

COFA Request to Search for a Career-Track Faculty Position

INSTRUCTIONS FOR APPROVAL TO LAUNCH A FACULTY SEARCH (see this [website](#) for more detail)

Prior to launching a search for any career-track position, the department chair/school director should discuss their hiring plan with the dean. Then, assemble a search committee, have them help draft the required documents below, then submit this request to search paperwork to the dean's office for formal approval of the search before it is posted and recruitment begins.

1. Proposed Faculty Position Information

Department/School _____ Specialization _____

Proposed Rank _____ Anticipated Start Date _____

Proposed Salary Range: Minimum: _____ Maximum: _____

Funding Source (e.g. replacing who? Or from soft funding? Or from what other funding?): _____

2. Attach the following supporting materials:

- a. A copy of the proposed faculty position posting.
- b. A list of search committee members, designating who will serve as committee chair.
- c. A plan describing how the search committee will encourage a competitive applicant pool, including to whom the search committee will reach out and where it will advertise.
- d. A brief letter of justification from the chair/director. The letter should be no more than 250 words. It should describe the curricular contributions this hire will make to the undergraduate and graduate programs and (if applicable) the research or practice they will advance in their field.

3. Selected requirements (see this [website](#) for more detail)

- The applicant pool and evaluation criteria must be submitted to the dean's office for approval prior to the search committee evaluating any candidates. (see below)
- The short list must be submitted to the dean for approval prior to scheduling any in-person interviews.
- Interview finalists will be asked to submit three letters of reference.
- The dean or the dean's delegate will meet with each final interview candidate.

4. Approval of Search to Begin (to be completed by the dean's office):

Date Received: _____ Search Number: _____ Funding Comments: _____

Approvals:

Director of Faculty Advancement: _____ Date: _____

Assistant Dean for Business Operations: _____ Date: _____

Dean: _____ Date: _____

INSTRUCTIONS FOR SECOND APPROVAL WHICH IS NEEDED BEFORE EVALUATING APPLICANTS

Just before the search committee begins evaluating candidates, seek secondary approval from the dean’s office by e-mailing Tim Creswick at timcreswick@austin.utexas.edu with the following:

5. Before evaluating applicants:

- a. Have the search committee write down the evaluation criteria it will use to evaluate applicants. That criteria may not discriminate on the basis of any protected classes described in [HOP 3-3020: Nondiscrimination Policy](#).
- b. When the committee is ready to begin evaluating applications, e-mail Tim Creswick at timcreswick@austin.utexas.edu saying that the committee is ready to begin evaluating applicants and providing the search committee’s chosen evaluation criteria.
- c. Wait until dean’s office replies with approval before making any decisions about which applicants to advance and which to release.

6. Second Approval of Search to begin Evaluating Applicants (to be completed by the dean’s office):

Date Received: _____

Second approvals:

Associate Dean of Graduate Education and Academic Affairs		Date: _____
Associate Dean of Community Engagement and Public Practice		Date: _____
Assistant Dean for Undergraduate Studies		Date: _____
Dean:		Date: _____

7. Reminders

- The short lists must be submitted to the dean for approval prior to scheduling any in-person interviews.
- Interview finalists will be asked to submit three letters of reference.
- The dean or the dean’s delegate will meet with each final interview candidate.
- The college’s website provides [step-by-step instructions for search committee members](#), [additional resources for faculty searches](#), and an [FAQ](#).