

**FY 2013/2014**

**The University of Texas – Pan American**

Office of the Provost/Vice President for Academic Affairs

**FACULTY RECRUITMENT MANUAL**

The University of Texas-Pan American (UTPA) 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.

# FACULTY RECRUITMENT MANUAL

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## Statement of Purpose

The Office of Equal Opportunity and Affirmative Action (EO/AA) and the Office of the Provost and Vice President of Academic Affairs (VPAA) work together to assist you during faculty searches by providing training, responding to questions related to this manual, and serve as resources on other issues that may arise during the recruitment and hiring process. Recruiting new faculty can be a long and involved process and one that can be successful as a result of your time, efforts, patience, and attention. EO/AA guidelines, as well as University processes and procedures, must be followed during every faculty search. **Failure to follow the procedures outlined in this *Manual* may result in closing a search.** Consequently, this delays hiring new faculty and creates additional costs for your college, the department, and our institution. In addition, such failure could put both you and the University at risk of legal challenges.

Fellow faculty members, students, and members of the administration value the time and effort that you contribute as committee members and advocates in bringing the best-qualified and talented faculty to UTPA. We all stand to reap the benefits our new colleagues will bring to the campus as we strive to reach the University's goals and pursue excellence in everything that we do.

Forms mentioned in this manual may be accessed through the University Forms Website [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms](http://portal.utpa.edu/utpa_main/dba_home/ba_forms). A graphic overview of the Faculty recruitment process can be found in Appendix A.

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## 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, Department Chairs, Search Committees, and faculty have the primary responsibility in identifying, recruiting and retaining these outstanding faculty members.

### EO/AA Office

The EO/AA Office is responsible for monitoring and coordinating the faculty recruitment process to ensure compliance with search procedures, University policies, and legal and regulatory requirements. *Refer to H.O.P., Section. 6.1.1, **Recruitment and Hiring of Faculty** and H.O.P., Section 2.2.1, **Non-discrimination Policy**.*

- The EO/AA Office will make every effort to train Deans, Department Chairs, Search Committees, faculty, Affirmative Action Advocates (AAA), Administrative Services Officers (ASOs), and Departmental Administrative Support Staff.
- EO/AA training will focus on appropriate procedures in the search process and acceptable guidelines for screening and recommending applicants.
- **All committee members involved in the search must be trained before convening committee meetings, screening of applications, or conducting telephone and/or face-to-face interviews.**

### Deans and Department Chairs

The Deans will establish and manage a recruitment budget for their respective College to achieve the objectives of their recruitment plans.

Deans and Department Chairs are responsible for:

- Appointing the Affirmative Action Advocate (AAA) to each Search Committee;
- Ensuring that Search Committees and Advocates receive training prior to participating in a search; and

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

## **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:

- Attending a briefing and/or update with the EO/AA Office prior to commencing the search process to discuss administrative procedures, equal opportunity guidelines, and diversity initiatives;
- Preparing hiring requisition, attach the advertisement, and initiate approvals;
- Consulting with the EO/AA Office for guidance/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;

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- 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 Records Retention policy;
- 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;
- Providing copies of the job announcement and advertisements to each member of the Search Committee and ensure 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. Explore these for gender, ethnic and other biases;
- Developing a list of interview questions and an interview evaluation form;
- Coordinating with Department Support Staff to develop the itinerary and make travel arrangements for candidates selected for interviews;
- Overseeing on-campus interviews;
- Forwarding recommendations for hire to the Department Chair;
- Sending letters to unsuccessful candidates in a timely manner; and
- Completing the required documentation at the end of the search. Listing of “Required Documents for Faculty Folders Full Time” can be found on the [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms#AA\\_index](http://portal.utpa.edu/utpa_main/dba_home/ba_forms#AA_index) website.

