

UTSA Academic Affairs

Special Opportunity Hire Mechanism

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 protracted time constraints of a formal faculty search. The Provost and Deans can use the Special Opportunity Hire mechanism 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. Good examples appropriate for consideration under this mechanism include, but are not limited to, a narrowly qualified search for an Endowed Chair or similarly experienced faculty with distinctive expertise that fills strategic needs and time-sensitive interest in relocation, accomplished faculty from groups traditionally under-represented in higher education, or an accompanying spouse/partner of a new faculty recruit.

Please note that the Special Opportunity Hire mechanism **cannot** be used to fill advertised faculty positions. Before active recruitment of an individual suitable for the Special Opportunity Hire mechanism can begin, the Dean needs to confirm available funding sources with the Provost.

Faculty members can nominate individuals for Special Opportunity Hires by notifying in writing their respective Department Chair. Internal dialogue amongst UTSA colleagues is encouraged in developing the nomination, although *confidentiality of these internal discussions* is essential to this process to protect the individual's interests and enhance the likelihood of successful recruitment to UTSA.

Once a promising special opportunity individual is identified, the Dean, in consultation with the Department Chair, prepares a written candidate nomination proposal and funding plan to be presented to the Provost for review. The Department Chair requests 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. Please note that the preliminary offer letter, Source of Funds form, draft start-up support list and the individual's CV are required and should be attached to the written candidate nomination proposal prepared by the Dean.

The Provost reviews the Dean's written candidate nomination proposal, funding plan and required materials. If the proposal and funding plan are approved, the nominated individual is approved as a candidate and the hiring process is then authorized to proceed per established Academic Affairs guidance. The Dean, in consultation with the relevant Department Chair, initiates the process of candidate review to hire in accordance with established guidelines prior to final negotiations.

Questions? Please contact Academic Affairs by calling (210) 458-4110 or emailing the Senior Vice Provost, heather.shipleigh@utsa.edu for additional assistance.