FACULTY SEARCH PROCESS

UT Arlington Faculty Search and Recruit User Roles

User Group	Description
Provost's Approver Group	This group includes members from Academic Talent and Culture, Faculty Affairs and Academic Resource Planning. Is the final approver for all hiring proposal requests.
Faculty Employment	Reviews and approves all posting requests, reviews all hiring proposals for accuracy and completion and assures that the posting is finalized.
EEO	This group reviews all posting and interview requests.
Dean's Office	Dean, Dean's Designee and/or Dean's Office Administrators assigned to this role provide review, approval and oversight of all posting, interview requests and hiring proposals in their college/school. This group can make revisions or return the posting and hiring proposal requests and deny applicant interview requests.
Department Chair/Director	Department Chair/Director or Designee are assigned to this role to provide oversight and approval of all interview requests and hiring proposals in their department. This group can make revisions or return the posting and hiring proposal requests and deny applicant interview requests.
Applicant Reviewer	Applicant Reviewers are assigned to initiate postings, advance applicants in the workflow for interview requests, dispense unqualified applicants and submit hiring proposals. This role is filled by the department support staff member and/or the Search Committee Chair.
Search Committee Members	UT Arlington faculty and staff who are assigned to specific postings to assist with reviewing and screening applicants for qualifications and selecting the finalist to recommend for hire.
Guest Users	Non-UT Arlington employees assigned to specific postings to assist with reviewing and screening applicants for qualifications and selecting the finalist to recommend for hire. UTA students that will serve as search committee members should be assigned to this group to allow acess to review applicant information.

For questions or assistance, please reach out to facultyemployment@uta.edu.