## Search Committee

The Search Committee consists of faculty members elected by the faculty members within the discipline with the concurrence of the Department Chairs, approved by Deans, and relied upon by the University, to advertise, screen, interview, and recommend qualified candidates for serious employment consideration. Search Committee members will be **Tenured** or **Tenure-Track** faculty, unless

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otherwise determined by the Dean. **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.

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

Each Search Committee must include an Affirmative Action Advocate (AAA) appointed by the Dean. The AAA is a **tenured** faculty member who serves on a Search Committee (no more than two search committees at the same time) in an objective, neutral, and non-voting capacity to provide oversight of the search process. The AAA should be a faculty member of a different department from within the college unless otherwise determined by the Dean or the Provost. The AAA must hold an appointment of more than fifty percent (50%) as a faculty member. At the beginning of each academic year, each discipline shall elect a faculty member to serve as its representative on the AAA pool. The Dean shall select from this pool.

The AAA must:

- Ensure compliance with the requirements of this manual and the integrity of the process;
- Receive specialized training and ongoing support from EO/AA;

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- Attend Search Committee meetings, candidate interviews, and sessions involving official committee deliberations regarding candidates;
- If the AAA cannot attend, a substitute from the pool shall be identified;
- Provide **oversight** of the search process as outlined in this manual;
- Ensure fair and equal treatment for *all* candidates;
- Identify problems and discuss concerns with EO/AA, Deans and Chairs; and
- Recommend stopping a search if it is determined the guidelines have not been followed or the process has been violated.

Search Committee Chairs must assume the responsibilities of the AAA in the event the AAA is **not present** for a scheduled meeting or is otherwise unavailable to fulfill their responsibilities and a substitute cannot be identified. The Search Committee Chair should **immediately** contact the Department Chair and Dean if questions or concerns arise regarding the AAA's commitment or ability to meet his/her duties in the search process. The Dean will then inform the Provost and the Office of EO/AA of the concerns and how they are resolved. A search is subject to cancellation for failure to include an AAA in the process.

## TENURE-TRACK (TT) OR TENURED (TN) RECRUITMENT

### **I. RECRUITMENT AUTHORIZATION**

During the Spring semester, the Provost will request a **Faculty Staffing Plan** for vacant faculty positions from each of the College Deans. This Faculty Staffing Plan will include:

- A listing of all existing budgeted vacancies and positions where multi-year contracts are scheduled to expire;
- A proposal for filling these lines as budgeted and/or with modifications;
- A justification for proposed modifications is required, and
- A prioritized request for new faculty positions (include rank, discipline, proposed salary, and justification).

**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 Provost. The request must include a justification, proposed salary, and source of funds.

Once positions are authorized, the Deans will delegate the recruitment process for all approved positions informed by the natural recruitment cycle of the discipline to the appropriate Department Chairs, who, in turn, will delegate the recruitment process for all approved positions to the appropriate Search Committee members.

**All searches must be completed by the end of the following February. Extensions require prior approval by the Provost.**

**National searches are required for all tenured and tenure-track positions.**

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## **II. SEARCH PROCESS**

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

Once the Faculty Staffing Plan has been approved, the committees are established and its members are trained, the next step is to develop and submit a recruitment plan and advertisement(s) for approval. Appendix A shows all of the necessary steps to ensure a successful faculty recruitment process.

### **A. Recruitment Plan**

A Recruitment Plan is defined as a document developed by each search committee containing strategies for recruitment efforts in the search process. This plan includes the position being recruited (identified according to college, department, rank, requirements, and duties) and outlines where the position will be advertised, as well as a listing of places where the advertisement will be posted. The objective of the recruitment plan is to identify all sources for recruiting efforts to obtain a broad and diverse pool of candidates.

The EO/AA may provide a recommendation of organizations and publications that target women and minority groups. The Recruitment Plan will be used by EO/AA, in consultation with the Provost or designee, to verify a concurrence between the described position and the identified need.

