



The University of Texas at San Antonio™

Special Opportunity Hires

The President of The University of Texas at San Antonio or his designee may authorize recruitment of individuals from outside the established University search process when there is an opportunity to hire a scholar who is capable of making a unique and exceptional contribution to the University's mission. **Special Opportunity Hires** provide the University with a tool to aggressively recruit outstanding scholars without the time constraints of a formal faculty search. The Provost and Deans can use Special Opportunity Hires when the university is searching for a specialized set of skills and experiences in a faculty member and the pool of qualified candidates is small and identifiable. A good example would be a narrowly qualified search for an Endowed Chair. Another possibility would be to hire the accompanying Spouse/Partner of a new faculty recruit. **Funding sources need to be confirmed with the Dean and Provost before active recruitment of a Special Opportunity Hire candidate can begin.**

Once a special opportunity candidate is identified, the Dean will prepare a written nomination proposal to be presented to the Provost for approval. The Department Chair will request a review of credentials by the Department Faculty Review Advisory Committee (DFRAC) for all Special Opportunity Hires. DFRAC recommendations will be forwarded to the Dean through the Department Chair. **Confidentiality is essential to this process.**

The Provost will review the written nomination proposal, and if the Provost approves the written nomination, the hiring process can proceed once the proposal has been forwarded to the VPAFS office. The Dean, in consultation with the relevant Department Chair, will start the process of review to hire in accordance with established guidelines prior to final negotiations.

Faculty members can nominate individuals for special opportunity hires by notifying in writing their respective Department Chair. **Special Opportunity Hires cannot be used to fill advertised faculty positions. Please note that the preliminary offer letter, Source of Funds form, equipment list and CV are required and should be attached to your written nomination proposal when submitted to the Provost.**

You may contact the UTSA Office of the Senior Vice Provost for Academic and Faculty Support (VPAFS) by calling (210) 458-2700 or emailing vpafs@utsa.edu for additional assistance.

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