Academic and Faculty Support Process Maps

April 2013

Office of the Vice Provost for UTSA Downtown and Academic and Faculty Support
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Recruitment</td>
<td>1</td>
</tr>
<tr>
<td>- Preliminary Offer Letter</td>
<td>2</td>
</tr>
<tr>
<td>- Recruitment Packet</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Grievance Procedures</td>
<td>4</td>
</tr>
<tr>
<td>- Informal Grievance Process</td>
<td>5</td>
</tr>
<tr>
<td>- Formal Grievance Process</td>
<td>5</td>
</tr>
<tr>
<td>Faculty Development Leave</td>
<td>6</td>
</tr>
<tr>
<td>Faculty Appointments (Summer)</td>
<td>7</td>
</tr>
<tr>
<td>Endowment Review and Recommendation</td>
<td>8</td>
</tr>
<tr>
<td>Open Records Requests</td>
<td>4</td>
</tr>
<tr>
<td>Review and Approval of Faculty Salary Supplements</td>
<td>14</td>
</tr>
<tr>
<td>Banner (requesting access for Faculty forms)</td>
<td>14</td>
</tr>
<tr>
<td>Faculty Retirement/Separation</td>
<td>14</td>
</tr>
<tr>
<td>Faculty Annual Contract Renewal Letters</td>
<td>14</td>
</tr>
</tbody>
</table>
Faculty Recruitment Process
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Deans develop and maintain list of prioritized hiring needs in College for Provost approval.

2. Provost approves hiring plan.

3. Dean authorizes Department Chair to initiate search.

4. Dean appoints Search Committee.

5. Department Chair appoints Search Committee chair in consultation with the Committee and Affirmative Action Advocate.

6. Search Committee attends Faculty Recruitment Training.

7. Search Committee develops Recruitment Plan and advertisement and submits them to for approval to the Department Chair, Dean and EOS.

8. Upon approval by EOS, the advertisement is assigned a Position Code and the Recruitment Plan and advertisement are returned to Dean’s office for initiation of the search.

9. Applicant Pool Procedures are instituted.

10. Faculty Applicant Pool form and subsequent amendments, if applicable, are submitted by the Search chair to the Dean who submits it to EOS for certification.

11. Committee may begin reviewing applicant files.

12. If the Pool is approved, the Pool forms are returned to the Dean. EOS retains the form if the pool is problematic until problems are addressed.

13. Committee may begin reviewing applicant files.

14. Search Committee sends “Letters of Regret” to applicants no longer being considered.

15. Committee conducts initial screening and develops Short List of Candidates

16. Search Committee submits Short List to the Dean through the Department Chair for approval, with a copy to EOS.

17. Department Chair supports committee’s recommendation and forwards short list to the Dean?

18. Dean approves Short List?

19. Committee develops interview questions and candidates are interviewed.

20. Committee communicates recommendations through the Department Chair to the Dean. (Any candidates in ABD status should be indicated).

21. Dean or designate confirms interest of final candidate and makes verbal offer?

21A. Dean indicates that the final candidate is NOT interested and refers back to Search Committee for another name if there is one.

21B. Preliminary Offer Letter & Source of Funds Form is submitted to Provost for review and approval.

Key:

- ☐ Beginning/End
- ☑ Steps in the process
- ☐ Decision in process
- [[[ Sub-process

August 10, 2012
Approval Process for Preliminary Offer Letter to Tenure/Tenure Track Faculty
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Dean or designate confirms interest of final candidate and makes verbal offer
   1A. Discuss key issues to include salary, start-up funds, teaching responsibilities, moving expenses, etc. (negotiation stage)

2. Is the candidate an international candidate?
   2A. Contact International Programs Office for guidance regarding procedures for hiring international candidates.

3. Is the candidate an ABD (all but dissertation) candidate?
   3A. ABD language needs to be in preliminary offer letter if person is ABD. Consult with VPAFS for guidance.

4. Dean drafts preliminary offer letter and determine source of funds

5. Preliminary Offer Letter and Source of Funds drafted and sent electronically to VPAFS and Provost Office

6. VPAFS reviews letter
   6A. Provost office will check and approve Source of funds

7. Was letter approved by VPAFS office?
   Yes
   7A. Was Source of Funds approved by the Provost?
   Yes
   7B. Dean's office receives signed offer letter from the candidate
   No
   8. If letter or source of funds need revisions (or discussion), it may be returned to Dean to re-draft

9. Once approved, preliminary offer letter needs to be printed on college letterhead, signed by the dean, and sent to the candidate for signature.

10. Dean's office collects signatures on the source of funds & sends original through the VPAFS office to Provost office with a copy of the signed offer letter.

