



FACULTY RECRUITMENT MANUAL

Academic Affairs

Table of Contents

STATEMENT OF PURPOSE	3
FACULTY RECRUITMENT PROCESS & DIVERSITY	3
FACULTY POSITIONS: RESPONSIBILITIES	4
TENURE/TENURE TRACK HIRING PROCESS 2019-2020	4
PARTICIPANTS IN THE SEARCH PROCESS	4
Deans.....	4
Department Chairs.....	5
Search Committee	5
Search Committee Chair.....	5
GENERAL SEARCH PROCESS TIMELINE	6
STEPS FOR APPROVED SEARCHES.....	6
UTSA INCLUSIVE FACULTY RECRUITMENT TIPS	12
QUESTIONS?.....	14
APPENDIX.....	15

STATEMENT OF PURPOSE

As The University of Texas at San Antonio (UTSA) evolves into a great multicultural discovery enterprise, it is committed to building a highly qualified and diverse faculty in support of academic excellence. Your service as a Search Committee member or as a Diversity Access and Equity Advocate (Diversity Advocate) is instrumental to this commitment. This *Faculty Recruitment Manual*, developed jointly by Academic Affairs and Inclusive Excellence, provides guidance to ensure that a fair and effective standardized process is followed as you recruit colleagues to serve our diverse student population. The recruitment process is designed as a collaborative process with the result being general concurrence regarding the best qualified candidate for a position. Our collective efforts will continue to move us down the path of Inclusive Excellence.

The U.S. Equal Employment Opportunity guidelines as well as university policies, processes and procedures must be followed during every faculty search. **This manual sets out the processes and procedures for Tenured/Tenure Track (T/TT) faculty searches.** Failure to follow the processes outlined in this manual may result in the cancellation of a search. Cancelling a search delays hiring of new faculty and creates additional costs for your college and department. In addition, such failure could make both you *and the university vulnerable to legal challenges.*

FACULTY RECRUITMENT PROCESS & DIVERSITY

It is a university goal to identify, recruit, and retain highly qualified, talented, and diverse faculty for positions in all academic fields. Academic Affairs is responsible for developing and overseeing the faculty recruitment process.

Deans, Department Chairs, and Search Committees 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.



- Tips on Recruiting Diverse Applicants:
 - ✓ Incorporate inclusive excellence language in your position descriptions.
 - ✓ Maximize traditional and nontraditional search strategies.
 - ✓ Communicate the availability of positions to a broad, diverse, non-main stream and innovative advertisement platforms.
 - ✓ Expand discipline association involvement in the search process.
 - ✓ Actively search for diverse candidates by using the committee's network and resources.
 - ✓ Incorporate structured application and review processes.
 - ✓ Develop and execute strategies to attract qualified women and members of underrepresented groups.
 - ✓ Use the Accelerated Faculty Diversity Hiring Programs when applicable.

For more, see [UTSA Inclusive Faculty Recruitment Tips](#) at the end of this manual.

FACULTY POSITIONS: RESPONSIBILITIES

The University Strategic Plan and subsidiary planning processes at the college and departmental level, shall guide faculty recruitment activity and hiring decisions. **The Dean has the ultimate authority in the recruitment process for ensuring the recruitment of highly qualified and diverse faculty.** The Deans will establish and manage the recruitment budget for their respective college in order to achieve faculty recruitment objectives.

Deans shall stay informed about faculty hiring needs in the college through continuous consultation with the Department Chairs and through other means, such as recommendations from outside program reviewers, and benchmarking with other institutions. Deans shall maintain a prioritized list of faculty hiring needs in the college.

TENURE/TENURE TRACK HIRING PROCESS 2019-2020

The recruitment process is designed as a collaborative process with the result being the best-qualified candidate for a position. Faculty, Department Chairs, and Deans actively collaborate toward that end.

Position requests are done by chairs and deans through the faculty request portal, <http://provost.utsa.edu/resources/dean.html>. The Provost grants final approval of position requests. UTSA uses STARS, an online automated employment system to post and hire faculty positions. The STARS system is managed and supported by Human Resources. **Faculty recruitment contacts in HR are Ron Fosmire (ext. 4256) and Cheryl Huguley (ext. 8221).**

Participants in the Search Process

Deans

- Review and approve recommendations from the Department Chairs for Search Committee members and the Search Committee Chair. Diversity should be taken into consideration when appointing members to a Search Committee, using the recommended faculty search committee composition. The Dean has final approval for who serves on a Search Committee. Review and approve Recruitment Plan before submission to Academic Affairs.
- Receive and consider hiring recommendations from the Department Chair leading to the hiring of a candidate.
- Cancel a search at any point if the search process has not produced a pool of candidates of sufficient quality and diversity, or if the search process has not fully complied with the requirements of this policy.