### **B. Advertisements**

Advertisements for positions, routed with the Requisition for Personnel-Faculty form, must be written by Search Committee members with the input/comments from faculty members in the discipline. Prior to publication, the form needs to be reviewed and approved by the Department Chair, Dean, EO/AA, and the Provost's Office. At any level, if there are concerns or suggestions concerning the advertisement, the advertisement will be returned to the Search Committee for revision. The advertisement then goes through the approval process again.

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EO/AA will ensure the position described in the advertisement meets compliance and University standards. **National advertisements are required for tenured and tenure-track vacancies.**

**At a minimum, the position advertisement will contain the following required elements:**

- The title of the position with rank.
- The deadlines, closing dates, or “open until filled” as applicable for the position.
- The “Required Qualifications” and “Preferred Qualifications” with 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.
- A detailed description of the information candidates must submit. (Note: In many searches, a letter or e-mail of application and a copy of a current curriculum vitae may be all that is necessary to receive consideration for a position.) Such materials may include:
  - ◆ Letter of interest including a statement of teaching philosophy and research interests
  - ◆ Curriculum vitae
  - ◆ Names of references or reference letters
  - ◆ Unofficial transcripts (official transcripts required for employment)
- Advertisements of more than one rank or position or “open rank” require one stand-alone paragraph including required and preferred qualifications for each 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 first day of the proposed start date.
- Application instructions and contact information must be clear.

**The following statements must be included on all advertisements:**

- “UTPA is an Affirmative Action/Equal Opportunity employer. Women, minorities, and qualified individuals with disabilities are encouraged to apply.”

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- “This position is security-sensitive as defined by the Texas *Education Code* §51.215(c) and Texas *Government Code* §411.094(a) (2).”
- “All UTPA employees are required to have a criminal background check (CBC).” CBCs will be conducted of all candidates invited to campus.
- “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).”
- “Pending budget approval.”
- “Incomplete applications will not be considered.”

Upon final approval, the recruitment request will be assigned a Job Vacancy Number and returned to the Dean to proceed with advertisement(s) as stated on the requisition form. Human Resources (HR) will also be provided a copy to proceed with the local advertisement(s) and for posting on the UTPA HR Website.

### C. 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 department.

Guidelines for meeting with candidates at conferences are as follows:

- Contact should be limited to faculty members who have received **PRIOR** training by EO/AA.
- 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 submit application materials as specified in the ad for the vacancy.

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## **D. Nominations for vacancies**

When nominations are received, the Search Committee Chair will promptly send a letter notifying the nominee(s) that they have been nominated and request application materials as specified in the ad. The full position announcement should be sent to all nominees.

## **III. APPLICANT POOL PROCEDURES**

An applicant pool consists of persons who have submitted complete application packets in response to an advertised vacancy within the specified posting period. Either the Search Committee or the administrative staff of the academic departments may handle the following administrative requirements:

1. Each application must be submitted to the Dean's Office and date-stamped with the date it is received. Applications received via e-mail may be documented with a printed copy of the e-mail. The ASO will maintain a log tracking each application received. A copy of the application will be logged out to the Search Committee Chair.
2. Applicants must be notified in writing of receipt of their application and support materials by the Search Committee Chair. Included in this correspondence will be instructions on how to download the Applicant EEO Data Form, available on the UTPA Forms Website, [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms](http://portal.utpa.edu/utpa_main/dba_home/ba_forms), under Human Resources. Applicants should be informed that completion of this form is voluntary, and if returned by the applicant, will be used for only data analysis and statistical reporting.
3. In coordination with EO/AA, the Search Committee Chair may contact the candidate(s) to determine an interest for consideration for other positions for which they qualify and did not so indicate. The candidate(s) will be considered for the original position as well as any other vacancies for which they authorize to be considered. Written approval from the candidate(s) is required.

