COE Faculty Hiring Workshop
Fall 2021

- COE Faculty Affairs
- Recruiting process
- Hiring process overview
  - Special Circumstances
  - PARs
  - Offer letters
  - Joint hires
  - Professional (Non-Tenure) Track hires
Faculty Affairs

• Karla Steffen, COE Faculty Affairs staff lead

• Claire Bush, COE Faculty Affairs support (specific to Dean interactions)

• Sherry Field, COE administrative lead on faculty searches/hires

• Beth Maloch, COE administrative-lead-in-training on faculty searches/hires
New for 2021-22

• COE Faculty Affairs
  o New email address: COE-FacultyAffairs@austin.utexas.edu
  o Main contact: Karla Steffen

• Standing office hours during faculty recruiting/hiring season

• New online Faculty Hire Form

• In development: New form as alternative to On-Campus Interview Request Memo
Whom do I email?

- Claire: Scheduling with Dean/Assoc. Dean, including recruitment meetings
- Sonja *with a cc to Claire*: Promotion & tenure
- **COE-FacultyAffairs@austin.utexas.edu**: All other faculty HR:
Planned searches for 2021-22

• Three College-Wide:
  o Data Science & Analytics (Assoc/Full)
  o Family & Community Influences (Assoc/Full)
  o Health & Education Disparities – TexCEP Director (Full)
• C&I: Early Childhood (Asst)
• C&I: STEM Equity (Open)
• EDP: Quantitative Methods: Applied Research Design (Open)
• EDP: School Psychology (Asst/Assoc)
• KHE: Movement & Cognitive Rehab Science (Asst)
• KHE: Physical Activity & Health (Asst)
***Keep in mind at each step***

WHO needs to know WHAT, and WHEN?

- Dean; Associate Dean for Faculty Development
- Department EA
- Dean’s Office staff: Karla, Claire, C. J.
All steps: From recruiting to employment

1. Recruiting
2. Job requisition (Workday)
3. Special circumstances
4. Prior Approval Request
5. Close Interfolio position
6. Offer letter
7. PAR/Workday integration
8. Onboarding

COE Wiki: Recruiting and Hiring Overview - Faculty
Focus of this presentation

- Recruiting: The five phases of tenured/tenure-track recruiting in COE
- Special circumstances: Circumstances that require additional time and processes
- Offer letter: What to expect, what to do, what *not* to do
Tenured/Tenure-Track Recruiting in COE

Five phases:
- Phase 1: Prior to search
- Phase 2: After position is posted in Interfolio
- Phase 3: After finalist interviews
- Phase 4: Before BC/EC meets
- Phase 5: BC/EC meeting and following

[COE Recruiting Process](#) (each phase detailed)
Acronyms & abbreviations

ADECEO = Associate Dean for Equity, Community Engagement, and Outreach

ADFD = Associate Dean for Faculty Development

AAU = Association of American Universities

BC/EC = Budget Council/Executive Council

EA = Executive Assistant

EVPP = Executive Vice President and Provost’s Office

SCC = Search Committee Chair
Phase One: Prior to search

1) Chair submits search request to Dean. *Copy the department EA.*

2) If Dean approves, department forms search committee. Job posting created. Search committee members attend training.

3) Search committee chair submits posting to ADECEO and ADFD.

4) If approved, departments submits posting in Interfolio.

5) COE Faculty Affairs team forwards posting to ADFD; if approved, Faculty Affairs team approves in Interfolio.

*Note: Jobs posted in Interfolio are also pushed to Chronicle of Higher Education and UT’s Faculty Careers online board.*
Phase Two: After position is posted

1) Search Committee Chair seeks ongoing consultation with ADECEO.

2) Search committee narrows pool for video interviews.

3) Video interviews conducted with finalists.

4) List narrowed to 2-3 potential on-campus interview candidates.

5) SCC writes On-Campus Interview Request Memo.

(Phase Two continues)
Phase **Two (continued)**: After position is posted

6) At least **3 business days prior** to meeting, SCC sends Memo and CVs to Dean with cc to ADFD, EA, COE Faculty Affairs.

7) SCC and department chair meet with Dean and ADFD; Dean reviews on-campus interview list for approval.

8) If approved by Dean, department schedules interviews including with Dean and Assoc. Deans.

9) Job talks advertised broadly across COE.
On-Campus Interview Request Memo

Includes:

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
k. Full description of possible on-campus interview candidates

See COE Wiki: COE Recruiting Process, tab “Phase 2,” step 5
Phase **Three**: After finalist reviews

1) Search committee collects evaluations.

