FACULTY SEARCH AND HIRING PROCEDURES

Faculty have an integral role in the recruitment (and retention) of faculty colleagues. UT Permian Basin is committed to providing a sufficient number of full-time faculty to support the mission of the institution and the quality and integrity of its academic programs. Adequacy of full-time faculty is defined and measured by the ability of the university to support a body of full-time faculty members that offers the majority of its coursework and maintains student-to-faculty ratios that meet or exceed program accreditation standards and those of accredited peer institutions, and that its faculty resources are sufficient in both number and quality to advance its research and service missions.

Generally speaking, UT Permian Basin determines and ensures that the number of its full-time faculty members is adequate to support it mission and support its plans: 1) by having policies that clearly define and evaluate the duties and expectations of full-time and part-time faculty; 2) by maintaining planning and budgeting practices that take into account the adequacy of faculty and instructional resources; 3) by having guidelines and procedures for originating, modifying, and reviewing academic programs of study; 4) by monitoring the number of full-time and part-time faculty (including graduate teaching assistants) by degree program and method of delivery; 5) by monitoring the proportion of courses taught by full-time and part-time faculty by degree program and method of delivery; 6) by monitoring semester credit-hour data of full-time and part-time faculty; 7) student-to-faculty ratio information by degree program and method of delivery; 8) by comparing student-to-faculty ratios to peer universities; and 9) by supporting faculty standards of accredited programs of study.

Department Chairs, Deans, and the Office of the Provost and Vice President for Academic Affairs receive faculty data provided by the Office of Institutional Research. The Provost charges the academic deans to review these data and standards with Department Chairs and to make requests for replacement and/or additional faculty based on their assessment of their data and other factors

A. Tenured and Tenure-Track Faculty Hiring Process/Steps

1. Approval from the President and Provost/Vice President for Academic Affairs is obtained to open a search for the position using a Faculty Requisition form.

2. The Dean nominates a diverse Search Committee and appoints a Search Committee Chair. Once approved by the Provost/VPAA, the committee members are invited to serve.

3. With the assistance of the appropriate university office, the Chair of the Search Committee should seek to post openings in specialty publications and minority listings. The Chair of the Search Committee must do everything possible to include all qualified persons seeking a similar position in the applicant pool.

4. The Search Committee holds the first meeting. An HR Representative should attend the initial or first meeting to discuss AA/EEO practices. At the meeting:
   - Criteria for evaluating candidates are developed. Criteria should be identified as either “required” or” preferred.”
   - A position notice (advertisement) is developed.
   - A recruitment strategy is developed along with a recruitment budget.
   - The spirit and practice of EEO are discussed, and a liaison is appointed. The liaison will refer to the Human Resources Director and or UTS Office of General Counsel any questions concerning EEO law or policy if needed during the search process.
   - Criteria and strategy are documented in the Search Process Form. The committee chair is responsible for documentation of the search process.

5. Recruitment begins:
   - The recruitment budget is approved by the Dean.
   - Ads are placed in national outlets, specialty publications, newspapers, and appropriate websites after being approved by both the Dean and Provost/VPAA.
   - When possible, faculty should attend appropriate professional conferences where placement services are offered.
   - Copies of all ads and announcements along with a list of the preferred and required criteria should be filed with the Provost/Vice President for Academic Affairs.

6. When applications arrive:
   - An initial email should be sent thanking the applicant for his/her interest in the position and indicating any missing application materials.
   - Emails also should be sent to references acknowledging receipt of any required letters written on behalf of the applicant.
   - Maintain confidentiality of applicant files, and store them under lock, and key.

7. The Search Committee reviews applications
   - Basic reference checks are conducted.

8. The Search Committee reports the top two or three candidates to the Dean. A request is made of the Provost/VPAA for approval to bring candidates in for an on-campus interview:
   - An overall description of each candidate should accompany the request.
   - A short assessment of the top candidates to be brought to the campus is developed. The Committee should identify who it wishes to bring to campus. Once approved by the Provost/VPAA, the campus interview invitations are issued.
   - Each candidate selected for an on-campus interview must complete, sign, and return a Criminal Background Check form before travel arrangements are made.

