UTSA Faculty Recruitment

Hiring Top-Tier Faculty for a Top-Tier University

Jesse T. Zapata  
Leonard Flaum  
Elisa Perkins  
Maricela Oliva

Department Chair Training  
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OVERVIEW

- Process & Procedures
- STARS
- Diversity
- Article Summary
- Case Study
Process & Procedures
Department Chair’s Role & Responsibilities

- Responsible for monitoring actions of Search Committees to ensure that guidelines are followed.
- **Initiate Search Process**
  - Upon receiving written approval from Dean, initiate search by submitting Search Committee member/chair recommendations to Dean.
**PROCESS & PROCEDURES**

- **Appoint Search Committee Chair** with approval from Dean.
  
  - Review diversity issues identified by Dean with Search Committee Chair.

- **Assist with recruiting potential candidates.** Solicit faculty members in department (outside of Search Committee) for information on potential candidates to contact. All candidates must apply via STARS.
Participate in Initial Screening Process

- Ensure that a checklist is created to keep the administrative process on track.
- The Department Chair or Search Committee Chair may contact an applicant who has been rejected by the Search Committee to determine their interest for other positions for which they qualify. Documentation of this communication is required.
- Participate in the Short List Process
  - Ensure that checklists/matrices are used to evaluate and make written assessments of applicants.
  - Review Search Committee’s recommendations of most qualified candidates.
  - Ensure top candidates reflect UTSA’s goal for faculty appointments. If short list does not reflect goals, Chair may return short list to committee for modification.
• Once you approve short list, share list and supporting memo with Dean and EOS.

• After short list is approved by Dean and verified for diversity by EOS, Department Chair can share candidate files with faculty outside of search committee and request feedback.
Participation in Campus Interviews

- Short list must be approved by Dean before candidates are invited to campus for interviews.
- Ensure that DFRAC review candidate files for positions with tenure and submit a recommendation to Dean prior to campus interviews.
- Discuss job requirements as well as criteria for promotion and tenure at UTSA with candidates.
**PROCESS & PROCEDURES**

- **Participate in Recommending Final Candidate**
  - Meet with Search Committee to summarize strengths/weaknesses of each candidate and provide hiring recommendations.
  - Seek additional input through departmental discussion (if desired).
  - Share hiring recommendations with Dean.
  - Ensure that Office of International Programs is contacted prior to preparing job offer if top candidate is not a U.S. citizen.
Participate in Extending Offers

- Along with Dean, determine that the salary offer is fully justified given other salaries for similar faculty in the department.
- Dean or his/her designee contacts top candidate to confirm interest in an offer and to discuss items in hiring package.
- Ensure that Hiring Package is submitted through the Dean’s office to VPAFS.
PROCESS & PROCEDURES

- Report searches that have been closed to the Office of the Provost and EOS.
- Retain search files for each faculty search in department office based on retention schedule (3 years).
STARS
STARS PROCESS & PROCEDURES

• Job requisition routes through STARS to HR
  • HR discussion of key points on posting with hiring department
  • Final approval from hiring department

• Job requisition is posted by HR

• Applications received through STARS
  • Application date recorded in STARS
  • Automatic email notification to applicant of receipt by department

• Search committee reviews applications

• Committee develops “Long List”
  • Conducts initial screening interviews

• Committee develops “Short List”
  • On campus interviews conducted
• Work or “update” the Applicant Pool throughout the hiring process
  • This ensures timeliness of any system notifications, status updates for committee and candidates upon request

• Applicant Reviewer listed on the job posting is responsible for moving the applicants through the various workflow states in the applicant pool

More about STARS at
http://www.utsa.edu/hr/HRToolkit.html#7
Finalize Process in STARS

- Finalist selected
- Applicant pool fully worked to “finalist” and “not hired” workflow states
- Department submits hiring documents to HR
  - Faculty Contract Form
- HR closes out STARS and completes the following:
  - Moves finalist to hired
  - Moves posting to filled
- Recruitment process in STARS is complete
Diversity
“UTSA embraces and values diversity among all of its students, faculty and staff.”

- Dr. Ricardo Romo

“Diversity is a very important issue, especially at the department chair level as they also serve as role models.”

- Dr. Mauli Agrawal
What does it mean to have a diverse faculty?

Faculty of outstanding scholars/teachers who are diverse in their gender, race, ethnicity, background, work and life experiences.
What are the benefits of having a diverse faculty?

- Diversity enriches the education, mentoring, and support students receive, expands and strengthens the curriculum and enhances research programs.
- Diverse faculty enrich our inclusive community and prepare students to be successful in the global workforce.
RECRUITING DIVERSE CANDIDATES

• Share previous department level hiring data
• Build a diverse committee
• Ensure each search has a Diversity Access & Equity Advocate
• Develop a shared understanding of what diversity and excellence means for a particular search
• Search broadly and inclusively for diverse candidates
• Make personal contact with potential applicants, communicate with organizations/people who can refer you to potential applicants
• Be aware of bias in the screening process
• Create opportunities for candidates to meet with UTSA faculty, staff or community members of similar backgrounds
## DIVERSITY

### Tenured/Tenure Track Faculty Members by Ethnicity

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### Tenured/Tenure Track Faculty Members by Gender

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* Data provided by the UTSA Office of Institutional Research*
Summary of Sagaria Article on Filtering in Administrative Searches
Overseeing Search Committees

- Faculty Recruitment Manual just discussed covers procedures and requirements for faculty searches.
- Chair’s role important and improves with experience.
- Chair’s preparation strengthened through lessons learned in research.
- Sagaria article makes abstract issues more concrete:
  - Study conducted at Ohio state on executive searches
  - Research was published in premier higher education journal, the *Journal of Higher Education*
  - Identifies problematic practice in searches and creates vocabulary for discussing it; namely, filter types.
Inappropriate Filtering Occurred

- 147 administrative searches in sample
- Qualitative methodology (data collected from interviews with search chairs, applicants; and from document review from searches)
- All searches found to comply with institutional policy
- Four filtering practices found in university searches:
  - Normative
  - Valuative
  - Personal
  - Debasement
  - “Bonus” criteria – bonus becomes a standard measure
Implications for Chairs

- Chairs allow committees to do screening work
- Chairs receive a proposed short list of candidates to invite to campus, with information on strengths and weaknesses of each, and take action
- Chairs respond to the short list by:
  - Approving it and sending forward to Dean
  - Determining if short list is sufficiently diverse
    - Based on applicant pool
    - Based on institutional goals and needs
  - Asking for a reconsideration if warranted
Case Study
RESOURCES & CONTACT INFORMATION

UTSA Faculty Recruitment Manual
provost.utsa.edu/VPAFS/documents/Faculty-Recruitment-Manual.pdf

Office of the Senior Vice Provost for Academic & Faculty Support
458-2700 l vpafs@utsa.edu l provost.utsa.edu/vpafs

Office of Equal Opportunity Services
458-4120 l utsa.edu/eos

Office of the Assoc. Provost for Faculty/Student Diversity & Recruitment
458-7544 l http://provost.utsa.edu/apfsdr