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4. Applicants who do not provide all requested documentation as specified in the advertisement must be notified immediately regarding the missing documentation. Applicants cannot be considered until they fulfill all of the requirements specified in the advertisement. All contacts with the applicant must be documented. A dated e-mail is acceptable.
5. All applicants whose files are complete, *as specified in the advertisement*, must receive full and consistent consideration by the Search Committee. If a position has a rolling deadline, the Committee must continue to review all complete applications until the position is filled. 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. The Faculty Application Pool Record (DBA Forms website) is to be completed listing the names of all applicants who have applied by the closing date and submitted to the EO/AA for certification. **Candidates must be listed in the pool(s) for which they have specifically applied.** The short list (see Section IV.C.) may not be identified until the Faculty Application Pool Record has been certified by the EO/AA.

When all documentation required in the advertisement has been received from applicants who initially submitted incomplete files, an applicant can be added to the pool by routing an “amended” Faculty Applicant Pool Record form to the EO/AA. For positions listed as “open until filled”, amended Faculty Application Pool Records (including both new and previously incomplete applications) will be submitted to the EO/AA on a periodic basis for certification.

7. EO/AA will enter ethnicity and gender data on the Faculty Applicant Pool Record form from information provided by applicants on the Applicant Confidential Data Forms. EO/AA will determine diversity of the pool based on national availability statistics and the committee’s recruitment plan; determine whether to certify or not certify the pool; and will inform the Search Committee Chair. If the pool is not certified, EO/AA will communicate recommendations to the Dean and Search Committee Chair for further action. Upon EO/AA’s receipt of written documentation from the Search Committee Chair regarding results based on EO/AA’s recommendations, EO/AA will make a determination regarding certifying the pool.

## IV. SCREENING AND DEVELOPMENT OF SHORT LIST

### A. Preliminary Screening of Candidates

Search Committees will make assessments of the candidates. Screening and advancing candidates will be based on job-related criteria without regard to subjective judgments or impressions. Candidates who do not meet the minimum required qualifications may not continue to 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, departmental needs, and any other selection criteria the Search Committee has agreed upon in advance.

### B. Telephone/Skype Interviews

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

### C. Short List

Search Committees, in consultation with the Department Chair, will develop a short list of the best-qualified applicants and make recommendations by memorandum through the Department Chair for the Dean's approval, listing strengths and weaknesses, and attaching vitas and/or other supporting documents. 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 Dean's approval of the short list is required before the Search Committee may proceed with the interview process. Interviews cannot begin until the short list has been approved and the pool has been certified by EO/AA. Once the

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appropriate approvals are provided, the Search Committee shall determine the process to identify candidates to be invited for campus interviews.

### **D. Approval of Candidates for Campus Interview**

The Search Committee must submit all names of candidates to be interviewed on campus for a Criminal Background Check (CBC) to the ASO. The ASO will send the CBC form to the applicants. Results of the CBC process will be provided to the Dean who will inform the Department Chair. Once clearance is received, the Committee may proceed with the process of scheduling campus interviews.

## **V. CAMPUS INTERVIEWS**

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

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

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- 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 the opportunity to meet with faculty members, students, staff, other members of the community, and with staff from other offices on campus (such as Human Resources-Benefits Section) that may be of interest to the candidates. This applies to both internal and external candidates.
- Provide a venue for evaluation/feedback for the faculty, staff and students who participated in the interview process (including a presentation by the candidate) to complete and submit to the Search Committee.
- Provide candidates comparable opportunities to interact with Search Committee members, Department Chairs and College Deans as well as others who may be involved in the interview process:
  - The Department Chair should discuss job requirements as well as distribute written criteria for promotion and tenure at UTPA to the candidates.
  - The Provost or designee will interview candidates being considered for positions at Associate and/or Full Professor levels, as well as those being considered for positions with tenure.