Department Chairs

- Upon receiving approval from the Dean, initiate the search process by submitting recommendations of Search Committee members to the Dean. Diversity should be taken into consideration when appointing members to a Search Committee by using the recommended faculty search committee composition.
- Review and approve Recruitment Plan before submission to the Dean.
- Solicit information to contact potential candidates for a position from faculty members in the department not on the Search Committee. Potential candidates should be directed to apply via STARS.
- Receive and review the recommendations submitted by the Search Committee regarding the most qualified candidates.
- Forward or communicate recommendations to the Dean and ensure that candidates forwarded to the Dean reflect the University's goal for faculty appointments.
- Retain search files for each faculty search in the department office (three-year retention).

Search Committee

- Develop a Recruitment Plan for the search.
- Attend Search Committee training each time appointed to a search committee but only once in a year.
- Incorporate inclusivity search practices received from the trainings.
- Actively recruit qualified diverse candidates.
- Screen applicants, identify leading candidates, and advise the Department Chair and the Dean concerning candidate qualifications and suitability for the position.
- Develop, review and submit a list of candidates for phone/Skype and/or On-Campus interviews to the Department Chair.
- Interview candidates.
- Submit review of candidates to the Department Chair.

Search Committee Chair

- Manage the overall process of the search and ensure the search requirements are being complied with.
- Attend all Search Committee meetings, candidate interviews, and sessions involving official committee deliberations regarding candidates.
- Provide oversight of process as outlined in this manual.
- Lead the incorporation of "Inclusive Search" instruments to reduce implicit bias.
- Ensure fair and equal treatment for *all* candidates throughout the search process.
- Identify issues and discuss concerns with Department Chair, Dean, or Academic Affairs.
- Attend Search Committee Chair training each time appointed to a search committee but only once in a year.

GENERAL SEARCH PROCESS TIMELINE

The Provost is committed to ensuring that the faculty search process results in the recruitment and employment of highly qualified faculty. The timeline below provides a roadmap for an efficient hiring process.

July/August	Form Search Committee and appoint chair; finalize advertisement
August/September	Complete recruitment plan; solicit nominations; complete job posting in STARS, training for committee chairs and search committees
October	Soft closing date; review applicants; develop short list of candidates
October	Phone/video interviews
November & December	On-campus interviews with candidates
January	Select best candidate work with Dean to develop startup package; negotiate offer
March 1	Offer letter given to and signed by the candidate
March – July	Prepare office and/or research space for new faculty member; gather materials together and submit hiring packages by mid-April.
June - August	Assist faculty member with transition to UTSA
August	New Faculty Orientation

STEPS FOR APPROVED SEARCHES

The search committee composition and Phase I Recruitment Plan must be approved by the Department Chair, Dean, and Academic Affairs before proceeding through the search process.

Faculty Search Committee Composition

- Chair submits search committee for approval by dean
 - Minimum to include 3 T/TT faculty members
 - The Committee Chair role includes Diversity Advocate
 - At least 1 member should be URM* or a women whenever possible
 - At least 1 member from another department or external subject matter expert

Department Chair Search Committee Composition

- Dean submits search committee for approval by Academic Affairs
 - Must be chaired by another department chair in the college or outside
 - The Committee Chair role includes Diversity Advocate **(The Diversity Advocate serves as the “Inclusivity” hiring expert charged with facilitating the incorporation of the inclusivity hiring guidelines in the faculty search process.)*
 - Have 1 associate dean from the college
 - At least 1 chair from outside the college
 - At least 1 chair from the college
 - At least 2 faculty members from the department
 - At least 1 member from another department or external subject matter expert

*Under Represented Minority (URM)

Underrepresented minority (URM) faculty are faculty whose racial/ethnic makeup falls into one of the following groups: Hispanic, Black/African-American, American Indian or Alaskan Native, Native Hawaiian or Other Pacific Islander, or two or more races. Race/ethnicity is measured using IPEDS categories, therefore International faculty (faculty who are not US citizens or legal permanent residents) are retained in their own racial/ethnic group and are not considered URM faculty. Source: Texas Higher Education Coordinating Board Faculty Report (CBM008)

