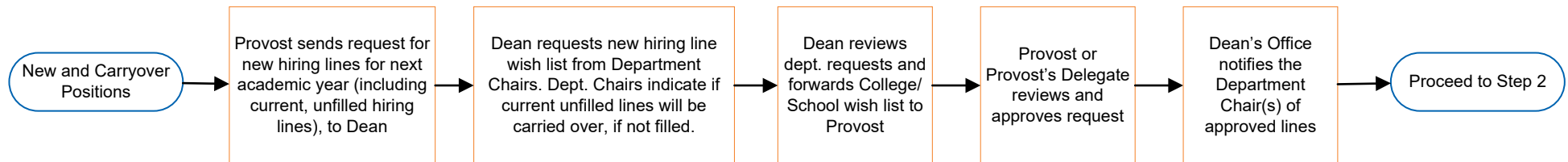


STEP 1



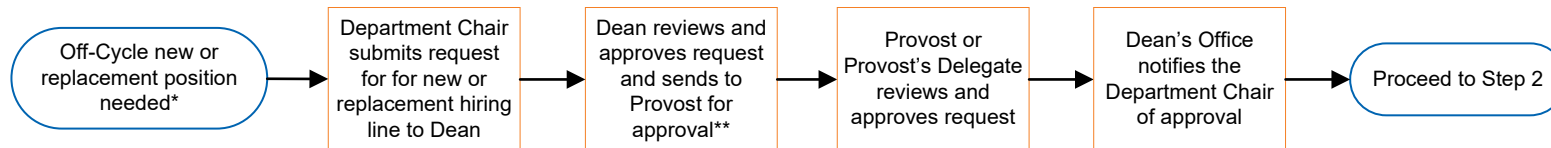
Request Approval for Faculty Position-Annual or Off-Cycle

Position Approved via Annual Hiring Plan



Position Approved via Off-Cycle Request*

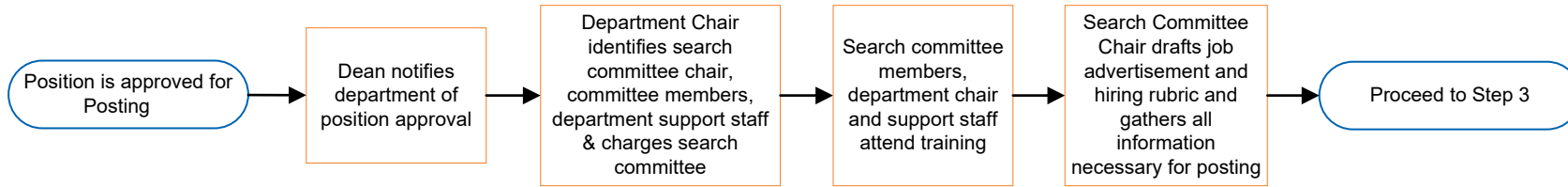
*Any position that is needed outside of the initial requests on the annual hiring plan for the current search year (9/1-8/31). This includes requests for positions for all T/TT new and replacements, Academic A&P (chair and associate dean lines) new and replacement A&P administrators, Non-Tenure Track to Tenure-Track (NTT-TT) Conversions, Tenure-Track to Non-Tenure Track (TT-NTT) conversions and full-time Non-Tenure Track (NTT) positions (including fully grant funded positions). **Full-time NTT replacement lines do not require Provosts approval; proceed to Step 2.