For candidates being considered for tenure at initial employment, the Tenure Committee must review the candidates' files and submit a recommendation to the Dean as per HOP 6.2.6. **This evaluation must take place expeditiously, once a candidate has been identified for hire AND prior to the job offer. The voting for tenure may occur utilizing electronic technology.**

### **VI. REFERENCE CHECKS**

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

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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. Conduct reference conversations 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 discuss feedback and arrive at a consensus in consultation with the Department Chair with respect to any recommendations for hire. If more than one candidate is recommended, an order of preference also may be indicated. It is important to remember that these discussions represent preliminary recommendations and are not a guarantee of a future offer of employment. Academic rank will also be recommended at this time, if applicable. The Department Chair shall forward the list of recommended candidates to the Dean of the College.

#### **B. Employment Offer**

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

The Dean is authorized to extend an offer at the Assistant Professor rank if the salary offer, start-up, course load, etc. falls within the parameters approved by the Provost in the Faculty Staffing Plan. If there are recommendations for a different salary, release time or start-up than what is customary/usual, the Dean shall forward to the Provost/VPAA a

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recommendation that includes: Position, Rank, Tenure status, and startup package commitment with related expectations (if applicable). Such offers must conform to the position specifications and be within the CUPA 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 Provost.

After the employment conditions, compensation and expectations are finalized, the Dean's Office will send the original offer letter and one copy to the finalist. Include the following attachments when mailing the formal offer letter to the candidate:

- Immigration Reform and Control Act of 1986 information;
- English Language Proficiency certification form (see HOP 6.5.13, *Oral English Proficiency for Teaching Personnel*, for additional information); 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 ASO should contact the HR Office prior to preparing the job offer to obtain guidance regarding procedures for hiring international candidates. The procedure for securing an employment visa status for an employee is managed through the Human Resources (HR) Department. HR will assist the hiring 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 Provost and Department Chair. With approval of the Provost, the Dean will have the option to close the search, or proceed with the committee's next recommended candidate.

The Provost and EO/AA must be notified of failed searches and provided with a brief explanation of the rationale for closing the search.

### **VIII. HIRING PACKAGE – (FACULTY FOLDERS)**

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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.

Hiring packages with original documentation are submitted by the Department through the Dean to the Provost. The “Required Documents for Faculty Folders” checklist can be found in the Academic Affairs section of the following website: [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms](http://portal.utpa.edu/utpa_main/dba_home/ba_forms).

### **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

Non-tenure track (NTT) titles are listed in HOP 6.4.1, *Academic Titles*. Tenure may not be awarded to a person appointed to these titles. According to Regents Rules 31001, Section 2.2, “. . . academic service with these titles may not be counted toward the satisfaction of any probationary period”.

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

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

### **I. AUTHORIZATION**

#### **A. Full-time**

Requests for recruiting or renewing contracts for full-time non-tenure track (NTT) faculty positions may be made either:

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

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**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 Provost. The request must include a justification, proposed salary, and source of funds.

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

## **B. Part-time**

Department Chairs must submit requests for recruiting for 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.

### **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.**

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

Upon final approval, the recruitment request will be assigned a Job Vacancy Number and returned to the college to proceed with advertisement(s) as stated on the requisition form. Human Resources (HR) will also be provided a copy to proceed with the local advertisement(s) and for posting on the UTPA HR Website.

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

1. Each application must be submitted to the Departmental Office and date-stamped with the date it is received. Applications received via e-mail may be documented with a printed copy of the e-mail.
2. Maintain a log tracking each application received.
3. Applicants must be notified in writing of receipt of their application and support materials by the Department Chair. Included in this correspondence will be instructions on how to download the Applicant EEO Data Form, available on the UTPA Forms Website, [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms](http://portal.utpa.edu/utpa_main/dba_home/ba_forms), under Human Resources. Applicants must be informed that the completion of this form is voluntary, and if returned by the applicant, will be used for data analysis and statistical reporting.
4. References submitted by the candidate may be checked only by the Department Chair or Dean, and this process is to be kept strictly confidential.
5. Request Criminal Background Check (CBC) in accordance with institutional procedures.
6. Conduct interviews.
7. Upon recommendation by the Department Chair, an offer shall be made by the Dean or the Dean's designee to the selected applicant(s) using OGC Form 5B, Offer Letter for Non-tenure Track Faculty Appointments. Such offers must conform to the position specifications and be within the approved salary range for the position:
  - a. Salaries should be commensurate with qualifications and experience.
  - b. Offers to part-time faculty members must conform to the part-time rates and criteria as pre-approved by the Provost.

