UTSA®

NTT FACULTY RECRUITMENT GUIDELINES

Hiring Top-Tier Faculty for a Top-Tier University

Office of the Senior Vice Provost for Academic & Faculty Support
210.458.2700
http://provost.utsa.edu/vpafs/

Office of Equal Opportunity Services
210.458.4120
https://www.utsa.edu/eos/

RECRUITMENT

Non-Tenure Track (NTT) positions at UTSA may be filled by promotion through the ranks or through recruitment. Promotion processes are described in HOP 2.50 Non-Tenure Track Faculty Recruitment, Evaluation, and Promotion Processes. All NTT positions are recruited through STARS.

UTSA administrators are responsible for ensuring that equal opportunity is afforded to all candidates to further the University's goal of identifying and recruiting diverse, qualified, and talented faculty.

In units not connected to an academic department or college, the director of that unit assumes the responsibilities assigned here to Department Chairs. Directors should work with their direct supervisors where there is no reporting line to an academic Dean.

The basic steps in the hiring process are as follows:

a. Obtain authorization from the Senior Vice Provost for Academic and Faculty Support (VPAFS) by formal memo to create or fill NTT position see HOP 2.50 http://www.utsa.edu/hop/chapter2/2-50.html. The approved memo must be upload to STARS for Human Resources to post position.

b. Lecturer I and Lecturer II titles are approved at the Dean's level. The Dean's approval must be uploaded to STARS for HR to post position. All other titles require VPAFS approval.

c. Create a Requisition via STARS and upload the Dean's approval for Lecturer I and Lecturer II or the VPAFS approval for all other titles. The requisition will be routed through STARS to approving officials, including the Office of Equal Opportunity Services (EOS), before it is posted.

d. Assign Guest Users – Search Committee members should be granted access to STARS to view applications as a guest user.

e. Post the position in print publications, if required or desired.

f. Receive and review applications.

g. Screen the Applicant Pool.

h. Create a short list of candidates to be interviewed.

i.   Conduct interviews.

j.   Select candidate.

k.   Create the offer letter for VPFAS review and approval. Send the draft offer letter and the candidate's vita to vpafs@utsa.edu via Dean's office. This step must be done before the offer is extended to the candidate.

l.   Once the offer letter is approved and signed, create the faculty contract form via Sharepoint and send the PDF for approval to vpafs@utsa.edu via the Dean's office. Once the offer letter is signed by the candidate, create the appointment letter.

DEPARTMENT CHAIR RESPONSIBILITIES

Through the Dean, the Department Chair may request VPAFS's approval to create or fill NTT positions in their department. Once approved, the Chair is responsible for actively engaging in the following efforts:

a.   Appoint a Faculty Search Committee composed of Tenured/Tenure-Track (T/TT) faculty and NTT faculty members at the Senior Lecturer/Associate Professor in Practice/Assistant Professor of Research level or higher. The Search Committee must contain at least one tenured faculty member. The Search Committee may include subject matter experts from other units and institutions.

b.   A department may place the advertisement in publications that will attract a broad and diverse pool of qualified candidates. All NTT advertisements should refer applicants to STARS to apply for the position. If the advertisement will be placed in print publications or on the college/department website, create a print advertisement for the position and obtain required approvals (see below).

c.   Forward the advertisement to EOS for review and approval before posting.

d.   Once the necessary approvals have been obtained, post the position in any print publications or websites and using the official online job site (Online Site) that UTSA designates for advertising jobs.

e.   Post the position in STARS. The Department Chair is responsible for ensuring that the position is posted on the official UTSA Online Site according to department qualification requirements and expected duties. The Chair or his/her designee will follow the procedures necessary to post the job online and track applicants.

SEARCH COMMITTEE PROCEDURES

The Search Committee will perform the following:

  a. Develop a checklist or rating system to score/rank applications.

  b. Review applications in STARS or print them out for review by Search Committee members.

  c. Rank applicants based on qualifications.

  d. Ensure the applicant pool is diverse.

  e. Update the status of each application in STARS after they have been reviewed by the committee.

  f. Develop a short list of the best-qualified applicants and make recommendations for interview by memorandum to the Department Chair.

SHORT LIST AND INTERVIEW PROCESS

The Department Chair, with approval of the Dean, will review the short list and make the final decision on which candidates will be interviewed. On-campus interviews are preferred for searches at or above the Senior Lecturer (SL)/Associate Professor in Practice/Associate Professor of Research, but alternative interview methods may be used if a candidate is unable to visit the campus.

Interviews must be conducted in accordance with established department guidelines.

After the interviews, it is recommended that the Department Chair consult with department faculty and the Search Committee to discuss which candidate is the best fit for the department.

The Department Chair recommends the selected candidate(s) to the Dean. If the Dean approves the selected candidate(s), the Department Chair may extend offers to the selected candidate(s) and negotiate terms of hire.