

**FY 2011/2012**

**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 a highly qualified and diverse faculty in support of academic and research excellence. 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

---

## Table of Contents

Statement of Purpose.....	3
ROLES AND RESPONSIBILITIES .....	4
TENURE-TRACK (TT) OR TENURED (TN) RECRUITMENT .....	8
NON-TENURE TRACK (NTT) FACULTY .....	19

## 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 the closing of a search.** Consequently, this delays hiring of 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 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.

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).

# FACULTY RECRUITMENT MANUAL

---

## 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, and Search Committees 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, 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 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 in order 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

## FACULTY RECRUITMENT MANUAL

---

- 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:

- Attend 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;
- Prepare hiring requisition, attach the advertisement, and initiate approvals;
- Consult with the EO/AA Office for guidance/to resolve issues as appropriate;
- Schedule, lead, and conduct Search Committee meetings professionally and impartially;
- Ensure that every application receives a thorough review, and that all search regulations, guidelines and deadlines are observed;

## FACULTY RECRUITMENT MANUAL

---

- Assure that 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;
- Follow timelines for the search process and inform the Search Committee of any resources available, including recruitment budget;
- Provide copies of the job announcement and advertisements to each member of the Search Committee and ensure that each committee member understands what the job entails, and the qualifications required of the position;
- Ensure that clear selection criteria have been established in advance of discussing candidates. Explore these for gender, ethnic and other biases;
- Develop a list of interview questions and an interview evaluation form;
- Coordinate with Department Support Staff to develop the itinerary and make travel arrangements for candidates selected for interviews;
- Oversee on-campus interviews;
- Forward recommendations for hire to the Department Chair;
- Send letters to unsuccessful candidates in a timely manner; and
- Complete the required documentation at the end of 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 recommended by 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 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 Department Chair and the Dean.

## FACULTY RECRUITMENT MANUAL

---

Typical responsibilities of the Search Committee include, but are not limited to:

- Be committed to enhancing faculty diversity;
- Evaluate the candidates' application materials;
- Understand and follow UTPA policies and procedures regarding the selection process and the principles of equal opportunity;
- Adhere to confidentiality requirements;
- Evaluate each candidate based on established *job-related* criteria only; and
- Be 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:

- Receive specialized training and ongoing support from EO/AA;
- Attend all Search Committee meetings, candidate interviews and sessions involving official committee deliberations regarding candidates;
- 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 that the process has been violated.

Search Committee Chairs must assume the responsibilities of the AAA in the event that the AAA is **not present** for a scheduled meeting or interview or is otherwise unavailable to fulfill their responsibilities. 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 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 the positions are authorized, the Deans will delegate the recruitment process for all approved positions 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.**

# FACULTY RECRUITMENT MANUAL

---

## 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 and 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 that is 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 in order 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. Prior to publication, the form needs to be reviewed and approved by the Department Chair, Dean, EO/AA, and the Provost's Office.

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.**

## FACULTY RECRUITMENT MANUAL

---

**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 that candidates must submit. (Note: In many searches, a letter or e-mail of application and a copy of a current curriculum vita may be all that is necessary to receive consideration for a position.)
- 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 and generally include the following materials:
  - 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)

**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.”
- “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 on the short list.

## FACULTY RECRUITMENT MANUAL

---

- “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 the 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 the candidates to informally provide information 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 that is 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 are subsequently identified for interview.
- Candidates who are screened at conferences and who wish to be formally considered for a position must submit application materials as specified in the ad for the vacancy.

# FACULTY RECRUITMENT MANUAL

---

## **D. Nominations for vacancies**

If a nomination is received, the Search Committee Chair will send a letter notifying the nominee that they have been nominated and request application materials as specified in the ad. The full position announcement and full position description 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 the completion of this form is voluntary, and if returned by applicant, will be used for data analysis and statistical reporting.
3. 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.
4. 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).