2) Search committee deliberates and makes recommendation:
   a) One candidate
   b) More than one candidate (rank-ordered)
   c) No candidate

3) SCC writes Hire Recommendation Summary Report, submits to chair.

4) Chair adds independent evaluation.

5) Search committee members perform reference checks of finalists.
Hire Summary Recommendation Report

Includes:

A. Search committee’s and department chair’s independent assessment of each finalist’s strength and weaknesses.

B. Summary of faculty and student feedback for each candidate.

C. Final hiring recommendation of the search committee, including a rationale for the decision. Can include recommendation to hire:
   • One candidate or
   • More than one candidate with the list rank-ordered, or
   • No candidate

See COE Wiki: COE Recruiting Process, tab “Phase 3,” step 3
Phase Four: Before BC/EC meets

1) Chair receives Hire Recommendation Summary Report; provides summary with independent assessment.

2) **Important**: Chair emails HRSR and independent assessment to Dean and ADFD.

3) Optional: Chair schedules meeting with Dean. HRSR must be sent at least three business days before meeting.

4) Dean approves moving recommendation forward for BC/EC discussion and vote.
Phase Five: BC/EC meeting and following

1) Chair submits HRSR to BC/EC; BC/EC meets for discussion and anonymous vote on finalists.

2) After vote, chair submits HRSR to Dean and ADFD with cover letter.

3) If Dean approves, chair and ADFD discuss offer details – please capture agreed-upon details in writing, share with EA.

4) Once approved by Dean to proceed, chair works with EA on hiring process: PAR, offer letter.

*Keep in mind any special circumstances, i.e. hiring with tenure, international hire, or early start date.*
EAs track progress of their department’s searches in Box. Leadership, Dean’s Office staff can view as needed.

<table>
<thead>
<tr>
<th>Stages of Faculty Searches 2021-2022</th>
<th>Search Approved by Dean</th>
<th>Committee Members and Chairs Approved by Dean</th>
<th>Job Posting Approved by Rich and Sherry</th>
<th>Posted to Interfolio</th>
<th>Interfolio posting uploaded to Box</th>
<th>All Zoom Skype Interview Complete</th>
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<td>COLLEGE-WIDE: DATA SCIENCE &amp; ANALYTICS (Assoc/Full)</td>
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<td>EDP: QUANTITATIVE METHODS: APPLIED RESEARCH DESIGN (Open)</td>
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Faculty Search Committee training

All search committee members, *including grad students*, will participate in the **Provost’s Office Faculty Search Committee Workshop**.

Additional resource: [OIE: Inclusive Search and Recruitment Toolkit](#)
Interfolio

Includes info for faculty search committees and admin staff:

- Best practices
- Managing users and positions
- Viewing/reviewing applicants
- Faculty search tutorials
- How to run an EEO report
- And more!
Some circumstances require additional processes and time.

Please let department EA and COE Faculty Affairs know as soon as you become aware!
Special circumstances

1. Posting exemption requests

In *exceptional circumstances*, job posting requirements may be waived.

- Start early: Waiver must be approved *prior* to PAR routing/approval
- Supporting documentation may include CV, memo from chair
- Route to COE-HR Team; Approval by Assoc. Dean and EVPP

[COE Wiki: Posting Exemption Request]
Special circumstances

2 Hiring with tenure

- Tenured hires require tenure dossier review and approval by the Provost’s Office.

- Three **simultaneous** processes:
  - Tenure review/dossier (EA and Claire)
  - Provisional and offer letter drafting (Karla)
  - PAR packet (EA)

[COE Wiki: Hiring With Tenure](#)
Special circumstances

3 International hiring

• START EARLY!
• Contact Texas Global Faculty & Scholar Services ASAP
• Discuss visa options with faculty candidate

COE Wiki: International Hiring
Special circumstances

4 Early start dates

• Start dates other than 9/1 (8/1) or 1/16 (1/1)
• Early start period can be paid or unpaid
• Additional offer letter language
• Additional processes required in Workday

[COE Wiki: Early Start Dates](http://example.com/COEWikiEarlyStartDates)
Prior Approval Request (PAR)

- Two components:
  - Electronic PAR in DEFINE (mainframe)
  - PAR packet (supporting documentation and signatures)

