

Requested Advertising Sources (Not Processed by People Admin):

- ☐ **The Monitor**
- ☐ **Valley Morning Star**
- ☐ **Brownsville Herald**
- ☐ **Chronicle of Higher Education**
- ☐ **Higher EdJobs**
- ☐ **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 number. You may update this at any time by selecting to edit your profile in the application. Security sensitive; All UTRGV employees are required to have a criminal background check (CBC). CBCs will be conducted for all candidates invited for an on-campus interview.

Please Note:

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

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

Applicant Documents

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

Optional Documents

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

REVIEW OF APPLICATIONS

Faculty Search Information

Faculty Title:		Posting #:		Location:	
Working Title:				**Division/Organization:**	

Review of Applications

Applicant Names (List in alphabetical order by Last Name)	Meets Minimum Qualifications (List the info from Posting |Attach a separate sheet if needed)			Meets Preferred Qualifications (List the info from Posting |Attach a separate sheet if needed)			Outcome	Notes
	MQ #1	MQ #2	MQ #3	PQ #1	PQ #2	PQ #3		

INITIAL INTERVIEW

Faculty Search Information

Faculty Title:		**Posting #:**		**Location:**	
Working Title:				**Division/Organization:**	

Initial Interview Questions & Measurement

List of questions that will be asked.	In this section, describe how responses will be measured. For example, a point system of 1 (low) to 5 (highest) or weight worth of each question.
Q#1:	
Q#2:	
Q#3:	
Q#4:	
Q#5:	
Q#6:	

Initial Interview Questionnaire – Each member will complete.

Search Committee Member's Name: _____

Applicant Names (List in alphabetical order by Last Name)	Measurement (Points/Weight)						Sum	Outcome	Notes
	Q #1	Q #2	Q #3	Q #4	Q #5	Q #6			

Post Initial Interview - Summary of Scores

Applicant Names (List in alphabetical order by Last Name)	Search Committee Members Information (List Last Name of Each Member)							Total Sum	Outcome
	Member #1	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7		
	Sum	Sum	Sum	Sum	Sum	Sum	Sum		

Summary of Search Committee Members' Notes – Attach a document that includes all the members' notes for each applicant.

CAMPUS INTERVIEWS

Faculty Search Information

Faculty Title:		Posting #:		Location:	
Working Title:				Division/Organization:	

Campus Interview Questions & Measurement

List of questions that will be asked.	In this section, describe how responses will be measured. For example, a point system of 1 (low) to 5 (highest) or weight worth of each question.
Q#1:	
Q#2:	
Q#3:	
Q#4:	
Q#5:	
Q#6:	

Campus Interview Questionnaire – Each member will complete.

Search Committee Member's Name: _____

Applicant Names (List in alphabetical order by Last Name)	Measurement (Points/Weight)						Sum	Outcome	Notes
	Q #1	Q #2	Q #3	Q #4	Q #5	Q #6			

Campus Interview Demonstrations Summary (If applicable) – Includes Committee's feedback and others.

Applicant Names (List in alphabetical order by Last Name)	Strengths	Weaknesses

Campus Interview Demonstrations - Method of Collecting Information from Faculty/Staff Community

How was this information collected? (Email, Qualtrics, Hard Copy Survey, etc.)	Who received the survey? (Faculty, staff, students, graduate students, etc.)

Campus Interviews – Committee's Summary of Scores - Attach a document that includes all the members' notes for each applicant.

Applicant Names (List in alphabetical order by Last Name)	Search Committee Members Information (List Last Name of Each Member)							Total Sum	Outcome
	Member #1	Member #2	Member #3	Member #4	Member #5	Member #6	Member #7		
	Sum	Sum	Sum	Sum	Sum	Sum	Sum		

SAMPLE INTERVIEW QUESTIONS

ENGAGES IN CRITICAL SELF-REFLECTION TO ENSURE ONGOING IMPROVEMENT

1. What do you feel are two or three teaching strategies that you use to ensure that your students have an enriching learning experience in your classes? How do you determine whether these strategies result in this outcome?

2. What strategies do you use to reflect on your teaching?

3. What criteria do you use to determine whether you are succeeding as a teacher? How do you determine whether and in what ways you are meeting these criteria?

FOCUSES ON INSTRUCTOR/INSTITUTIONAL RESPONSIBILITY

1. What strategies do you use to get to know your students?

2. How do you consider the varying experiences and identities of your students on a daily basis?

3. Recall a time when you noticed a student struggling in class and in jeopardy of failing. What did you do?

4. How are you prepared to meet the expectations of both teaching and out-of-the-classroom work, including the implementation (e.g., developmental education redesign, online learning)?

