



Handbook of Operating Procedures

Section: 6.1.1
Originally Approved: 06/10/1998
Last Amended: 10/19/2014
Last Reviewed: 10/19/2014
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RECRUITMENT AND HIRING OF FACULTY

A. Purpose

The purpose of this policy is to establish a uniform plan for the recruitment and hiring of faculty.

B. Persons Affected

This policy shall apply to the recruitment and hiring of all faculty, directors, and other such positions whose salary is normally determined by the faculty salary structure. A tenure-track or tenured faculty employee is an employee with tripartite responsibilities in the areas of teaching, research and service. Some clinical faculty members may be hired with outlined responsibilities in the areas of teaching and service. A director is a faculty member who holds additional administrative responsibilities.

C. Policy

1. This policy outlines the requirements for the recruitment and hiring process of faculty and the process of obtaining waivers for dual academic career hires and opportunity hires.
2. In order to communicate the availability of faculty positions to a broad range of qualified candidates, faculty positions shall be advertised in appropriate professional journals, newspapers, and other media following the recommended timeline when possible. The media selected shall include sources which provide for maximum feasible exposure to minorities and women. Notification shall also be sent to graduate institutions statewide and nationally as appropriate to the qualifications of the positions.
3. All advertisements of faculty positions shall be reviewed in advance of publication by the Dean and the Equal Opportunity (EO) Office to ensure that the qualifications specified correspond with the job description and the needs of the University. This information is found in the [Faculty Recruitment Manual](#).
4. When hiring the partner in a dual academic career couple and opportunity hires, the advertisement requirement (above) can be waived upon the final approval by the Provost of a Request for Waiver of Search/Advertisement for Faculty Positions.

D. Definitions

1. Opportunity hire. A potential job candidate whose unique qualifications and/or standing in



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the field would make a formal search counterproductive.

2. Partner in a dual academic career couple. The spouse or partner of a current faculty member at UTPA or a finalist for a UTPA faculty position as recommended and supported by the Department Committee, Department Chair, Dean, and Provost, who is qualified for a faculty position.
3. Recruitment Plan. The description of the faculty recruitment efforts expected for a particular job search; guidelines for these plans may be found in the [Faculty Recruitment Manual](#).

E. Responsibilities

Not applicable.

F. Procedures

1. The Provost must first give approval before recruiting and hiring for all positions.
2. A Recruitment Plan must be completed and approved by the Office of the Provost. Guidelines for this process may be found in the [Faculty Recruitment Manual](#).
3. The final approval by the Provost of a Request for Waiver of Search/Advertisement for Faculty Positions when hiring the partner in a dual academic career couple and opportunity hires (which is initiated by the department faculty in the discipline) shall serve as a substitute for the Recruitment Plan.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs. This policy shall be reviewed every five years or sooner if necessary by the following stakeholders:

1. Vice Provost for Faculty Affairs-Senior Reviewer
2. Academic Affairs Executive Team
3. EEO/AAP Coordinator
4. Faculty Senate
5. Assistant VP for Business Affairs and Director of Human Resources