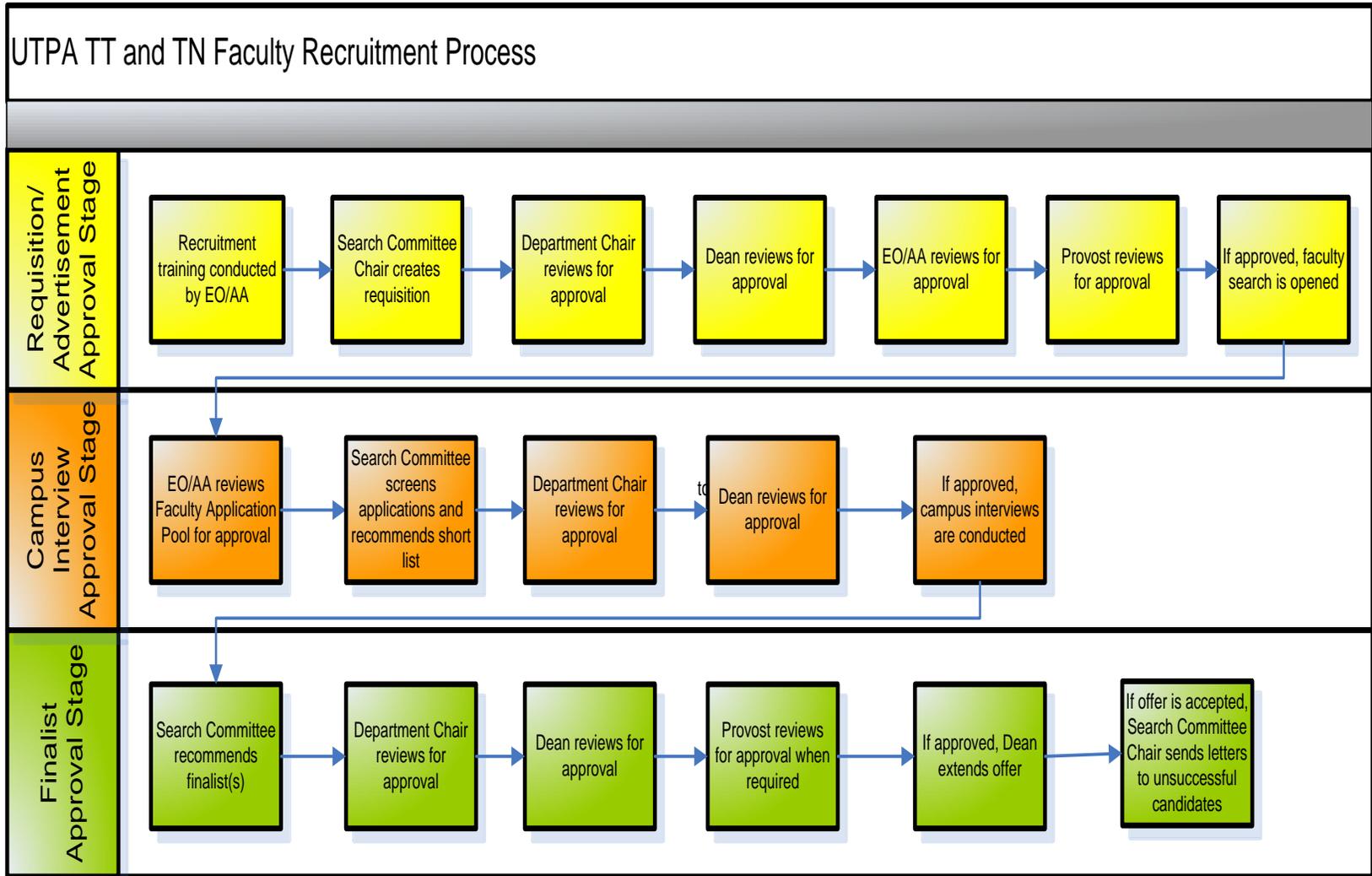
## FACULTY RECRUITMENT MANUAL

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- c. The following attachments must be included when mailing the formal Offer Letter to the applicant: Immigration Reform and Control Act of 1986 information, the English Language Proficiency certification form, and any other supplemental employment information relevant to the position.
8. Hiring packages of original documents shall be submitted by the Department through the Dean to the Provost. Refer to the checklist in the Academic Affairs section of the [http://portal.utpa.edu/utpa\\_main/dba\\_home/ba\\_forms](http://portal.utpa.edu/utpa_main/dba_home/ba_forms) website for complete listing of required documents.
9. The Department Chair and Dean are required to keep the entire search file for a period of three (3) years.

# APPENDIX A

# FACULTY RECRUITMENT MANUAL



# APPENDIX B

# FACULTY RECRUITMENT MANUAL

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## **DEFINITIONS and OTHER EMPLOYMENT INFORMATION**

- *Multi-year appointments* – Appointments to positions with NTT titles shall be for a period of time not to exceed one academic year, except in the case of Lecturer, Clinical, or Research academic titles when an appointment may be for periods of time not to exceed three (3) academic years.
- *One-year appointment (OYA)* – Appointment to a NTT title for a period of time that does not exceed one academic year. NTT appointments for one year or less may arise when an immediate need is recognized due to student demand or unexpected loss of faculty instructional service.
- *Academic year* – The period from September 1 to May 31.
- *Fiscal year* – The period from September 1 to August 31.