## FACULTY RECRUITMENT MANUAL

---

5. 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.
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 EEO/AA for certification. (Other columns on this form will be completed at end of the search process.) **Candidates must be listed in the pool(s) for which they have specifically applied.**

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.

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 further evaluated based on preferred qualifications, departmental needs and any other selection criteria that the Search Committee has agreed upon in advance.

## FACULTY RECRUITMENT MANUAL

---

### **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 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.

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

The Search Committee must submit all names on the short list 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. 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:

## FACULTY RECRUITMENT MANUAL

---

- Prepare interview questions that directly relate to the skills, abilities, and experience that are 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 that 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.
- 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 not on the Search Committee, students, with women and/or minorities, 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 evaluation/feedback forms for the faculty, staff and students that 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 the 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.

## FACULTY RECRUITMENT MANUAL

---

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 only be checked by members of the Search Committee upon assent 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 a campus interview, then written confirmation of approval from the candidate to contact references beyond the list provided by the candidate is required.

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 discusses and arrives at a consensus to determine any recommendations for hire. If more than one candidate is recommended, an order of preference may also 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 forwards the list of recommended candidates to the Dean of the College.

## FACULTY RECRUITMENT MANUAL

---

### 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 is authorized to have such conversations with the candidate.**

The Dean forwards to the Provost/VPAA a 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 pre-approved 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.

When approved by the Provost/VPAA, the Dean's Office sends 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, 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 signs and returns the original offer letter to the Dean's Office. If the candidate declines the position, the Dean notifies the Provost and Department Chair. With approval of the Provost, the Dean then has the option to close the search or to go to the committee's next recommended candidate and proceed.

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)**

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 Department Chair and Dean are required to keep the entire search file for a minimum of three (3) years.

### **X. ANNUAL EVALUATIONS**

Refer to HOP 6.2.2, Annual Faculty Evaluation, for annual evaluation guidelines of all full-time faculty members.

### **XI. RESIGNATION/RETIREMENT/TERMINATION**

Refer to HOP 6.1.3, Faculty Resignation/Retirement and Modified Service or HOP 6.2.10, Termination of Employment of a Faculty Member.

## NON-TENURE TRACK (NTT) FACULTY

### 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.

**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 the 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 that is contingent upon graduate student status, follow the guidelines in the *Manual for Graduate Student Appointments*.

# FACULTY RECRUITMENT MANUAL

---

## II. DEFINITIONS and REQUIREMENTS

- *Non-tenure track titles* – Titles listed in HOP 6.4.1 where 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 maximum probationary period.”
- *Multi-year appointments* – Appointments to NTT titles shall be for a period of time not to exceed one academic year, except in the case of Lecturer or Clinical or Research academic title 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 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 level and approved by the Dean and 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.
- *Compensation - Salary adjustments for reappointments (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 \$2,000/per year between ranks. All salary adjustments are effective on September 1 of the following year.*

### **III. 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 and lecturers.**

#### **A. Multi-year Positions and/or NTT titles other than Lecturer**

If authorized to recruit for a multi-year faculty position and/or NTT title other than Lecturer, follow all of the instructions for recruiting tenure/tenure-track faculty positions.

Advertisements for multi-year faculty positions and/or NTT titles other than Lecturer 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.**

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

When recruiting for OYA or part-time positions, the following administrative 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.

## FACULTY RECRUITMENT MANUAL

---

4. References submitted by the candidate may only be checked 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. Offers should be made by the Dean to the selected applicant 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.
  - c. Include the following attachments when mailing the formal Offer Letter to the applicant: supplemental employment information, Immigration Reform and Control Act of 1986 information, and the English Language Proficiency certification form.
7. Hiring packages of original documents are 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.
8. The Department Chair and Dean are required to keep the entire search file for a period of three (3) years.

### **IV. ANNUAL EVALUATIONS**

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.

### V. TERMINATIONS

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**.

# APPENDIX A

# FACULTY RECRUITMENT MANUAL