11. Department & Dean's office collects signatures on the source of funds & sends original through the VPAFS office to Provost office with a copy of the signed offer letter.

12. Original signed offer letter is sent to the Department for the Recruitment Packet with a copy of the Source of Funds

11A. Dean retains copy of offer letter and source of funds for Recruitment Records

Key: 〇 Beginning/End  □ Steps in the process  ◇ Decision in process  □ Sub-process
Faculty Recruitment Packet Process
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

August 10, 2012

1. Once Signed Preliminary Offer letter is received, original Source of Funds needs final signatures

2. Search Committee (with assistance of Department Administrative Associate & Department Chair) collects the items from the Recruitment Checklist

3. Reviews package to ensure all items are included and all forms are filled out.

4. Makes a copy for the college file

5. Sends original package to VPAFS

6. Reviews package for completeness

7. Creates cover letter.

8. Sends cover letter and appointment letter to President’s office for signature.

9. President signs appointment letter and returns to VPAFS to be mailed out

10. VPAFS sends out appointment letter

11. Once Signed Appointment letter is received, package is complete.
Informal Phase of the Grievance Process
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Grievant requests informal resolution with Respondent, and can include the Department Chair or Vice Provost in the meeting.

2. Respondent meets with Grievant.

3A. If complaint is resolved, the process ends here.

3B. If complaint is not resolved, the Grievant presents a written complaint to the Respondent or his/her supervisor within 40 work days of administrative action.

4. The Respondent responds within 10 work days after receipt of complaint.

5A. If complaint is resolved, the process ends here.

5B. If the complaint is not resolved, the Grievant requests University Grievance Committee assistance.

6. Within 10 work days, the Committee Chair appoints a Subcommittee to assist the Grievant and advise all parties.

7. Within 30 work days of reaching a result, written notification is provided to the Committee Chair.

8A. If resolution is reached, the process ends here.

8B. If no resolution is reached, Committee Chair notifies Grievant of right to initiate formal grievance procedure.
1. If no resolution is reached, Committee Chair notifies Grievant of right to initiate formal grievance procedure.

2. Grievant submits written formal complaint to Committee Chair within 90 work days of administrative action.

3. Committee Chair notifies Respondent of written complaint and provides support materials within 5 work days of receipt from Grievant.

4. Within 15 work days, Respondent submits a written response with supporting materials to Committee Chair.

5. Within 5 work days, Committee Chair provides Grievant with Response and supporting materials.

6. Committee Chair forwards complaint and Response to the Dean or Executive Vice Provost, as appropriate.

7. Dean or Executive Vice Provost provides written proposed resolution to Committee Chair within 10 work days of receipt of materials.

8. Committee Chair forwards proposed resolution to Grievant and Respondent.

9. Grievant and Respondent indicate acceptance or rejection of resolution.

10. If resolution accepted by both parties, Committee Chair notifies Vice Provost and concludes the grievance procedure.

11. Either party may challenge overall composition of Review Panel within 10 work days of the resolution not being accepted.

12. Review Panel meets and reviews Printed Material.

13. Review Panel provides its findings and shall recommend 1 of 5 possible actions within 30 work days of meeting and reviewing Printed Material.

14. Committee Chair forwards all material to Grievant, Respondent, and to the Provost for final resolution even if the Review Panel has taken no action.

15. Grievant and Respondent may submit written responses to Review Panel’s recommendations to Committee Chair and Vice Provost within 15 work days of notification of Panel’s recommendations.

16. Provost provides a written resolution to all parties within 20 work days of receipt of last materials.
Faculty Development Leave
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Sends Faculty Development Leave (FDL) memo to Academic Deans in the fall semester of the preceding year

2. Deans forward call for requests and deadlines to departments for distribution to faculty.

3. Appoints a College FDL Committee representative of the college’s depts

4. Reviews FDL Committee’s recommendations and gives final approval

5. Sends award letter(s) to faculty member

6. Sends award letter(s) and Faculty request for leave form to VPAFS

7. Add to FDL spreadsheet

8. Scan to ASO, HR, and Provost office

9. File in FDL folder pending receipt of HRMS document for approval

10. Approve HRMS document

11. Scan FDL form to employees record

Key
- Beginning/End
- Steps in process
- Sub-process
Faculty Appointment in HRMS – Summer Assignments for Current Faculty
By: Vice Provost of Academic and Faculty Support Office (VPAFS)

1. Email request sent to Colleges to fill out the Summer Salary Pay Plans
2. College collects pay plans from Departments for Dean’s approval and returns summer pay plans to VPAFS
3. Department begins processing summer assignments in HRMS and give worksheet to VPAFS
4. Once the correct assignment is located, departments can click to modify the assignment (or position) and process accordingly.
5. Verify semester dates, percent time, classes listed, title, salary, funding info
6. Verify semester dates, percent time, classes listed, title, salary, funding info
7. Approve HRMS document
8. Approve HRMS document

