Key HOP Policies and Recent Guidelines

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HOP 2.11 Annual Faculty Performance Evaluation

• Describes chair’s role in the evaluation process related to:
  – Department guidelines
  – Department Review Committee
  – Faculty evaluation
  – Faculty developmental improvement or realignment of workload distribution

• Addresses how to handle leave issues
HOP 2.24 Third Year Review

• Describes chair’s role in Third Year Review:
  – With the Third Year Review Committee chair provides a copy of review and meets with faculty member
  – Writes a summary report to submit to the Dean along with all related materials

• Discusses follow-up reviews
HOP 2.10 Faculty Reappointment, Promotion, and Tenure

• Describes chair’s role:
  – Writes detailed review of the candidate’s performance in light department’s needs
  – Considers the DFRAC’s report, amplifies points of agreement, fully explains differences
  – Notifies candidate in writing of DFRAC and chair’s recommendations

• Also, addresses appointments at other institutions
HOP 2.34 Comprehensive Periodic Evaluation of Tenured Faculty

- Describes the chair’s role in the CPE:
  - Initiates election of Department CPE Committee
  - Reviews the Department CPE Committee’s report and writes his/her own report
  - Submits reports and materials to the Dean
  - Assists the dean if there is a need for adjustment in workload agreement or for a FDP
HOP 2.34 Faculty Grievance Procedure

- Contains Informal and Formal Components
- Most grievances concern performance evaluations
- Chairs required to participate in the process
- A number of deadlines and timelines are included
HOP 2.04 Faculty Recruitment

• Faculty Recruitment Manual provides detail regarding faculty recruitment process
• Describes chair’s role:
  – Prioritizes department needs with faculty input
  – Submits recommended committee member names to Dean and appoints chair
  – Reviews names submitted by committee and ensures consistency with recruitment goals
  – Submits Hiring Package
## Recruitment Plan Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>July</td>
<td>Form Search Committee and appoint chair; finalize advertisement</td>
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<tr>
<td>August – September 30</td>
<td>Training by VPAFS/EOS; place advertisement; send letters soliciting nominations</td>
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<tr>
<td>October 1 - 15</td>
<td>Soft closing date; review applicants; develop short list of candidates</td>
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<tr>
<td>October 15 - 30</td>
<td>Phone/video interviews (optional); extend soft deadline (if needed)</td>
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<tr>
<td>November, December</td>
<td>On-campus interviews with candidates on short list</td>
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<tr>
<td>January</td>
<td>Select best candidate; submit CBC for approval; work with Dean to develop startup package; negotiate offer</td>
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<tr>
<td>March 1</td>
<td>Offer letter given to and signed by the candidate</td>
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<tr>
<td>March – July</td>
<td>Prepare office and/or research space for new faculty member</td>
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<tr>
<td>June - August</td>
<td>Assist faculty member with transition to UTSA</td>
</tr>
<tr>
<td>August</td>
<td>New faculty orientation</td>
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HOP 2.02 Faculty Titles

• All NTT faculty titles are listed and defined
• Many NTT titles have been redefined to better accommodate the need for a professional and stable pool of NTT faculty at UTSA
• Most common titles: Lecturer (I-Distinguished), Professors in Practice, Research Professors
• Titles vary by emphasis on part-time/full time status and terminal/non-terminal degrees
HOP 2.50 NTT Faculty Recruitment, Evaluation, and Promotion

• Contains guidelines that cover NTT faculty at UTSA
• Recruitment process is required to fill full time multi-year NTT positions
• NTT faculty can be promoted and process described in HOP 2.50 should be followed
HOP 2.28 Appointing Former TT Faculty to NTT Faculty Positions

- Describes process by which TT faculty members can become NTT faculty members

- Key issues:
  - TT faculty member must resign position prior to notification by the president of the results of their tenure evaluation
  - Faculty member may apply for a multi-year position through recruitment process or for part-time positions as per department guidelines
Peer Observation

• Starting Fall 2014, any faculty going up for tenure or promotion must have undergone at least one peer observation

• Details of the peer observation rest within departments/colleges

• Assistant Professors observed once per year; Associate Professors observed once prior to seeking promotion

• Faculty members submit their response to the peer observer’s findings to the Chair
Mentoring

• All academic departments MUST have a mentoring program in place by Fall 2015
• Each department is free to design their own mentoring program
• A mentoring manual will be available sometime during the fall 2015 semester as a resource for departments
• Support for departments is only a call or e-mail away