

College of Education Faculty Recruiting Process – Fall 2021

Copied from <https://wikis.utexas.edu/display/coe/COE+Recruiting+Process>

Reminder: The department EA, in collaboration with the department chair and search committee chair, should track and update each stage of the recruiting process on the "Stages of Faculty Searches 20XX-20XY" spreadsheet on Box (access limited). This spreadsheet is used by College leadership and Dean's Office staff for informational and planning purposes.

Phase I: Prior to Search

1) Department chair submits a search request to the Dean for approval, *with a cc to the department EA*.

Include the following:

- position title and rank
- description of how the search will be conducted
- recruitment plan
- proposed search timeline
- proposed search committee members and search chair (include at least one T/TT faculty member from outside of the department)

2) If the Dean approves the search request, the department forms a search committee, and the department chair and/or search committee creates a job posting.

- All search committee members, *including graduate student members*, should participate in the [Provost's Office Faculty Search Committee Workshop](#). The expectation is that each search committee member participates in the training *at least once*, but more frequent attendance is encouraged. Also recommended is the [OIE Inclusive Search and Recruitment Toolkit](#).

3) Search committee chair submits posting for approval by Associate Dean for Equity, Community Engagement and Outreach (ADECEO), with a copy to Associate Dean for Faculty Development.

Include the following:

- boilerplate language about the college, signature impact areas, and funding
 - **For an example of boilerplate language**, go to: Box (access restricted) > COE-HR-All Departments Faculty Recruiting XX-XY > COE Inclusive Job Posting Template

- Box folder access requests can be sent to COE-FacultyAffairs@austin.utexas.edu
- list of required and preferred qualifications for junior and senior level positions
- statement indicating the candidate's contributions/commitments to advancing equity and inclusion

3) If the ADECEO approves, the department submits the posting in [Interfolio](#).

4) The Dean's Office Faculty Affairs team will receive a notification requesting approval of the Interfolio posting, and will forward a copy of the posting to the Associate Dean for Faculty Development for approval. If approved by the ADFD, the Faculty Affairs team will approve the posting in Interfolio.

Note: Jobs posted through Interfolio are pushed out automatically to the Chronicle of Higher Education. In addition, each position gets a page created on UT's central [Faculty Careers](#) online board.

**See [COE: Interfolio](#) for instructions and helpful links for using Interfolio.*

Phase 2: After Position Posted

1) Search committee chair seeks ongoing consultation with Associate Dean for Equity, Community Engagement and Outreach (ADECEO) regarding applicant pool and recruitment efforts.

2) Search committee narrows the pool of candidates for Zoom or Skype interviews, or equivalent.

3) Search committee conducts video interviews with semifinalists.

4) Search committee narrows the semifinalist list to two or three potential on-campus interview candidates.

International candidates: If any of the finalists are non-U.S. citizens, the department should schedule a meeting for the candidate with [Texas Global - International Student and Scholar Services](#) during their on-campus visit. See more at [COE: International Hiring](#).

5) Search committee chair writes On-Campus Interview Request Memo, including the information listed below. The following template may also be downloaded for use from Box: [Template: On-Campus Interview Request Memo](#).

On-Campus Interview Request Memo

Include all of the following, in order:

- a. Search committee membership
- b. Search committee meeting dates
- c. Job posting/position description
- d. Recruitment efforts
- e. Search process description
- f. Interfolio report of the pool demographic characteristics
- g. Candidate evaluation criteria from position description and review process
- h. Names of video interview candidates; basis for selection
- i. Interview questions
- j. Chart of video interview candidates with affiliation, experience, publications, grants, other search criteria
- k. Full description of possible on-campus interview candidates that includes strengths and areas of continued growth

6) **At least three business days prior** to meeting, search committee chair sends the materials listed below in a single email to the Dean, *with a cc to the Associate Dean for Faculty Development, the department EA, and COE-FacultyAffairs@austin.utexas.edu*. The Office of the Dean EA will upload the materials to Box.

- Completed On-Campus Interview Request Memo
- CVs of all proposed finalist interviewees
- CVs of all semi-finalists

7) Search committee chair and department chair meet with the Dean and Associate Dean for Faculty Development for review. Dean reviews on-campus interview list for approval.

8) If approved by the Dean, candidate interviews are scheduled through the hiring department. On-campus schedules are created, including both an interview with the Dean, and a meeting with the Associate Deans. The Associate Deans will block time for this purpose.

9) Job talks are advertised by the department broadly across all COE departments.

Additional steps for College-Wide hires

In addition to all steps above:

- Search committee chairs should plan a schedule that ensures the candidates will have broad exposure to departments where there might be a fit.
- Job talks should be widely advertised across all departments.
- Include departmental representation for dinners/slate of appointments.
- Candidate should meet with department chairs representing potential affiliations and have conversations about what those potential affiliations might be.

Phase 3: After Campus Interviews with Finalists

1) Evaluations are collected by the search committee from faculty and students: evaluation forms, written or verbal feedback to committee members, search chair, department chair; or any other evaluative information.

