Faculty Recruitment

The following procedures should be used in recruiting and appointing full-time faculty, both tenure track and non-tenure earning.

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.

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 give specific consideration to 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, the date that review of applications will begin and the name and the address of the person to whom applications and nominations should be sent. Particular 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 office of Human Resources should be consulted for guidance on EEO language and other information that is often included in advertisements.

   Upon request, the Office of Human Resources will advertise positions in HigherEdJobs.com, Affirmative Action Emails, and on the UT Tyler website. Departments will be responsible for advertising positions in other outlets.

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 Office of Human Resources (jparker@uttyler.edu) and Academic Affairs should be copied. Upon submission of receipts, Academic Affairs will distribute funds for recruiting expenses.

5. The Search Committee reviews applications. All applications should be kept in a location that is secure but accessible to members of the search committee, such as a departmental office.

6. The committee should narrow the list of applicants to a smaller number of preferred candidates. 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.
7. Preferred candidates should be informed that they are under serious consideration, be informed that the committee will be checking references, and asked to provide any additional information that the committee may wish. The committee submits a list of candidates (preferably no more than three) to the 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 Vice President for Sponsored Research and Technology Transfer 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. 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. This information should be accompanied by a draft letter of offer from the dean to the candidate. The draft letter of offer should follow the appropriate template developed by the Office of Academic Affairs. The draft is to be sent, along with a curriculum vitae and the Equal Opportunity Compliance (EOC) Form, 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.

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.
14. After the **signed offer letter** is returned to the dean, the dean’s office forwards the original to the Office of Human Resources, sends a copy of the letter to the Provost, and files a copy in the department.

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. The Provost’s Office sends the signed EOC form and a copy of the vitae to the Office of Human Resources.

17. The department should retain all application materials received for the position, and documentation of hiring decision process (e.g., questionnaires, interview forms, matrices, etc.).

Search Funding (per position)
- $2,500 for advertising
- $3,500 for travel/lodging
- $450 for interview meals (must follow university policies)