THE UNIVERSITY OF TEXAS AT ARLINGTON

ACADEMIC TALENT, CULTURE, AND ENGAGEMENT

FAQ's - Faculty Postings

Q: Can we keep the ranking sheet from the Hiring Rubric template?
A: Yes, the ranking sheet tab will be a stand-alone document located in the Additional Resources section on the Faculty Employment webpage of the Academic Talent & Culture website.

Q: Is there a way to add a filter or sort the supplemental questions/screening questions?
A: Unfortunately, a filter cannot be added. Current questions can be searched by keyword; however, the search is very specific and does not allow for searching using synonyms. The search engine is also space-sensitive, so any known spaces before and after words must be included in the search. Y

Q: Are two interviews required for faculty and staff searches or just faculty?
A: Academic Talent and Culture only offers training and has oversite on faculty searches.

Q: What is the difference between Open-Tenure and Tenure-Track?
A: Open-T (tenured) is used for postings for tenured Associate Professors or Full Professors and Open-T/TT (tenure-tenure-track) is used for non-tenured Assistant Professors or Associate Professor
Departments should use the open options for positions that are open to ranks, however, the postings must be in the same department and have the same job duties (sr. Level can have higher levels of job duties, but the documents needed to apply must be the same.

Open Ranks are:

- Open-T/TT: which is for non-tenured Assistant Professor or Associate Professor
- Open-T: is for tenured Associate Professor or Full Professor
- Open-NTT: is for all NTT Ranks

Q: Has the COVID statement been removed from the University Information?
A: Yes, it has been removed.

Q: The training mentioned that departments should email facultyemployment@uta.edu for assistance with faculty searches. Is academichr@uta.edu no longer in use?
A: We have recently updated what information should be sent to each inbox. Please see below for guidance:

- For assistance with faculty e-forms: academichr@uta.edu.
- For assistance with faculty searches: facultyemployment@uta.edu.
- For assistance with faculty compensation: facultycompensation@uta.edu.

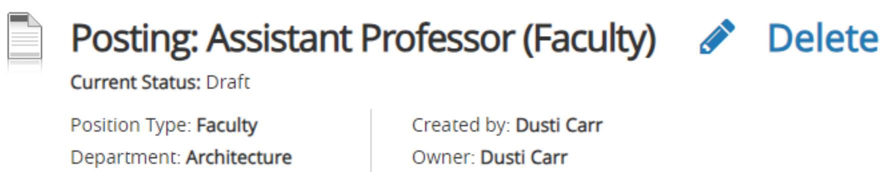
Q: For items that require an exception, can you add that as a note within the drop-down boxes so admins have this information as they are completing the posting?
A: Instructions on how to submit an exception will be noted on the instruction manual.The job aid will guide you throughout the entire post process with appropriate options to select for different scenarios that fit the posting based on the position details.

Q: For external advertisements, sometimes journals or other posting places are per word base charged and it can get costly. Do we have to include everything on the Faculty Advertisement Template?
A: A condensed version of the ad can be used. Below is an example:
The Department of Biology in the College of Science at UT Arlington is hiring an Assistant Professor. To apply please go to (add **Quick Link for Direct Access to Posting -**from the Summary tab of the posting in People Admin).

Q: Will the links go directly to the reference providers so that departments won't have to contact the references personally?
A: Yes, references will be automatically requested and received automatically. The options on when references are sent a link are determined in the **References** section on the **Settings** tab.

Q: Are departments required to upload the resignation/retirement information to posting requests for NTT replacement positions?
A: This information should be uploaded to the employee cleaarnece form

Q: How do I know where the posting request is in the workflow?
A: The posting status indicates the position of the request in the workflow.



Q: What is the difference between the Open-T and Tenured ranks on the Open To field?
A: The open rank options were added for departments that will consider more than one rank on one posting. There are limitations since the ranks should be similar enough in job duties and expectations to not require a separate posting.

Q: Can new questions be added to the required question area?
A: Yes, however, all questions will be in pending status until they are reviewed and approved by Faculty Employment.

Q. Can I start and come back to a draft posting?
A. Yes but be sure to save the posting before the system times out and periodically to ensure no information is lost should you have a disruption. Note, only the person drafting the posting can revise it. Contact Faculty Employment if another employee needs to make revisions to the draft.

Q. Will the new workflow delay my request?
A. We recommend that the department/unit begin preparing for a search as early as possible to allow for plenty of time to prepare, plan, and become familiar with the search process.

Q. There is a requirement to include someone from outside our department or unit on the search committee. How do we find someone for that role?
A. We recommend that you consult your department chair, colleagues within the department, colleagues within the college and colleagues across campus.

Q: What training is required for Search Committee Members?
A: We are currently revising our search committee training therefore the search committee members are not required to attend any training at this time. The search committee chair, department chair, and department hiring administrator should review the following videos and associated materials below. All resources can be

found at the bottom of the Forms and Processes webpage of the Academic Talent, Culture, & Engagement website.

- Initiate the Search and Post the Position
- How to Move Applicants in the Workflow
- How to Submit a Faculty Hiring Proposal

The videos are located on the "People Admin Training Videos," document.

Q: Does a search committee chair need to attend the training for how to submit a hiring proposal and finalize the search?
A: It is up to the department who will submit the proposal, however, we recommend as the search manager that you familiarize yourself with all aspects of the search so that you have a good understanding of all processes involved and the expectations.

Q: What information is needed to confirm off-cycle hiring lines?
A: Proof from the Provost on the exact lines that were approved. This approval should indicate the discipline and rank.

Q: Can a department include several vacancies in one posting?
A: The posting may include the additional vacancies, if the rank, job expectation, and required qualifications align.

Q: Can a department include a salary range in their posting?
A: A salary range should not be entered into the PeopleAdmin posting. If an external job listing requires the salary range, it may be provided on the external job listing. The salary range may be included in the external advertisement; however, it should be omitted from the UTA advertisement.

Q: Can a department modify the canned information on an advertisement?
A: The template is built to allow departments to add language specific to the hire; however, the required information cannot be changed.