1) Phase I Recruitment Plan

- a) SharePoint folders have been created so that the department chairs can upload the final recruitment plan (Phase 1) for Dean and Academic Affairs Approval
 - i) The document should be uploaded as a Word document with the following file name “Title of Search_Dept_College_date”
 - (1) Once approved by Dean, the Dean or the Dean’s designee should email Kirstin Wilsey, Kirstin.Wilsey@utsa.edu, that the file is ready for Academic Affairs review
 - ii) Academic Affairs by email will approve the recruitment plans to the Deans and the finalized approved materials will be in SharePoint with the files labeled ‘**approved**’. After receiving approval from Academic Affairs the department/college can set-up the STARS position, publish advertisements, and start receiving applications.
- b) Recruitment Plan Phase 1 includes
 - (1) Schedule for the search process
 - (2) The search committee composition
 - (3) Job Description
 - (a) Position and rank
 - (b) Closing date if applicable
 - (c) Required and preferred qualifications

- (d) What candidates must submit
 - (i) Required CV
 - (ii) Provide a research and teaching statement, which includes discussion on the role diversity and inclusion plays in an academic environment.
- c) Required statements
 - (1) Inclusive Excellence language, <https://www.utsa.edu/inclusiveexcellence/programs/recruitment/inclusivehiring/language.html#language>
 - (2) statement indicating whether candidates who have not completed their doctoral dissertation (ABDs) will be considered
 - (3) If one or more of the positions advertised includes tenure upon hire, the ad must include the statement “Tenure is contingent upon Board of Regents approval.”
 - (4) “Applicants who are selected for interviews must be able to show proof that they will be eligible and qualified to work in the United States by time of hire.”
 - (5) UTSA is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.”
- d) Advertisements
 - i) The short and long advertisement
 - ii) Subject matter or professional organizations the department will advertise in and how (online vs. print) UTSA will place in diversity publications

2) Phase 2 Recruitment Plan

- a) Approval is required by the department chair and Dean. The SharePoint folder can be used to aid in this process.
- b) A review matrix for candidates for Video/phone interviews and on-campus list
 - i) Examples including a diversity rubric are provided in the appendix.
- c) Screening interview questions for Video/Phone including the following diversity question
 - i) The University of Texas at San Antonio (UTSA) strives to be a model of equity and inclusion to support all members of the UTSA community representing varied abilities, viewpoints, backgrounds, and life experiences. Please describe what qualifications and/or experiences have prepared you to contribute to fostering an inclusive environment where everyone is welcome and valued?
 - ii) Diversity rubric is provided in the appendix.

3) Training

- a) Search committee chairs
 - i) Face-to-Face session on recruitment process and implicit bias, inclusive excellence, subjective reviewing, etc. register for available sessions at mytraining.utsa.edu
- b) Search committee members
 - i) Online course, Blackboard, you will be enrolled

- c) If serving as both a Committee Chair and as a Committee Member, then attending the face-to-face session will fulfill the training requirement for the year.

4) Candidate Screening Process

- a) Approved review matrix is used to screen candidates. Those candidates who meet the minimum requirements please change the workflow state in STARS to; **“Reviewed-Meets Minimum Qualifications”**
 - Applicants selected for video or phone interviews will then be moved to the workflow state **“Long List”**
At this point, email HR at Employment@utsa.edu and include your **Long List** applicants
 - i. HR will review and reply with next steps
 - ii. **To pull a department EEO Report please see the addendum**
- b) At least 1 URM and woman candidate must be interviewed (Inclusivity Requirement)
 - i) If the pool does not meet the “Inclusivity” requirement, HR will recommend candidates that have met the minimum requirements to be included in the video/phone interviews.
- c) Exceptions to the “Inclusivity” requirement are approved through a memo to the Dean from the Department Chair to justify why this requirement cannot be met. The Dean will review and make a determination.
- d) Required to do video/phone interviews
- e) Approved screening interview questions must be used with each candidate
- f) At least 2 search committee members must be present during interviews

5) On-Campus List

- a) By memo, Committee makes recommendations for on-campus interviews to department chair
 - i) All candidates interviewed by video/phone separated into On-Campus Interviews and Alternates
 - ii) After completing the video/phone interviews, candidates selected for on-campus interviews will then be moved to the workflow state **“Short List”**
 - (1) A minimum of 3 candidates must be in the On-Campus list
 - iii) Strength and weakness for each candidate must be given
 - iv) The list must include 1 URM, or woman candidate, for on campus interviews
- b) By Memo, the Department Chair makes recommendations for on-campus interviews to Dean from the committee’s memo
- c) Dean reviews and approves list of on-campus interviews
 - i) At this point, email HR at Employment@utsa.edu and include your **“Short List”** candidates
 - (1) HR will review and reply with next steps

- ii) Exceptions to the “Inclusivity” requirement approved through a memo from the Dean to Academic Affairs to justify why this requirement cannot be met. Academic Affairs will review and make a determination.

