

Texas Tech University
COLLEGE OF ENGINEERING
Operating Policy and Procedures
[Approved by Executive: 05-02-07]

COE OP 10.16: Faculty Hiring Procedures and Guidelines

Date: March 2007

Purpose: The purpose of this Operating Policy is to establish the procedure for hiring tenure and non-tenure track faculty in the College of Engineering. It does not apply to research faculty positions.

Review: This OP will be reviewed summers of every odd-numbered year by the Dean's Office, with recommendations for revision presented to the departmental chairs by August 15.

University OPs Related to Faculty Hiring

- Regents Rules, Chapter 4, section 04.02.3c Types of Appointments, Non-tenure-acquiring appointments
- OP 32.01 Promotion and Tenure Standards and Procedures (for appointments with tenure)
- OP 32.03 Academic Deans, Associate Deans and Department Chair Persons
- OP 32.16 Faculty Recruitment Procedure
- OP 32.17 Faculty Appointments and Titles (especially Section 4e.)
- OP 32.19 Non-native English Speaking Faculty and Teaching Assistants
- OP 32.20 Annual Renewal of Certain Faculty Employment Contracts
- OP 32.22 Selection of Endowed Chairs and Professorships
- Faculty Excellence Fund

POLICY/PROCEDURE/GUIDELINES

1. Tenure-acquiring Faculty Positions Procedures

1.1 Initiating a search:

- To fill any new or replacement faculty position in the college, a department submits a Position Request Form (Attachment A) to the Dean's Office to document the intended rank, salary range, area of expertise, the chair of the search committee and a draft position announcement.
- Upon approval of the Position Request Form by the Dean, a memo requesting the position will be sent to the Provost's Office for approval by the Dean's Office.

- Upon approval of the Position Request by the Provost's Office and the allocation of a Faculty Vacancy Number, the Dean's Office will notify the department and College Financial Officer.
- No faculty search will be initiated until a Faculty Vacancy Number is provided to a department by the Dean's Office.

1.2 Conducting the search:

- All tenure track appointments will only be made after a national search process.
- A unique search committee will be established for each open tenure-acquiring faculty position. For Assistant and Associate Professor Positions the Search Committee should have a minimum of three members and be representative of the department. For Professors, Endowed Chairs and Department Chairs the committee should include an external member who is a faculty member from outside the department and/or outside of the college. Efforts should be made to include diversity in the search committee with a faculty member from a group underrepresented in engineering (women, Hispanics, African Americans, Asian Americans, or Native Americans). These may be external members if they are unavailable from within the department.
- Department Chairs select search committee chairs except for Department Chair searches where the Dean will appoint the chair of the search committee and the committee members.
- Search committees for faculty positions associated with an endowed chair or professorship will include the dean or dean's representative, a Horn Professor, and at least one representative from outside the department and at least one faculty member outside of the college. Faculty members on the search committee are expected to have a strong research track record and high standards for scholarship.
- The search committee will invite the dean to attend one of its first search committee meetings to discuss recruiting strategies that align with department and college goals and any specific expectations for the new faculty member.
- The search committee will develop the draft position announcement to an advertisement. The Executive Associate to the Dean can provide sample wording regarding the college and the community and a graphic template. The chair of the search committee will meet with the Vice Provost and the Associate Vice President for Diversity to discuss the advertisement and diversity issues. The advertisement must be submitted electronically to the Vice Provost and his/her Executive Assistant.
- The search committee chair is responsible for assuring the position is advertised widely. This includes hard-copy publication in at least one professional venue, posting on the TTU, College and Department Websites, and distributing the advertisement via electronic means to appropriate groups. The search committee must document that it made every attempt to attract a diverse pool of candidates which includes distributing the advertisement to venues targeted toward underrepresented groups. (The Dean's Office can provide information on

venues.) In an effort to continue to increase the pool of prospective faculty applicants, the Office of the President may assist with purchasing advertising space for job announcements in the Journal of Blacks in Higher Education (JBHE), Diverse Issues in Higher Education and/or in the Hispanic Outlook in Higher Education. Check with the Office of the President and send all announcements to ***position*** (rosa.gallegos@ttu.edu).

1.3 Selection of finalists and interviews:

- Initial screening of applicants should be via the selection criteria matrix template provided by the Provosts Office (www.depts.ttu.edu/personnel/hiringmatrix.aspx). The chair of the search committee should meet with the department chair to discuss the strength and diversity of the applicant pool of those candidates that meet the minimum qualifications for the position. (For Department Chair searches the search committee chair meets with the Dean.) The search will continue if the applicant pool does not contain sufficient applicants meeting minimum selection qualifications or sufficient efforts at diversifying the applicant pool have not been made.
- The search committee will seek written and/or oral references from referees and other individuals knowledgeable of the candidates selected for campus interview. The search committee will ascertain the credentials of any references.
- Once candidates are selected to interview on campus, the role of the search committee transitions from a “selection committee” to a “recruiting committee”. *Candidates should view laboratories and/or meet with faculty with similar interests outside of the department and/or the College.* Be proactive in assuring the candidates see the best of the department, the college, the campus and our community.
- When candidates are brought to campus, they are to meet with the Dean (or representative), the Associate Dean for Undergraduate Studies, and the Associate Dean for Research. For senior appointments (professors, endowed chairs and department chairs) the candidates are to meet with the Provost’s Office and the Vice President for Research (or representative). *Candidates for department chair should also have a meeting with other departmental chairs.* Endowed chair candidates must also meet with the Provost’s ad hoc recommendation committee, per OP 32.22.
- The search committee will seek written input from all individuals the candidate met with during their visit and will compile that information and make it available to the Department Chair and or Dean. The search committee will provide input to the department chair regarding the candidates consistent with the chair’s charge to the committee.