- Can be started as soon as final candidate determined

- Hires with tenure: PAR processed same time as tenure dossier

- Joint hires: One PAR per hiring unit: 1) Primary and 2) Joint
PAR resources on the COE Wiki:

- PAR Process
- T/TT Electronic Document Processing Guide
- Documentation Checklists
- Early Start Dates
Offer letters

• Tenured/tenure-track offer letters written by Karla

• *Tenured hires* - two letters possible:
  o Provisional (optional; while tenure case pending)
  o Draft -> final

• *Tenure-track hires* - one letter: Draft -> final
Offer letter- routing and approvals

Faculty Hire Form to Karla → Karla writes letter → Letter to Assoc. Dean for review → To C.J. for financial review → Karla → EA

***Any subsequent changes to approved letter require re-approvals.
Offer letter

- Prior to PAR approval: Clearly-marked *drafts only* to candidate
- Signatures: Provisional (tenure) – up to dept.; Draft – NO!
- Final letter to candidate *after* Assoc. Dean approval indicated via COE Faculty Affairs team
  - Karla will send EA a Word copy of final letter for formatting and signatures

[COE Wiki: Offer Letters – New Faculty](#)
Beginning fall 2021: Standing meetings during hiring season
  o Approx. mid/late November through late May
  o In attendance: Assoc. Dean, C. J., Karla, Department Chair, EA
  o Joint/College-Wide hires: *Both* Chairs and EAs
  o Goal: Discuss and finalize details and language of offer letter
Hi Karla, when you submit this form, the owner will be able to see your name and email address.

Please complete and submit this form to request a draft or provisional offer letter for a new tenured or tenure-track faculty hire in the College of Education.

This form will route to the Dean's Office Faculty Affairs team, who will draft the letter.
Branching logic

Offer details

This section includes items that are part of the standard COE tenured/tenure-track offer package. Also included is a new desktop or laptop computer for academic use from one of the college’s standard options.

19. Summer salary - choose one below *

- ONE month of summer salary during FIRST year of appointment (one month total)
- ONE month of summer salary during first TWO years of appointment (two months total)
- TWO months of summer salary during FIRST year of appointment (two months total)
- TWO months of summer salary during first TWO years of appointment (four months total)
- Other (explain)

20. $10,000 relocation lump sum payment funded by the college.

*Stipend will be processed by the Dean's Office and paid around the faculty member's start date.*

- As described
- Other (explain)

21. Up to $2,000 housing trip reimbursement funded by the department.

- As described
- Other (explain)
Offer details

This section includes items that are part of the standard COE tenured/tenure-track offer package. Also included is a new desktop or laptop computer for academic use from one of the college’s standard options.

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- Other (explain)

20. $10,000 relocation lump sum payment funded by the college.

Stipend will be processed by the Dean's Office and paid around the faculty member's start date.

- As described
- Other (explain)

21. Relocation lump sum payment: other. Describe in detail, including source of funds.

Enter your answer
Offer letters - AAU

AAU Waivers

Required if:

1) Fall-start with PAR approved or offer extended after May 1

(Not required for spring semester start dates) AND

2) Candidate is currently T/TT at an AAU institution

IMPORTANT: Offer letter cannot be sent until after waiver is approved by EVPP and candidate's home institution.
PAR/Workday integration

PAR approved

EA sends offer letter

Candidate signs

Signed letter to EVPP

Position pushed to Workday
A few more things...
Joint hires

- Two job requisitions
- Two PARs
- ONE offer letter (primary department takes lead)
  - Signed by both chairs
  - Includes breakdowns by department of funding, FTE, teaching load
Professional (Non-Tenure) Track hires

- *Department* writes offer letter using current **EVPP template**
- Final-approved at Dean’s Office level
  - (Provost retains prerogative to deny)
- Route EA-> Karla-> (C. J. if $$)-> Assoc. Dean-> FYI to EVPP

**Important**
DO NOT send offer letter until PAR is approved by Dean’s Office, and Karla lets EA know it’s okay to proceed.
Resources: Professional (Non-Tenure) Track hires

COE Wiki:

- [PAR – Process](#), tab “Professional track”
- [Offer Letters – New Faculty](#), tab “Professional track hires”
- [Managing Professional Track Faculty in Workday](#)
Questions??

• Administrative questions? Email COE-FacultyAffairs@Austin.utexas.edu
• Tenure/dossier or meeting scheduling questions? Email Claire
• Other questions should be directed to the Associate Dean for Faculty Development
  
  ***(but remember to keep your EA and Karla in the loop!!)