6) Campus Interviews

- a) Chair invites approved on-campus list from Dean of candidates for interview
- b) If an associate or full professor position DFRAC must meet prior to on-campus interview of all candidates and provide the recommendation to the department chair
- c) Search committee must develop a list of standard questions for all candidates when they meet with them
- d) Each candidate should have a uniform schedule and no receptions shall be hosted at faculty or administrator’s houses
- e) Those to be hired with tenure need to meet with the Sr. Vice Provost of Academic Affairs or their designated delegate during their on-campus interview. Contact Monica Lucero, monica.lucero@utsa.edu to set up.
- f) Department Chair provides contact information and offers candidates the opportunity to meet with UTSA affinity groups (<https://www.utsa.edu/inclusiveexcellence/our-approach/affinity-groups/index.html>) or meet with the Vice President for Inclusive Excellence, Dr. Myron Anderson. Contact Cynthia Arreola, cynthia.arreola@utsa.edu, to set up meeting. The candidate is responsible for reaching out.
- g) An electronic packet will be given to the departments to give to each candidate about UTSA, San Antonio, or provide them with the website link to the “Stealth Recruitment Portal” at <https://www.utsa.edu/inclusiveexcellence/programs/recruitment/inclusive-recruitment/index.html>.

7) Recommending Final Candidate

- a) By memo, the Search Committee makes recommendations to Department Chair
 - i) All candidates interviewed separated into two categories Acceptable and Alternatives
 - ii) Strength and weakness for each candidate must be provided
- b) By memo, Department Chair provides recommendation to Dean
 - i) Provide recommendation for the final candidate including strength and weaknesses of each candidate who interviewed
 - ii) Candidate(s) selected for hire will then be moved to the workflow state “Finalist”
- c) Dean reviews and submits final candidate to Academic Affairs through the hiring portal for approval to hire
 - i) *A separate manual will be available in the future on the Portal and required information to upload*

8) Extending an Offer

- a) Once approved by Academic Affairs in the portal, then an offer can be extended to the candidate
- b) This process is repeated until a candidate is hired or the search is canceled

UTSA INCLUSIVE FACULTY RECRUITMENT TIPS-

Inclusivity and Excellence are two core values of UTSA. Recruiting, and retaining highly qualified, faculty for all academic fields is paramount to being a model University as it relates to teaching, research and student success. To this end, below are some additional proven best practices to assist in your quest to be inclusive in recruiting high quality faculty to UTSA.

Before the Search

- Faculty commitment. This is the most important resource as faculty make up over 70 percent of the persons evaluating, implementing policies, recruiting formally and informally, referring and designing position responsibilities and position descriptions for the recruited faculty and is where the decisions are made to hire.
- Review College and Department annual hiring data. Having an understanding of your College and Departments faculty diversity (gender and race/ethnicity, etc.) for tenure/tenure track faculty will assist you in developing your strategy for recruitment. It is important to know year to year how your College and Department is doing in regard to diversifying your faculty.
- Attend the search committee training to acquire knowledge in regard to EOS, HR, and the Office of the Provost Search policies, processes and procedures.
- Review the position description advertisement to ensure that Inclusive Excellence language is incorporated throughout the announcement. Please visit <https://www.utsa.edu/inclusiveexcellence/programs/recruitment/inclusivehiringlanguage.html> for more information and to review examples.
- Identify search committee and discipline specific faculty networks to circulate the position announcement to promote diversity.
- Create a recruitment plan that ensures a comprehensive search process emphasizing diversity and high quality throughout. This may include, but is not limited to, the placement of the ads in locations where underrepresented candidates may access.
- Create a diverse search committee consisting of men, women and members from underrepresented groups who can bring multiple perspectives to the committee; and who are fully committed to the institution's goal of recruiting excellent diverse faculty.
- Expand your organizational associations. It is important to have ongoing relationships with local and national underrepresented organizations (Southern Region Education Board (SREB) and Hispanic Association of Colleges and Universities (HACU), Historically Black Colleges and University's (HCBUs), The Association to Advance Collegiate Schools of Business (AACSB), The Ph.D. Project, etc.) and special interest groups as well as institutions that produce graduate students of color. These relationships can pay huge dividends when recruiting underrepresented scholars as personalization is "key" in achieving successful hires.