- *Reappointment* – According to The University of Texas System Board of Regents *Rules and Regulations*, Rule 31001, “. . . appointments shall terminate at the expiration of the stated period of appointment without notification of nonrenewal. If the institution determines that it is to the benefit of the institution, it may offer reappointment to these titles in accordance with the *Texas Education Code*, Section 51.943.” **A comprehensive peer review is required by a departmental or college committee and the Department Chair as part of the recommendation to the Dean to reappoint (or not re-appoint) a NTT faculty member.** Once approved for reappointment, the Dean will issue an offer letter to the incumbent by the end of February. A copy of the peer review and reappointment letter will be submitted to the Office of the Provost.
- *Promotion* – NTT faculty members are eligible for promotion based on the criteria established at the departmental or college level and approved by the Dean and the Provost/Vice President for Academic Affairs. Refer to HOP 6.4.1 for academic titles where ranks for promotion are established such as Lecturer, Clinical and Adjunct titles. **A comprehensive peer review is required by a departmental or college committee and the Department Chair as part of the recommendation to the Dean and the Provost/Vice President for Academic Affairs to promote a NTT faculty member.** Once approved for reappointment, the Dean will issue an offer letter to the incumbent by the end of February.
- *Annual evaluation* - Refer to HOP 6.2.2, Annual Faculty Evaluation, for annual evaluation guidelines of all full-time faculty members. **A comprehensive peer review is required by a departmental or college committee and the Department Chair prior to reappointment or promotion of a NTT faculty member.** Annual evaluation guidelines of part-time faculty members will reside at the departmental or college level.
- *Compensation* - Salary adjustments for reappointments to NTT positions (i.e., no change in title) may only be made in accordance with institutional policies such as during a merit process. Salary adjustments for promotions may not exceed \$3,000/per year between ranks. All salary adjustments are effective on September 1 of the following year.