9. The on-campus interview conducted. Candidates visit with the President and Provost/ Vice President for Academic Affairs (if available). A presentation is conducted. All university faculty and staff are to be invited. Faculty in the discipline should be given ample opportunity to meet the candidate.

10. The Search Committee Chair provides a list of acceptable candidates and the Search Form Check List to the Dean.

11. The Dean completes a "Request to Make an Offer of a Faculty Appointment" form and submits it along with supporting documentation of the Provost/VPAA.

12. Once the form receives final approval from the President, the Dean makes the verbal offer. When the offer is accepted, a formal letter is sent by the Dean to the candidate.

13. After a formal letter of acceptance has been returned, a letter or rejection should be sent to each candidate who was a finalist for the position.

14. The search committee files with all applications and correspondence are then forwarded to the Office of Human Resources.

B. Full-Time Non-Tenure Track Faculty Hiring Process

Approval from the President and Provost/Vice President for Academic Affairs must be obtained to open a search for full-time non-tenure-track faculty members using a Faculty Requisition form. The procedures discussed above for hiring tenure-track faculty should be followed for hiring any full-time faculty member. Under certain circumstances (constraints imposed by time, for example), however, and with the permission of the Provost, a more expedited hiring process can be undertaken to hire non-tenure-track full-time faculty. Unless otherwise specified in their appointment letter, full-time non-tenure-track faculty are appointed on a year-to-year basis. If an external search was not used to hire a full-time non-tenure-track faculty, an external search should be undertaken the following year.

C. Adjunct Faculty Hiring

Adjunct faculty are hired on a course-by-course basis and typically instruct one or two courses. The appointment of adjunct faculty is initiated and principally carried out by the discipline in which the faculty member will teach. In the absence of the Department Chair or Area Coordinator, this responsibility is assumed by the Dean of the College. When the discipline has identified a suitable candidate or candidates for the position, the Department Chair or Area Coordinator shall submit to the Dean copies of the resumes and academic transcripts of the candidate (s). The Dean shall have the option of interviewing the candidate (s). The appropriate Dean's office will coordinate the mechanics of the appointment.

D. Faculty Teaching Files

All teaching faculty, including adjuncts, must have a complete teaching file. This paperwork is filled out with the Dean's Administrative Assistant, and originals are kept on file in the Office of Academic Affairs. This file includes the following documents:

VIQ (Verification of Instructor Qualifications): This form is filled out by the College and signed by the Chair and Dean.

Original Official Transcripts: Transcripts must reflect the faculty member's highest degree earned. Transcripts must also be sent to the receiving institution (to the VPAA's office) directly from an institution where a degree was earned. UTPB cannot accept official transcripts issued to the prospective faculty member even if they are sealed. UTPB can accept official electronic transcripts as long as they are certified as official.

HB-638--English Proficiency Form: The faculty member must identify English as their primary language. If English is not listed as the primary language, then evidence of the English proficiency test must be provided.

Current Vita: A current vita must be on file.

Background Check: A criminal background check should be processed during the hiring process and evidence of clearance provided to the Office of Academic Affairs.

E. General Hiring Provisions

1. Hiring Procedures

   The University of Texas Permian Basin is an Equal Opportunity/Affirmative Action Employer as a federal contractor and is committed to the recruitment and selection of highly qualified and productive employees.

   All regular positions that are twenty hours per week or more and for a period of four and one-half continuous months or more must be recruited through the posting of vacancies or lateral transfer or an internal promotion. Vacant positions may be filled by promotion or lateral transfer within a department, or by posting the position for internal or open recruitment.

   <u>Open Recruitment:</u> All regular vacant positions to be filled by open recruitment must be posted on The University of Texas of the Permian Basin job vacancy list. All applicants may be considered for vacancies posted through open recruitment.

   The positions will be posted for at least five (5) consecutive working days.

   All advertisements in newspapers, journals, etc., will be reviewed and placed by the Department with the vacancy and will identify The University of Texas of the Permian Basin as an Equal Opportunity/Affirmative Action Employer.

