Nontenure-Track Faculty Recruitment Guide

NTT positions at UTSA may be filled by promotion through the ranks or through recruitment. Promotion processes are described in HOP policy 2.50, *Nontenure-Track Faculty Recruitment*, Evaluation, and Promotion Processes. Departments should develop processes for the recruitment of faculty for appointment as Lecturer I and Lecturer II. The following process was developed to facilitate recruitment and should be utilized for positions involving multi-year appointments. Titles qualifying for multi-year appointments include:

1. Lecturer III, Senior Lecturer, Distinguished Senior Lecturer
2. Assistant Professor of Research, Associate Professor of Research, Professor of Research
3. Assistant Professor in Practice, Associate Professor in Practice, Professor in Practice

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.

1. The basic steps in the hiring process are as follows:

   a. Obtain authorization from the Vice Provost for Academic and Faculty Support (VPAFS) to create or fill NTT position.
   b. Create a Requisition – fill in all required fields in the Online Site. The requisition will be routed by the site to approving officials, including the Office of Equal Opportunity Services (EOS), before it is posted.
   c. Assign Guest Users – Search Committee members should be granted access to the Online Site to view applications as a guest user.
   d. Post the position in print publications, if required or desired.
   e. Receive and review applications.
   f. Screen the Applicant Pool.
   g. Create a short list of candidates to be interviewed.
   h. Conduct interviews.
   i. Select candidate.
   j. Create appointment documents for VPFAS review and approval.

2. Department Chair Responsibilities

   Through the dean, the department chair may request VPAFS's approval to create or fill NTT positions (Lecturers III, Senior Lecturers, Distinguished Senior Lecturers, Professors in Practice and Professors of Research) in their department. Once approved, the chair is responsible for actively engaging in the following efforts:

a. Appoint a Faculty Search Committee composed of Tenure/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. If required or desired, place the advertisement in publications that will attract a broad and diverse pool of qualified candidates. All NTT advertisements should refer applicants to the UTSA Online Site 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 print publications or websites.

e. Post the position in the UTSA Online Site. (Go to the **Supervisor Toolkit** link on the UTSA Human Resources website to start the process.) 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.

3. Search Committee Procedures

   The Search Committee will perform the following:

   a. Develop a checklist or rating system to score/rank applications.
   b. Review applications on-line in the Online Site 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 the Online Site 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.

4. Short List and Interview Procedures

   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 cannot visit the campus.

Interviews must be conducted in accordance with established department guidelines. Interview will be conducted by the department chair or chair designee(s).

5. 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) and the terms of an offer to the dean. If the dean approves the selection decision and a Criminal Background Check (CBC) has been completed, the department chair may extend a preliminary offer to selected candidate subject to the terms authorized by the Dean.