POSITIVELY USES POSITION AND KNOWLEDGE TO SUPPORT STUDENT SUCCESS

1. Tell me about a time when you provided students with an opportunity or resource that advanced their progress at college? What motivated you to do so?

2. Tell me about a time when you helped a student connect their educational, professional, and/or life with the means (e.g., resources, actions) to achieve those goals. What motivated you to do so?

CONVEYS A BELIEF THAT STUDENTS ARE CAPABLE

1. How do you ensure that each student feels they can succeed?

2. What technique do you have for drawing on your students' funds of knowledge?

3. How do you communicate to students how to be successful in your class?

WORKING WITH COLLEAGUES

1. Have you ever realized you had said or done something that may have been offensive to a colleague? How did you respond to that realization, and what was the outcome?

2. Tell me about a time when your values and beliefs impacted your relationships with your colleagues.

3. Suppose as a course leader you discover an adjunct faculty member is teaching a concept in a manner you disagree with. How would you handle it?

Reference Check Sample Questions for Faculty

EMPLOYMENT

1. What is your relationship to the (Name)? (Supervisor, Co-Worker, Colleague, or Other)

2. What was the position they held?

3. What were the duties and responsibilities of their position?

4. How effectively did they carry out those responsibilities?

5. How would you rate the quality of their work?

6. What are their strengths?

7. Are there any areas for improvement?

8. Was the person a valuable member of the team? Why or why not?

9. Degree of supervision needed?

10. How would you rate: Attendance? Dependability?

11. What was the reason the applicant left your organization? (If applicable.)

12. If given the opportunity, or if you were in the capacity to do so, would you re-hire? If no, please explain. (If applicable.)

QUESTIONS RELATED TO TEACHING, SERVICE, AND RESEARCH

1. How would you describe their knowledge of the discipline?

2. If you had the opportunity to observe the candidate's teaching, how would you describe their teaching style?

3. How does the candidate respond to criticism/interpersonal conflict?

4. Can you provide an example of the candidate's accomplishments or scholarly work?

5. Has this candidate taken part in any university, college, and/or community activities outside the classroom?

6. Do you think the individual is suitable for the position being applied for?

REFERENCES CHECK

Faculty Search Information

Faculty Title:		Posting #:		Location:	
Working Title:				Division/Organization:	

References Check Questions & Measurement

List of questions that will be asked.
Q#1:
Q#2:
Q#3:
Q#4:
Q#5:

Search Committee Member(s) Name(s): _____ **Date:** _____

Applicant Names (List in alphabetical order by Last Name)	References' Information (List Last Name of Each Reference)				
Candidate #1:	**Reference #1**	**Reference #2**	**Reference #3**	**Reference #4**	**Summary & Outcome**
	Q#1: Q#2: Q#3: Q#4: Q#5:	Q#1: Q#2: Q#3: Q#4: Q#5:	Q#1: Q#2: Q#3: Q#4: Q#5:	Q#1: Q#2: Q#3: Q#4: Q#5:	

Search Committee Member(s) Name(s): _____ **Date:** _____

Applicant Names (List in alphabetical order by Last Name)	References' Information (List Last Name of Each Reference)				
Candidate #2:	**Reference #1**	**Reference #2**	**Reference #3**	**Reference #4**	**Summary & Outcome**
	Q#1:	Q#1:	Q#1:	Q#1:	
	Q#2:	Q#2:	Q#2:	Q#2:	
	Q#3:	Q#3:	Q#3:	Q#3:	
	Q#4:	Q#4:	Q#4:	Q#4:	
	Q#5:	Q#5:	Q#5:	Q#5:	

Search Committee Member(s) Name(s): _____ **Date:** _____

Applicant Names (List in alphabetical order by Last Name)	References' Information (List Last Name of Each Reference)				
Candidate #3:	**Reference #1**	**Reference #2**	**Reference #3**	**Reference #4**	**Summary & Outcome**
	Q#1:	Q#1:	Q#1:	Q#1:	
	Q#2:	Q#2:	Q#2:	Q#2:	
	Q#3:	Q#3:	Q#3:	Q#3:	
	Q#4:	Q#4:	Q#4:	Q#4:	
	Q#5:	Q#5:	Q#5:	Q#5:	