STEP 2



Identify, Activate and Train* the Search Committee



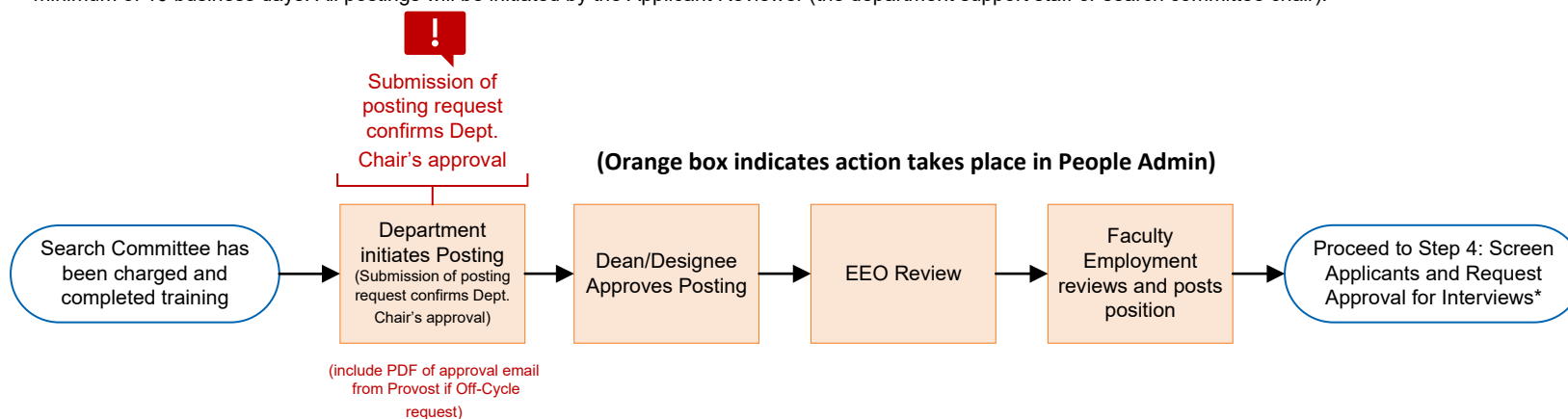
STEP 3



Initiate the Faculty Search & Post the Position

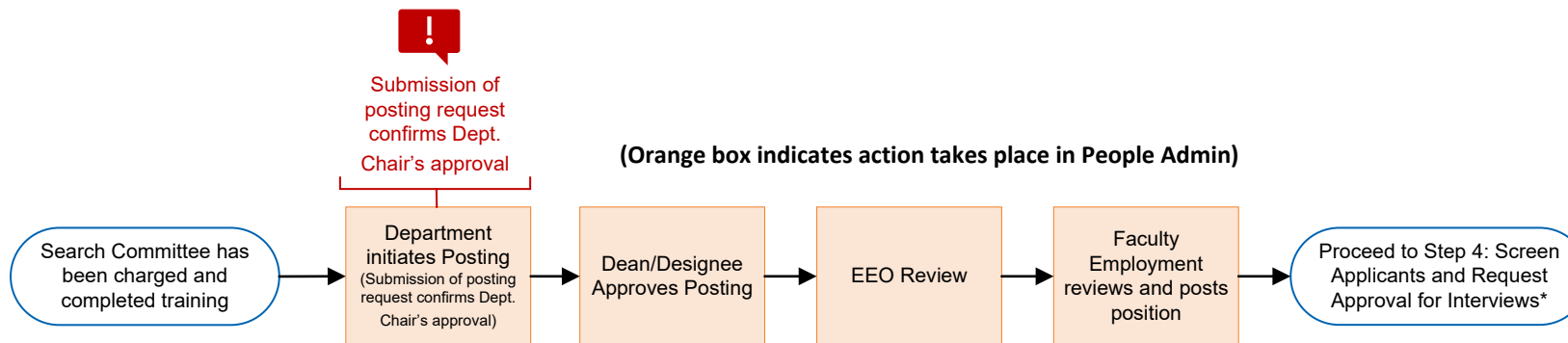
External Posting (Regular or Expedited)*

* All external positions will be public facing for internal and external applicants to apply. External Regular must be posted for a minimum of 30 business days. External Expedited must be posted for a minimum of 10 business days. All postings will be initiated by the Applicant Reviewer (the department support staff or search committee chair).



Internal Posting (Expedited or Regular Posting)**

**All internal postings will be posted on the internal job board for internal candidates only and will not be public facing. Internal Expedited postings must be posted for a minimum of 5 business days. Internal Regular must be posted for a minimum of 30 business days. All postings will be initiated by the Applicant Reviewer (the department support staff or search committee chair).



