Faculty Hiring

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FACULTY HIRING

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AGENDA

- Recruiting and Interviewing
- Making an offer
- Faculty titles and positions
- Non-tenure track contract terms
- Prior Approval Requests (PARs)
- Onboarding, mentoring

RECRUITING

- Faculty positions should be competitively recruited
- Post positions on Faculty Recruitment Website
- Post ads in academic publications
- Posting waivers
INTERVIEWING

- The charge and composition of search committee is key
  - Include faculty who are committed to diversity and excellence
  - Include women and minority groups
- Search strategy should be guided by department's and college's strategic plan
- Involve students in the process when possible
- Beware of cognitive biases
  - [link](https://www.cscollege.gov.sg/Knowledge/Pages/Cognitive-Biases-in-Selection-Decisions.aspx)

INTERVIEWING

- Be consistent in the treatment of applicants
- Be transparent about the process
- Process must be documented:
  - Keep a copy of ads in all posting venues
  - Interviewing and selection process
  - Makeup of those involved in hiring decision
  - Applicant pool

MAKING AN OFFER

- Preliminary Negotiations
  - Must be very clear that it is not an official offer
  - Should not resemble official offer memo in format
  - Should not include formal acceptance signature
- Final offer must include official boiler plate language
  - [link](http://www.utexas.edu/provost/policies/offer_letters/
- Document various commitments
  - Moving expenses
  - Relocation allowance
  - Research/development support
  - Dual career hire commitments are not included in primary hire offer
MAKING AN OFFER

- AAU standard: May 1 deadline for offer to TN/TT faculty who holds position at another AAU institution
  - Applies to Fall start dates only
  - Provost requests waiver from other institution

- Mandatory August start date for TN/TT
  - Allows time to get settled and prepared for start of classes
  - Attend faculty orientation
  - Begin insurance eligibility

FACULTY TITLES

- Regents’ Rule 31001
- Tenured (TN)
  - Professor, Associate Professor
- Tenure-Track (TT)
  - Assistant Professor
  - Instructor – contingency when PhD not yet awarded
    - Can have reduced rate
    - If PhD awarded during first year, can be promoted to Assistant Professor without formal review
    - If PhD awarded during second year must have formal review for promotion
    - All in third year require formal review regardless

FACULTY TITLES

- Professor or Associate Professor Without Tenure
  - New, external senior hires whose careers have been in non-academic settings
  - Maximum probationary period is four years
  - 3rd year in rank is up-or-out promotion review
FACULTY TITLES, NON-TENURE TRACK (NT)

Lecturer, Sr. Lecturer, Distinguished Sr. Lecturer

- For teachers who augment and complement tenured and tenure-track teaching faculty
- Distinguished Sr. Lecturer generally reserved for promotions, not new hires
- Multi-year contracts
  - Intended to recognize extended and exemplary service to the instructional mission
  - Normally extended after six or more semesters at UT Austin
  - Must be at least half time; cannot exceed 3 years
  - Expected for promotions to Sr. and Distinguished (2 & 3 years respectively)

NON-TENURE CONTRACT TERMS

- Short term – Generally, 1 year or less
- 2 or 3 year fixed
- 2 year rolling – 2 year contract term extended one year each year rather than the assignment of a new contract term after the previous term has ended
- 3 year rolling – 3 year contract term extended one year each year rather than the assignment of a new contract term after the previous term has ended

FACULTY TITLES, NON-TENURE TRACK (NT)

Clinical series: Instructor, Assistant, Associate, Full

- For teachers who employ a clinical mode of instruction, and/or are involved in a professional clinical experience program
- Often will have active research agenda
- Criteria are discipline specific and shall be established by the department and college
- Multi-year contracts
  - Normally one year only for Assistant
  - Allowed for Associate and Full if determined by dean to be in best interest of institution
  - Must be at least half time
FACULTY TITLES, NON-TENURE TRACK (NT)

Research Professor series: Assistant, Associate, Full
- Expected to focus primarily on conducting research rather than to assume the full academic responsibilities of teaching, research, and service
- Expected to develop independent research program and also be involved in activities traditionally thought of as professorial
- Funding for research activities are to be from extramural sources, use instructional funds only when instructor of record for organized class
- Multi-year contracts
  - Normally one year only but can be longer if determined by dean to be in best interest of institution

Adjunct Professor series: Assistant, Associate, Full
- For qualified person from business, industry, government, private practice, or another institution of higher education when teaching a course
- Period of appointment may not exceed one year

Visiting Professor series: Assistant, Associate, Full
- Temporary appointment for individual visiting from another institution of higher education where they hold similar rank
- May not exceed two years total

FACULTY POSITION TYPES

- Primary – all faculty must have primary
  - For joint positions, primary designation is generally retained by the original hiring unit
- Joint – formal faculty relationship in another department
  - Generally should be assigned to the position with equal or less % time
- Primary/Joint designation is essentially administrative and does not denote hierarchy of importance or commitment
FACULTY POSITION TYPES

- **Courtesy** – less formal affiliation with another department or center
  - No percent time or rate; any monetary contribution is recorded as funding source on primary or joint position
  - Can pay supplement
  - Used only when there is already a primary position in another department
- **Academic and Research Centers**
  - Cannot own TN/TT positions
  - Affiliations should be established with courtesy position

PRIOR APPROVAL REQUEST (PAR)

- All faculty hires must receive prior approval before a formal offer can be made
- This is to ensure all aspects of the hire are sufficiently documented, and all policies and procedures have been followed

PAR LEVELS OF APPROVAL

- **Department Chair**
- **Dean**
  - May be delegated to tenured Associate Dean
- **TN and Research faculty positions receive additional review by**
  - Provost
  - Senior Vice Provost for Faculty Affairs
  - Vice President for Research
  - Senior Vice Provost and Dean of Graduate Studies
- **Non-departmentalized colleges**
  - 2 levels of review required
  - TT PARs final approval in the Provost’s office
REQUIREMENTS FOR PAR
- Statement from Department Chair and/or Dean for TN
- Curriculum Vitae
- Teaching Assessment signed by Department Chair (or faculty delegate)
- Referral letters
- Language Assessment
- Written approval of institutional commitments (email will suffice)
- Recruiting process documentation

ONBOARDING
- Ensure that various compliance requirements are completed on time
  - Before start date: Background Check and Review of Education Credentials
  - Within first 3 days: I-9 and Ethics statement
  - Within first 30 days: Sexual Harassment, EEO, IT Security
- Make sure new faculty get information about services and resources available
- New faculty seminar and new employee welcome orientation

MENTORING
- Encourage a mentoring culture by providing formal and informal opportunities for networking and professional development
- Engage senior faculty in discussions about mentorship
- Encourage peer mentoring networks and collaborations both within and across colleges
- Establish accountability for mentors and mentees
ADDITIONAL RESOURCES

Harvard University, Faculty Development & Diversity: http://www.faculty.harvard.edu/development-and-mentoring/faculty-mentoring-resources

Stanford University, Vice Provost for Faculty Development and Diversity: https://facultydevelopment.stanford.edu/professional-development/counseling-and-mentoring

UC Berkeley, Vice Provost for the Faculty, Mentoring Program: http://vpf.berkeley.edu/faculty-mentoring

University of Michigan, links to resources for faculty mentoring: http://www.crlt.umich.edu/faculty/mentoring