2) Search committee deliberates and makes a hiring recommendation. Based on their review, they may recommend: (a) one candidate, (b) more than one candidate (rank-ordered), or (c) no candidate.

3) Search committee chair writes Hire Recommendation Summary Report and submits to the department chair. The report should include the following information:

Hire Recommendation Summary Report

Summary report includes:

A. Search committee's and department chair's/chairs' (independent) assessment of each finalist's strengths and weaknesses, including:

- how each candidate would add to program area(s), department(s) and College
- how well each candidate fits the criteria for selection
- how the final selection was made
- final vote

B. Summary of faculty and student feedback for each candidate including more specifically:

- a paragraph for each candidate describing faculty feedback
- a paragraph for each candidate summarizing student feedback
- any evaluation forms, written or verbal feedback to committee members, search chair, department chair(s), or any other evaluative information

C. Final hiring recommendation of the search committee which must include a **rationale** for the decision and can include the recommendation to hire:

- one candidate or
- more than one candidate with the list rank-ordered, or
- no candidate

College-Wide hires: Recommendations from the search committee also include identification of possible departmental affiliations and reference checks. It is expected that a college-wide search would identify potential affiliations with more than one department.

4) Department chair adds independent evaluation to the Hire Recommendation Summary Report.

5) Search committee members should perform reference checks of each finalist, asking the same questions to each reference about each candidate.

Example questions:

- How well and in what capacity do you know the candidate?
- Can you give me an example of a time the candidate [*demonstrated skill/aptitude at a required or preferred function of the job*]?
- What are the candidate's strengths and challenges?
- *For new scholars:* What can you tell me about the candidate's potential for continued success as a scholar?

Phase 4: Before BC/EC meets

1) The department chair receives Hire Recommendation Summary Report from the search committee chair and provides a summary, with independent assessment.

2) Important: Department chair emails Hire Recommendation Summary Report and independent assessment to the Dean and Associate Dean for Faculty Development.

3) Optional: Department chair schedules a meeting with the Dean. The Hiring Recommendation Summary Report must be sent **at least three business days in advance of meeting**.

4) The Dean approves moving recommendation forward for BC/EC discussion and vote.

Phase 5: BC/EC meeting and following

Search committees are reminded of the [Provost's Faculty Recruitment Diversity Initiative](#) to offer support for bringing in an additional candidate that will add diversity to the department.

1) Department chair submits Hiring Recommendation Summary Report from the search committee to the BC/EC, and convenes the group for discussion and anonymous vote on the finalists.

- College-Wide hires: If the BC votes in favor of proceeding with the hire, department chairs work together to determine the distribution of the appointment (usually not 50/50). Search committee chairs meet with the Dean to provide a summary of assessment by the BC/ECs.

2) After the BC/EC vote, department chair submits Hiring Recommendation Summary Report to the Dean and Associate Dean for Faculty Development, and a cover letter that captures the following:

- EC/BC discussion
- EC/BC vote
- their own evaluation of the candidates
- any other information pertinent to the Dean

3) If the Dean approves, department chair (or in the case of a College-Wide hire, the chair of the department with the greater share of affiliation) and Associate Dean for Faculty Development discuss salary and start-up package. It is strongly encouraged to capture agreed-upon offer items in email rather than just verbally, and cc or forward these to the department EA for reference during the draft offer letter writing process in collaboration with the Dean's Office HR Team, including all helpful details and specifics.

- Special circumstances:
 - If proposed hire is *at tenured Associate or Full Professor level*, Associate Dean for Faculty Development sends candidate's CV and a Preliminary Request to the Provost's office for approval **before offer is made**. See [COE: Hiring With Tenure](#).
 - If proposed hire is *not a U.S. citizen*, department should consult with [Texas Global - International Student and Scholar Services](#) **before offer is made**, and cc COE-FacultyAffairs@austin.utexas.edu.

4) Once approved by the Dean to proceed with the hire, the department chair should begin working with the department EA on the [hiring](#) process, including [PAR](#), [Offer Letter](#), and [Hiring With Tenure](#) process if appropriate. Keep in mind that these processes can take a great deal of time and effort, and please plan accordingly.

After the conclusion of the search

Dispositioning Interfolio positions

Immediately after the conclusion of a faculty search, be sure to [close the Interfolio position \(archive\) and indicate an outcome](#). For searches that did not result in selection of a candidate, add a note about why no selection was made (e.g., cancelled due to lack of funding, position no longer needed, lack of qualified applicants, etc.).

Additional resources on the COE Faculty Affairs Wiki:

- [Recruiting and Hiring Overview - Faculty](#)
- [Interfolio](#)
- [AAU Waivers](#)
- [Credentialing - New Faculty](#)
- [Hiring With Tenure](#)
- [International Hiring](#)
- [Job Requisitions in Workday - Faculty](#)
- [Offer Letters - New Faculty](#)
- [PAR: Prior Approval Request](#)
- [Posting Exemption Request](#)

Questions? Please email COE-FacultyAffairs@austin.utexas.edu.