



## Institutional Handbook of Operating Procedures (IHOP)

<b>Section:</b>	<b>Section 12 – Academics – Education and Student Related</b>		<b>First Release Date:</b> <b><u>1/23/2012</u></b>	
<b>Policy Name:</b>	12.3 Recruitment of Faculty in Degree Programs Offered by UTHSCT			
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**SCOPE:** Faculty members in Degree Programs Offered by UTHSCT.

**PURPOSE:** To provide guidance regarding hiring of faculty members in Degree Programs Offered by UTHSCT.

**POLICY:**

UTHSCT is committed to hiring qualified faculty without regard to race, color, national origin, religion, sex, age or any disability that may be accommodated, or veteran status subject to all applicable Federal and State laws pertaining to hiring in a research or clinical environment (UT Board of Regents' Rule 10701).

1. Job Advertisements:
  - a. The Department of Human Resources (HR) will review all advertisements to ensure compliance with equal employment opportunity/affirmative action practices.
  - b. Departments should submit advertisements for appropriate journals or other publications through HR.
  - c. Positions will be posted on the UTHSCT and other appropriate web sites as well as in appropriate national/international journals with a readership appropriate to the specialty of the candidate sought.
  - d. The text of all advertisements will be approved by the EEO/AA Officer in HR, and a copy will be maintained in the Dean's office of the division recruiting prospective faculty members.
  - e. The advertisement content will reflect the required education, experience and knowledge, skills, and abilities contained in the job description for the vacant position.
  - f. The following statements should be used in the body of the advertisement: "The University of Texas Health Science Center at Tyler is an Equal Employment Opportunity/Affirmative Action Employer" and "All faculty appointments are designated as security sensitive positions."
  
2. Hiring Process:
  - a. A Selection Committee will be created for each recruitment cycle. This Selection Committee will be chaired by the Dean or a designee and will include the Department Chair, two (2) faculty members within the hiring department, and two (2) faculty members from a department other than the hiring department, at the discretion of the Dean. Minutes and votes of each meeting will be recorded and maintained on file as indicated below.



- b. The Selection Committee will review applicants and extend invitations for interviews to individuals who best meet the institution's needs, meet the stated requirements on the appropriate job description.
  - c. All prospective faculty interviewed will be provided a packet of information that includes a job description.
  - d. Candidates selected for interview will be invited to UTHSCT to meet with the Selection Committee and other members of the faculty and administration at UTHSCT. Expenses will be borne by the institution for each candidate invited for an interview.
  - e. All applicant vita and resumes should be addressed and submitted to the Chair of the Selection Committee.
    - i. Candidates in the initial interview phase will submit documents defined in the application announcement.
    - ii. Candidates invited to participate in the final interview process will be expected to produce official copies of documentation, according to the *Faculty Credentials Policy*. OFFICIAL transcripts of ALL degrees earned in the U.S. are required of finalists. If a finalist earned the terminal degree from an institution outside the U.S., official documents verifying the equivalency of the degree, as well as copies of all available documents (i.e., transcripts, diplomas) translated into English, must be submitted according to the *Faculty Credentials Policy*.
  - f. Following the interviewing phase, the Selection Committee will review applicant credentials and ensure that those credentials adhere to the *Faculty Credentials Policy*. An Institutional Verification Form will be placed in the Credentials Folder, according to the *Faculty Credentials Policy*.
  - g. The Selection Committee will also review evaluations of the candidate, letters of recommendation, and records of conversations with references in order to submit a Faculty Recruitment Report that includes a written evaluation of each candidate and a recommendation to the Chair and Dean.
  - h. Rank of the prospective faculty member will be informed by the *Faculty Appointment, Promotion and Tenure Policy* in force at that time.
  - i. Salary will be determined based upon the salaries of current faculty with equivalent experience and academic stature but may also consider individual needs of the candidate and unique circumstances of the recruitment. Human Resources will review the file for appropriateness, including compliance for EEO and workplace diversity and the wording of the letter of offer, before submission to the President, Dean, and the Department Chair for signature and transmittal to the candidate.
  - j. The components of any recruitment package will be based upon the individual needs of the candidate and will be at the recommendation of the Department Chair, subject to the discretion of the Dean, with the concurrence of the Vice President, Executive Vice President and Chief of Staff, and the President.
3. Offer Letters:
- a. Prior to extending a formal offer to the successful candidate, the offer letter will be reviewed by HR, the Department Chair, the appropriate Dean, the Executive Vice President and Chief of Staff, and approved by the President. Letters of offer to prospective Chairs will be reviewed by HR, the appropriate Dean, the Executive Vice President and Chief of Staff, and approved by the President.
  - b. When a recruitment package involves a commitment of funds, space, or other support from the President's Office, the commitment must be written in the offer letter by the Dean, Department Chair, or Director. The letter must be sent to the President and the Executive Vice President and Chief of Staff for prior approval and signature prior to being sent to the faculty member. If a signature is not obtained, then the commitment will not be valid.
  - c. The Dean or his/her designee should contact the best qualified candidate, confirm the candidate is still receptive to an offer and discuss key issues, including salary, start-up funds, teaching responsibilities, moving expenses, etc.



4. File Retention:

The department must keep the entire search file for a minimum of three (3) years.

References:

[UT Board of Regents' Rule 10701, \*Policy Against Discrimination\*](#)