   <u>Statewide Recruitment</u>: Senior-level (executive, administrative, and managerial) position vacancies may also be filled by recruiting at the components of The University of Texas System. With this type of recruitment, the vacancy will be posted System-wide, and applicants from the various components may apply.

   <u>Recruitment Internal to The University of Texas of the Permian Basin</u>: A vacant position may be recruited through internal posting only. Such postings will be open only to current regular employees of The University of Texas of the Permian Basin eligible to apply for job openings outside of their current departments.

   Positions recruited within The University of Texas of the Permian Basin must be posted on the job vacancy list for at least five (5) consecutive workdays.

Promotion or Lateral Transfer within a Department: To fill a regular vacant position by promotion or lateral transfer within a department, the hiring official must consider all qualified employees in the department and recommend an employee for selection based on job-related criteria.

Designation of a Position as Security Sensitive: All postings and advertisements will identify any security-sensitive position or identify a position as being within a security-sensitive area and will specify any additional requirements for employment in that position or area. As an Affirmative Action, Equal Opportunity Employer, The University of Texas of the Permian Basin acknowledges its obligation and stresses its commitment to a policy of recruitment of faculty and staff without regard to race, national origin, gender, age, disability, veteran's status, or religious affiliation. (see The University of Texas of the Permian Basin Policy and Procedures Memorandum, “Security Sensitive Positions.”")

2. Applying for Positions

Applicants may not be considered for any position until a completed application for employment or resume that shows evidence of the required qualifications is submitted to the Office of Human Resources. Applicants must indicate the position applied for and must submit their application materials to the Office of Human Resources by the closing date listed on the job posting announcement.

A regular employee of The University of Texas Permian Basin is eligible to apply for job openings outside of his or her current department, provided he or she has been employed for a minimum of six continuous months. An employee interested in transfer opportunities must submit an updated application to the Office of Human Resources for formal consideration for any posted vacancy.

The Office of Human Resources forwards all applications for the position to the hiring department unless other arrangements are made before beginning recruitment for the position.

An applicant will be disqualified from consideration for employment with The University of Texas of the Permian Basin if he or she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position.

3. HR Procedures for Filling Faculty Vacancies

a. Posting Vacancies: To post a position on The University of Texas Permian Basin job vacancy list for open or internal recruitment, a completed Staff Requisition must be forwarded by the hiring official to the Office of Human Resources for review and approval. The requirements for the position must meet the minimum standards set forth in the official job description.

b. Interviewing Applicants:
   - The hiring official is responsible for selecting applicants to be interviewed and scheduling appointments with individuals from the pool of qualified applicants referred by the Office of Human Resources.
   - The hiring official will ensure that all applicants selected to receive an interview submit a completed University of Texas of the Permian Basin application for employment directly to the Office of Human Resources on or before the date, the applicant is scheduled to be interviewed.
   - The interviewer ensures that all questions are job-related. Information about appropriate questions to ask during the interviewing process is included in the packet of information that the supervisor receives when the position is posted.

c. Selecting Applicants and Notification of Those Not Selected for Hire
   1. Before extending an employment offer, the hiring official must obtain the Request to Make an Offer Form from the Office of Human Resources. The hiring official must complete the form and forward it to the Office of Human Resources. An offer may not be extended until the President has approved the request.
   2. The hiring official or his or her designee will check the applicant's references before an offer of employment is extended.
   3. Continuity of employment must be maintained for employees promoting or transferring since any break in service would affect certain employee benefits

   4. The effective date of a promotion or transfer within The University of Texas System and its components should be mutually agreed upon between the two departments involved. Normally, the change will be effective after the employee gives notice of two weeks or ten workdays.
   5. The hiring department must complete a Personnel Action Form and forward it to the Human Resource Office before the beginning employment date of the applicant selected.
   6. The Office will notify applicants who are interviewed but not selected for the position of Human Resources.

4. Procedures for Filling Vacancies from within a Department

   It is recommended that all internal vacancies be posted on bulletin boards or otherwise assure that all eligible employees in the office are considered in the hiring process and have the opportunity to apply.