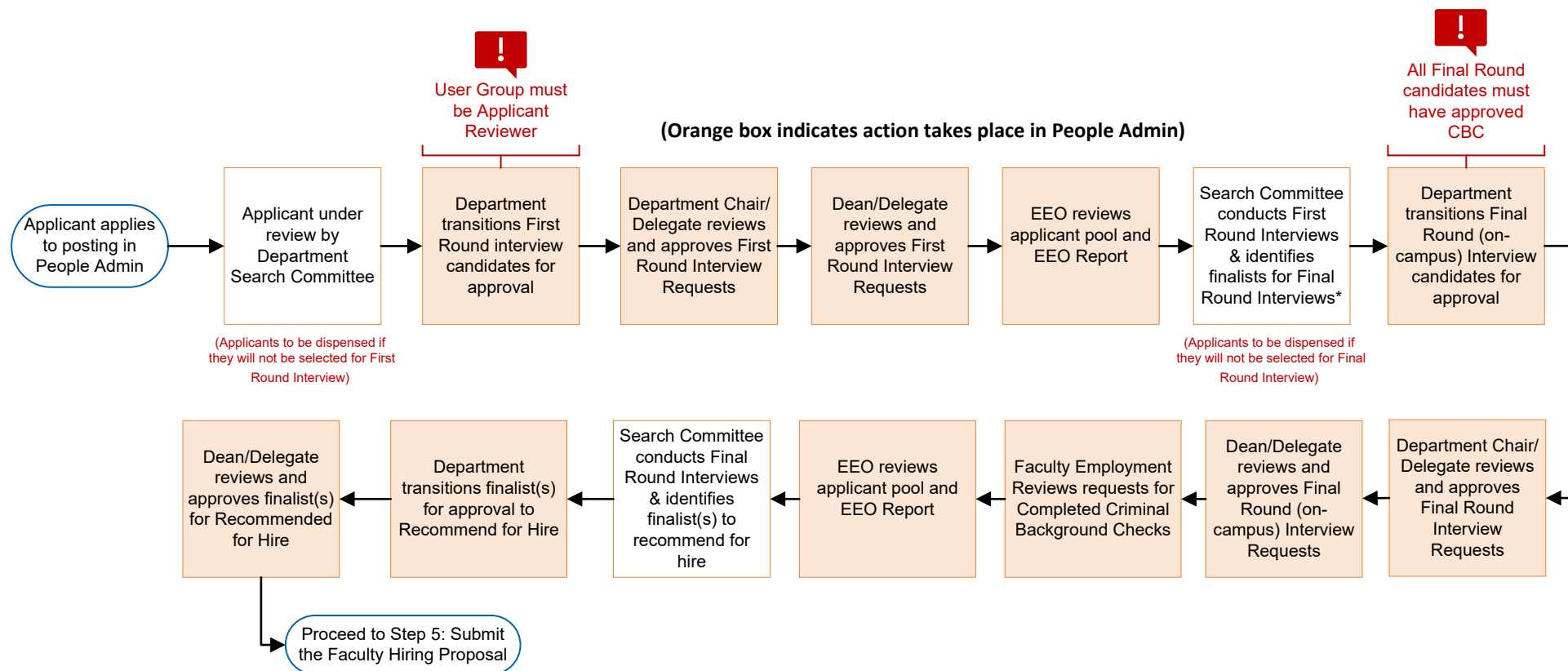
FACULTY SEARCH PROCESS

STEP 4



Screen Applicants and Request Approval for Interviews*

*Only the Final Interview is required for internal postings. *Initiated by the Applicant Reviewer (the department support staff or search committee chair)



