

FACULTY SEARCH PROCESS

College of Arts and Sciences, University of Texas at Tyler

The College of Arts and Sciences adheres to the [**Statement of Ethics of Recruitment and Faculty Appointment**](#) adopted by the Council of Colleges of Arts and Sciences and the AAUP

1. New lines must be approved by the VPAA—This typically occurs during the budget process.
2. Department chair selects a search committee. Chair gives a copy of the CCAS **Statement of Ethics of Recruitment and Faculty Appointment** to the committee.
3. Duties of Search Chair:
 - a. write vacancy announcement
 - b. determine placement of announcement, contacts to be made, etc.
 - c. arranges campus visits
4. Dean reviews announcement and chair places position announcement in appropriate outlets to reach broadest applicant pool. All searches should be aggressive in reaching minority and women applicants in the most effective way possible.
5. Depending on the number of searches in the college, the dean's office or the VPAA's office may place one or more ads in the Chronicle of Higher Education.
6. All ads should conform—in terms of description, obligations, limitations, etc. to the **Statement of Ethics of Recruitment and Faculty Appointment**
7. Applications are kept in the departmental office as they come in.
8. The Committee narrows down the list to 3 or 4 candidates. Narrowing may be done in a variety of ways—telephone interviews, reference checks, interviews at national meetings, etc.
9. Final list is discussed with the Dean who approves the invitation to bring candidates to campus.
10. On-campus interviews are scheduled by the department. Interviews are conducted with strict adherence to the **Statement of Ethics of Recruitment and Faculty Appointment** . Interviews typically include teaching a class, making a research presentation, meeting with the department chair, the department faculty, the selection committee, students and the dean. Also a tour of campus, the library, the town and a brief meeting with Human Resources should be included.

11. After the campus visits are concluded the committee makes a recommendation to the chair, and the chair in turns makes a recommendation to the dean. The chair and dean agree on salary, rank and other details.
12. Negotiations with the candidate are carried out by the department chair.
13. If the offer is verbally accepted, the dean drafts a letter of offer for the VPAA's signature.
14. Draft of letter, c.v. and EEO compliance form are sent to VPAA office, which mails out the letter.
15. Applications are kept in the department office for the time period required by the records retention schedule.