Key:
- Beginning/End
- Steps in the process
- Sub-process
Endowment Review and Recommendation
By: Vice Provost for Academic and Faculty Support

July 20, 2012

VPAFS

- Identify incumbent(s) due for review (during Spring semester)
- Prepare and send notification memo from the Provost to the incumbent’s supervisor and copy the Dean’s Office (before end of May)
- Verify endowment review list with Provost Office

Incumbent’s Supervisor

- Complete review with the incumbent
- Make recommendation to the Dean (by end of November)

Dean’s Office

- Send recommendation to the Provost with a copy to VPAFS (before end of December)

Provost Office

- Prepare memo to the incumbent with a copy to VPAFS and Assistant Provost (by April 15)
- Update endowment database on the S: drive

Key:
- Beginning/End of process
- Steps in the process
- Sub-process
Open Records Request Process – Specific to VPAFS Office
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Requestor makes written request
2. PIO receives request and passes to departments relevant to request
3. Any request related to the area of Academic Affairs goes to VPAFS – specifically the Senior Management Analyst (SMA)
4. Request is logged by SMA.
5. SMA determines college to send request and due date.
6. Notice (email) sent to those who will collect the data.
7. Information is collected and reviewed by SMA.
8. Copies are made for internal (secure) files.
9. Originals or emails (depending on how the information was collected) are forwarded to the PIO.

Key
- Beginning/End
- Steps in process
Faculty Salary Supplements Process
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

August 2012

1. Department fills out Request for Salary Supplement form. 
   **NOTE:** Form is required 2 weeks prior to start date.

2. Form is routed to & approved by Director/Dept Chair

2A. HRMS Document can be created & routed simultaneously

2B. VPAFS will not approve HRMS document until Request for Salary Supplement Form is final approved.

2C. Final HRMS approval is processed electronically & is final approved by HR.

3. Form is routed to and approved by Dean

4. Is this supplement funded by a grant?
   - Yes
     - 4A. If Yes, form is routed to and approved by OGCIA
   - No

5. Form is Routed to and approved by Vice Provost for Academic & Faculty Support

6. Form is routed to and final approved by the Provost

7. The final approved form is scanned and copies are emailed to the originating department, VPAFS office and HR.

Key: 
- Beginning/End
- Steps in the process
- Decision in process
- Sub-process
Request for Banner Access to Faculty Information – VPAFS Data Custodian
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

July 13, 2012

Key:
- □ Beginning/End
- □ Steps in the process
- □ Sub-process

1. Sends Request to Banner Security Team, Office of the Registrar
2. Forwards all Banner requests with access request for faculty information to the VPAFS
3. Reviews request and double checks the requestor’s need for that type of access
4. Signs form and forwards back to Banner Security Team
5. Banner Security Team processes form through other necessary approvals
6. Banner Access is granted

4A. If access to faculty information is not warranted, form is still forwarded with a note indicating that the person does not need that type of access.
Faculty Retirement/Separation Process

By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. Faculty member sends letter with intent to resign/retire to department chair (Letter must include effective date & reason for leaving)

2. Department Chair accepts resignation/retirement with a memo to Dean, confirming date. (reason for leaving should be included IF not included on faculty intent letter)

3. Dean accepts resignation/retirement with approval stamp on dept chair memo or with a memo to Vice Provost for Academic and Faculty support (VPAFS).

4. Dean’s office forwards packet to VPAFS (faculty letter, department approval, and dean’s approval)

5. Vice Provost reviews and approves resignation/retirement

6. VPAFS scans the approved paperwork and emails copy to:
   - Dean’s office
   - Provost office
   - Human Resources
   - Benefits office
   - Environment, Health Safety and Risk Mgmt
   - Office of Legal Affairs

7A. Department administrative staff terminates faculty member in HRMS (enter reason code) & complete separation process and paperwork

7B. Faculty member needs to make appointment with HR Benefits office

7. VPAFS sends letter to faculty member from Provost

Key

- Beginning/End
- Steps in the process
- Decision in process
- Sub-process

August 2012
Annual Re-appointment Letters for Faculty
By: Vice Provost for Academic and Faculty Support Office (VPAFS)

1. DEFINE Services Requests Data from Austin
2. Compiles data into High Assurance versus not High Assurance
3. Is the Faculty Member High Assurance?
   - Yes
   - No
5. VPAFS Emails each individual faculty member to advise that they can view their letter for the next fiscal year.
6. Faculty can log into UT Direct and see their Estimated Appointment/

Key:
- Beginning/End
- Steps in process
- Sub-process