FACULTY SEARCH PROCESS

STEP 5

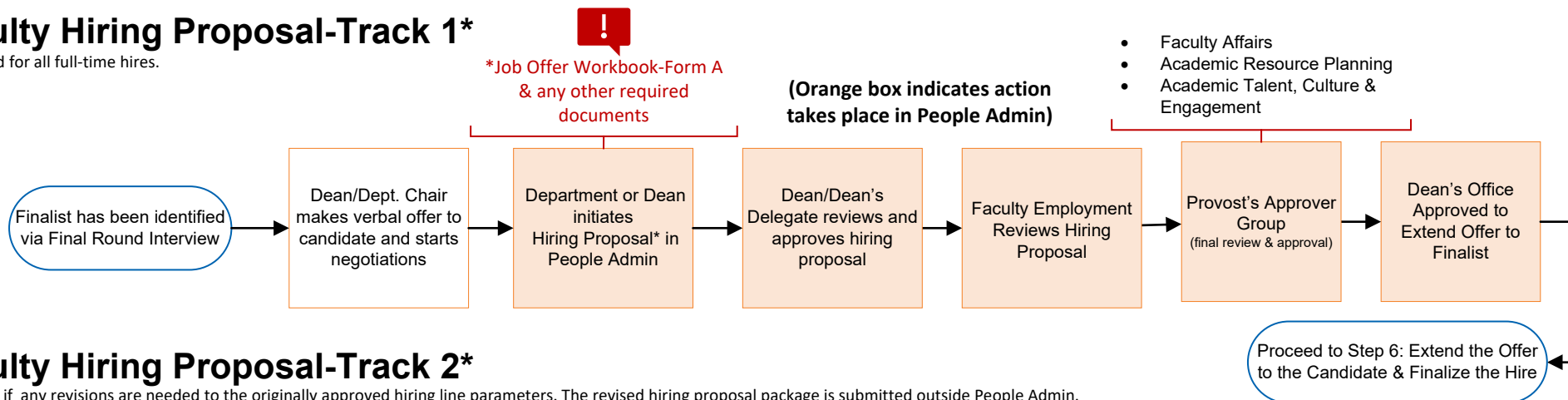


Submit the Faculty Hiring Proposal*

*Postings with multiple vacancies can submit multiple hiring proposals concurrently.

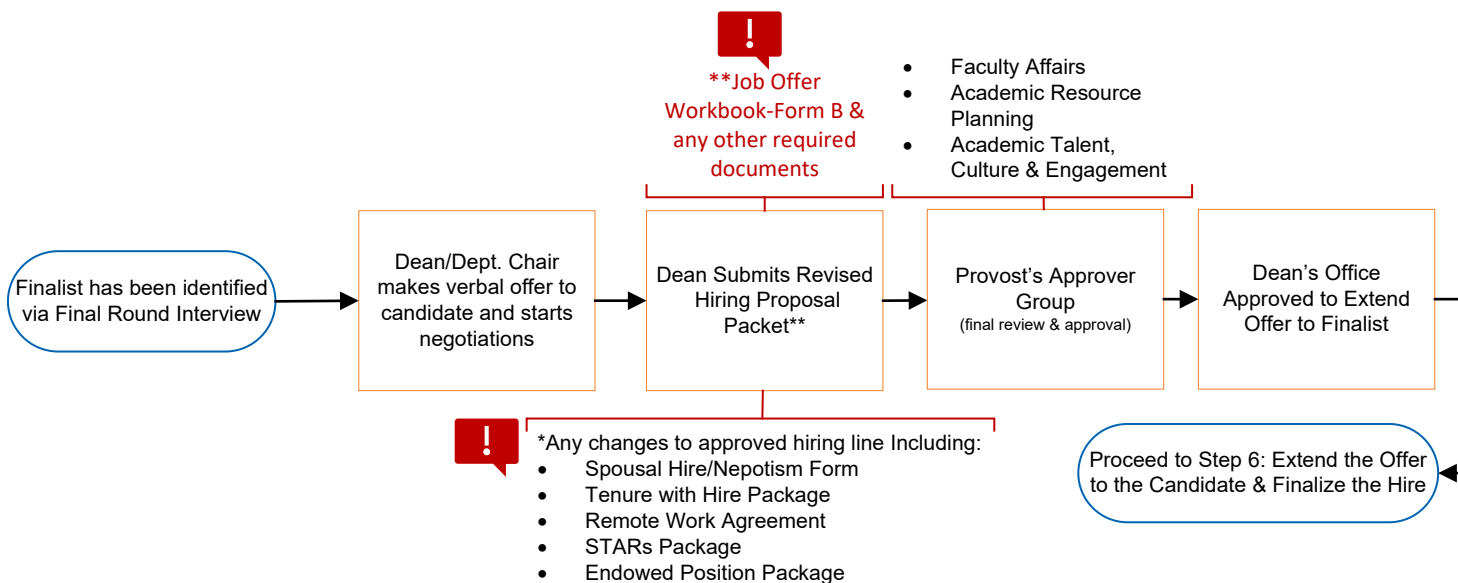
Faculty Hiring Proposal-Track 1*

*Required for all full-time hires.



Faculty Hiring Proposal-Track 2*

*Required if any revisions are needed to the originally approved hiring line parameters. The revised hiring proposal package is submitted outside People Admin. Email revision package to Provost@uta.edu and facultyemployment@uta.edu



Contact facultyemployment@uta.edu for questions regarding the faculty search process.

STEP 6



Extend the Offer to the Candidate & Finalize the Hire

(Orange box indicates action takes place in People Admin)