During the Search

- Encourage all search committee members to reach out to high potential diverse candidates to encourage them to apply for open positions. Networking and hands on recruiting efforts can be very effective.

- Cast a wide net to advertise; underrepresented groups and organizations, listservs, bulletin boards, professional networks, contacts, conferences, visiting diverse scholars who may have presented on campus, visit institutions that produce large numbers of underrepresented PhDs.
- Provide a faculty contact for communication throughout process, as well as information about the University, College, and the San Antonio area.
- Reinforce to the candidate that if they have any questions that arise once they return home to please feel free to contact the UTSA search point of contact.
- Emphasize that creating a welcoming and inclusive environment is very important at UTSA. Provide the opportunity for candidates to meet with key groups and other diverse faculty on campus.
- Provide an opportunity for the candidates to meet with the Vice President for Inclusive Excellence. This will provide the candidates with an additional university contact and an opportunity for general discussion.

After the Search

- Evaluate the search process; what went well during the search? What, if anything, could have been done better to enhance a more diverse outcome?
- Follow up soon with the new hire to introduce them to “key” College and Department contacts and to promote a smooth transition and successful onboarding.
- Introduce the new faculty hire to the Tenure Track Networking Club <https://www.utsa.edu/inclusiveexcellence/programs/retention/tenure-track-networking-club/index.html> to serve as an additional resource to enhance their tenure track journey.
- Consider sponsoring on and off campus events to showcase the new faculty hires research, teaching and service.
- Continue to develop internal data bases and systems to identify and hire diverse talent, i.e. point potential faculty to the Stealth Recruitment Portal <https://www.utsa.edu/inclusiveexcellence/programs/recruitment/inclusive-recruitment/index.html>.

Final Thought

*The goal is **not** to recruit diverse faculty who are excellent.....The goal is to **hire** excellent faculty who are **diverse**. ~Dr. Myron Anderson~*

Questions?

Contact:

Academic Affairs-Faculty Success

210.458.4110

heather.shipley@utsa.edu or kirstin.wilsey@utsa.edu

Inclusive Excellence

210.458.4451

myron.anderson@utsa.edu or Cynthia Arreola cynthia.arreola@utsa.edu



- Strategic Hiring Initiatives:

- Clustered and Connected Hiring Program
- Advancing Academic Excellence through Accelerating Faculty Diversity Hiring Program
- Dual Career Academic Partners Hiring Program
- Advancing Academic Excellence through Accelerated Hiring of Nationally Recognized Faculty Program.

For more, see [website](#).

Inclusive Hiring Question

We encourage an environment of dialogue and discovery, where integrity, excellence, inclusiveness, respect, collaboration and innovation are fostered. The Inclusive Excellence Advisory Board recommends that the following question is included in job applications or interviews (whichever is deemed appropriate) for all positions hired at UTSA. The evaluation rubric serves as a guide to measure the applicant’s response.

Question

The University of Texas at San Antonio (UTSA) strives to be a model of equity and inclusion to support all members of the UTSA community representing varied abilities, viewpoints, backgrounds, and life experiences. Please describe what qualifications and/or experiences have prepared you to contribute to fostering an inclusive environment where everyone is welcome and valued?

Evaluation Rubric

1 being lowest- 4 being highest

Criteria	1 (no demonstration)	2 (limited articulation of issues; few examples of experiences related to diversity and inclusion provided)	3 (adequate understanding of issues; multiple examples related to diversity and inclusion provided)	4 (exceptional understanding of issues; substantial, consistent examples related to diversity and inclusion provided)
Identifies qualifications, intellectual contributions and experiences working and engaging with diverse populations				
Demonstrates participation in events and initiatives designed to promote equity, diversity and inclusion				
Demonstrates leadership in developing and/or implementing policy or programs designed to advance diversity and inclusion				

Accessing the EEO Report

- To access, click the posting title

<input type="checkbox"/>	Title of Position	Requisition Number	Department	Active Applications	Workflow State
<input type="checkbox"/>	Test Posting 2-Do Not Apply	BES20170518P	HUMAN RESOURCE SERVICES (BHR001)	1	Closed

- Select the "Reports" tab

Department: HUMAN RESOURCE SERVICES (BHR001)

Summary | History | Applicants | Reports | Hiring Proposals

- Select the "Departmental EEO Report"

Summary | History | Applicants | Reports | Hiring Proposals

- Applicant List Report
- Applicants In Process Report
- Departmental EEO Report