1.4 Selection of the final candidate

- After conferral and concurrence by the Dean, the Department Chair informs the candidate of our intent to offer the individual the position and negotiates tentative terms subject to Dean and Provost Approval. Salary offered must be within the salary range requested in the Position Request Form, unless written agreement has been obtained by the Dean. The start-up package funding must be approved via signature by the Dean and the Vice President for Research. The Office of Research Services Start-up Request form may be found at: <http://www.depts.ttu.edu/vprgs/startup.php>.
- Once the Dean and Provost agree to the negotiated salary and start-up terms, the department chair can send an unofficial letter of offer to the candidate. The letter must include the phrase “This offer is tentative and subject to approval of the Provost.” The informal letter must include statements regarding expectations of research (including publications and obtaining external funds) and teaching, accountability for effective use of start-up funds, annual performance evaluations, 3rd year review and the anticipated tenure review within six years of appointment. The letter should include a place for the individual’s signature of intent to accept the formal offer and request a copy of the social security card and driver’s license of the candidate.
- When the unofficial offer is accepted by the candidate, the Department Chair prepares an electronic PAF and sends a hire packet to the Dean’s Office which includes a cover memo, a copy of the unofficial offer letter, the signed start-up package, documentation of how the start-up funds will be used (specifically equipment/supplies), vita, transcripts*, a copy of the candidate’s social security card and driver’s license and US Immigrant status documentation if not a US citizen. (*Copies of transcripts are permitted for making the offer upon condition that original transcripts are being received for verification.)
- When the Dean’s Office approves the electronic PAF, a copy of the packet is retained in the Deans Office. The Dean attaches an electronic memo to the Provost and Vice President for Research in support of the offer and forwards to the Provost and Vice President for Research.
- The Provost’s Office will send a copy of the official offer to the candidate when all documentation is accepted. Both the Dean’s Office and the hiring department will retain a copy of the offer letter with signatures.

1.5 Arrival of Candidates

- New tenure acquiring faculty will participate in the university’s New Faculty Orientation at the beginning of their first fall semester. In addition, new faculty will participate in the college’s new faculty orientation and mentoring program.

2. Non-tenure acquiring faculty positions

- Non-tenure acquiring faculty positions include faculty in the ranks of instructor, lecturer, visiting assistant professor, visiting associate professor, visiting professor, adjunct assistant professor, adjunct associate professor, adjunct professor, and research scientist/research professor.
- The identification and selection of individuals to fill non-tenure acquiring faculty positions (part-time or full-time, temporary or recurring positions) except visiting faculty positions (visiting assistant or associate or professor) is determined by the department. Vita, references and a teaching statement are required to be forwarded to the Provost's Office and maintained in the departmental records.
- Visiting faculty positions (visiting assistant or associate or professor) are designed for faculty from other institutions to spend sabbatical or other leave in the college of engineering for a limited period of time (1 to 2 years). Approval for searching for a visiting faculty position requires completion of a Position Request Form and justification to be submitted to the Dean's Office. Final appointment requires submitting vita, external reference letters, teaching, research and service workload assignments and position justification to be forwarded through the Dean's Office to the Provost's Office for approval. The Provost's Office will be responsible for issuing appointment letters.
- Hiring of non-tenure acquiring faculty without instructional responsibilities (such as those on local funds or external grants), require Dean's Office approval via electronic PAF.
- According to section 4.03.2c of Regents Rules, although full-time non-tenure acquiring faculty positions do not acquire tenure, persons holding these appointments after six continuous years can only be dismissed for adequate cause and the individuals are accorded due process through the faculty grievance process. A non-tenure acquiring faculty member's continued appointment beyond six continuous years can only be a result of majority vote of the tenured faculty of the academic unit and subject to Dean and Provost Approval.

College of Engineering Faculty Position Request Form

Faculty Position Information

Department: _____ Date: _____

Search Committee Chair: _____ Phone: _____

Email: _____

Area of specialty for position: _____

Appointment Title (must be consistent with OP 32.17): _____

Tenure-track position? (Y/N) _____

New position? (Y/N) _____

Replacement position? (Y/N) _____

Anticipated salary range new hire: _____

Funding Account: _____ - 44 - _____

Anticipated start date: _____

Name of person vacating position: _____

Ending Salary: _____ Date Position Vacated: _____

Justification for position (1 paragraph)

Attach Draft Position Announcement

Approvals: _____

Department Chair _____ Date _____

Dean _____ Date _____

Position Number <to be completed by Deans Office>: _____