

## Guidelines for Faculty Searches

The following procedures should be used as a guide to basic requirements in recruiting and appointing full-time faculty, both tenure track and non-tenure earning. This guideline also applies for visiting faculty positions.

1. Approval to initiate a search must be obtained in writing and in advance from the Dean and from the Provost and Vice President for Academic Affairs. A search committee composed primarily of faculty shall be appointed by the department chair or dean if the position is that of a chairperson. The Committee chairperson arranges for a representative from the Office of Human Resources (HR) to attend the first search committee meeting to explain the hiring process and guidelines of the search.
2. In consultation with the chairperson of the department, the search committee will prepare a [Recruitment Plan for Faculty Position form](#) which will include the position description (advertisement) and how the advertisement will be distributed. The committee must consider methods by which the position can be made known to members of under-represented groups.
3. The advertisement must describe at a minimum the position rank, duties, required and/or preferred qualifications, starting date of the appointment, materials to be provided by applicants, and the date that review of applications will begin. Attention should be directed to language regarding the rank and tenure status of the position. Departments will be held to advertised rank and tenure status. If rank and tenure status are uncertain, use open-ended language in the advertisement. Positions for tenured and tenure-track faculty members must be advertised nationally. The HR Office should be consulted for guidance on Equal Employment Opportunity language and other information that is often included in advertisements.

NOTE: The HR Office will advertise faculty positions in UT Share, the Chronicle, HigherEdJobs.com, and Texas Workforce Commission. Depending on the Affirmative Action Plan availability and placement goals, the faculty ad may be included in HigherEdJobs.com Affirmative Action Emails. Costs associated with advertising positions in other outlets will be the responsibility of the Department. The Department must work with HR to ensure the advertisement includes all required sections, including a statement to notify candidates that they must apply through UT Share.

4. After the Chairperson of the Department reviews and approves the advertisement/recruitment plan, it is submitted to the Dean for review and approval. The recruitment plan should be emailed to the HR Office ([humanresources@uttyler.edu](mailto:humanresources@uttyler.edu)) to obtain approvals for posting.
5. Once approvals are obtained, HR posts the position in all avenues listed above. The Search Committee will then begin receiving applications and may begin reviewing materials from candidates electronically thru UT Share.

NOTE: It is the responsibility of the search committee to review application materials and consider, interview, and recommend for selection only qualified applicants. Qualified applicants are those who meet all required qualifications as advertised on the posting and who submit all the required documents as requested on the posting.

6. The Search Committee reviews applications, conducts screenings, and narrows the list of applicants to a smaller number of preferred candidates.

NOTE: HR will require that a hiring matrix be submitted after the search has concluded. Phone or video conferencing interviews may be used in the process of identifying preferred candidates. A standard set of questions should be identified for use with all candidates in phone interviews.

NOTE: HR will require that all interview forms for each candidate you interviewed, containing your questions and responses be submitted after the search has concluded.

7. Preferred candidates should be informed that they are under serious consideration and asked to provide any additional information that the committee may wish.

NOTE: You must conduct a reference check on at least the final candidate (the candidate you select). HR will require that all reference check forms be submitted after the search has concluded.

The Search Committee submits a list of candidates (preferably no more than three) to the department Chair for approval to invite to campus for interviews. The Chairperson should consult with the Dean regarding the preferred candidates and receive approval to invite them to campus for interviews. The Dean will send curriculum vitae for the candidates to the Provost for information only. In the event the search is for a chairperson or another candidate for whom tenure would be requested, the Provost would review the curriculum vitae in that context.

8. On-campus interviews are to be scheduled by the committee in consultation with the Chair and/or Dean, and interviews should normally include an oral presentation by the candidate and meetings with the search committee, faculty, students, the chair, and the dean. When appropriate, candidates may meet with the Associate Provost for Research and Scholarship to learn about the services available through that office. Appointments may also be scheduled with the Assistant Vice President for Academic Innovation and Student Success and the Dean of The Graduate School when such meetings are considered helpful in the process of recruiting a candidate. If the appointment is to be with tenure, the candidate should also meet with the Provost and Vice President for Academic Affairs.
9. After on-campus interviews the Search Committee submits recommendations to the Chairperson of the Department who will consult with the Dean on the recommendations. The Search Committee shall not conduct negotiations about salary, rank, or other conditions of employment with candidates.
10. The Dean sends a request to hire to the Provost or the Provost's designee with requested salary and rank and a faculty budget worksheet.
11. The Provost approves the offer of employment (no offers may be made without approval in writing).
12. A preliminary verbal offer to the candidate is made by dean or department chair (dean's preference).
13. If the verbal offer is accepted, the Dean sends the offer letter approved by the Provost to the candidate with copy to the Provost. The letter of offer should follow the appropriate template developed by the Office of Academic Affairs. The letter is to be sent, along with a curriculum vitae, to the Provost and Vice President for Academic Affairs for approval. The letter of offer should have a place for the candidate to sign indicating acceptance of the offer.
14. After the signed offer letter is returned, the Dean's Office forwards the original to the HR Office, sends a copy of the letter to the Provost, and files a copy in the Department.  

NOTE: If visa sponsorship is needed, notify the HR Office immediately after signed offer letter is received.
15. The Dean's office sends original transcripts to the Office of the Provost and a copy is provided by the Dean's Office to the department.
16. At the conclusion of the search, the Department must send all hiring documents (e.g., questionnaires, interview and reference check forms, transcripts, CV, matrices, etc.) to the HR Office. Hiring documents may be scanned and electronically sent via email to [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu). HR will be responsible in sending non-selection notifications to candidates.
17. Upon submission of itemized receipts, Academic Affairs will distribute funds for recruiting expenses for lodging and travel (up to \$3,500) and meals (\$450) in accord with university policies.