Guidelines for Requesting Authorization to Hire Tenured or Tenure-Track Faculty Members

Requests to hire tenured or tenure-track faculty members typically originate with the recommendation of a search committee and are transmitted through the relevant department chair and dean to the Office of the Provost. For tenure-track appointments, the Provost then renders the final decision on whether to extend an offer. Cases in which tenure is granted at the time of hire require further approval by President and the University of Texas System. To expedite the review process, these guidelines delineate a standard process for organizing a hiring recommendation and supporting materials. The documents described below should be attached, as separate files, to an email message addressed to Tami Keating (tlkeating@utep.edu), Assistant Vice Provost for Faculty Affairs in the Office of the Provost. The naming conventions (within the the <>)below should be incorporated.

Exhibit 1. Candidate's CV: < ATH CandidateName Ex1 CV mmddyyyy >

Exhibit 2. Dean's Letter of Recommendation: < ATH CandidateName Ex2 Dean mmddyyyy >

This letter should contain a proposal for the rank and title, whether tenured or tenure-track, effective date of appointment, and salary offer. It should also provide an assessment of the importance of this appointment within the College/School and the anticipated contributions and fit of the candidate. Specifically, it should speak to the strategic value of hiring this particular candidate, as indicated by:

- Potential for growth in external funding and/or scholarly and creative profile of the institution
- Potential to build on existing faculty strengths within or across units to establish or maintain clusters of expertise in areas of opportunity
- Potential to contribute to existing doctoral programs within or outside the hiring department
- Potential for strategic increases in semester credit hour production
- Potential to advance the institution's strategic goals

The letter should contain information regarding faculty votes. Faculty within a department or program should vote on the hire of any tenure-track faculty member.

Any recommendation for hiring a candidate with tenure should involve a careful review by tenured faculty in the Department and the College or School's Tenure and Promotion Committee, with corresponding votes reported. For a recommendation to hire at advanced rank, votes recorded should be of departmental faculty at or above the rank recommended, as well as the relevant members of the College or School Tenure and Promotion Committee.

Exhibit 3. Data and Analysis for Proposed Salary: < ATH CandidateName Ex3 Salary mmddyyyy >

This file should provide context that helps support the salary offer. That should include national or peer average data, as well as any internal compression justification or concerns the offer may cause. It should

include averages at the rank for the College/School and Department/Program at UTEP, and information on salaries for recent hires at the rank in the Department/Program or related field at UTEP.

Exhibit 4. Proposed Start-Up Package: < ATH CandidateName Ex4 StartUp mmddyyyy>

This file should detail the proposed start-up package in *the New Hire Startup Proposal template available on the Provost's Office website*. Startup and salary should have been negotiated with the candidate and Department Chair/Program Head, so that the offer is known to be acceptable to the candidate. *Please reference the Startup Cost Worksheet.*

Exhibit 5. Proposed Offer Letter and Supplemental Offer Letter, if applicable: < ATH CandidateName Ex5 OfferLetter mmddyyyy >

This file should include proposed offer letters prepared from approved templates. Approved templates can be found at https://www.utep.edu/provost/faculty/tenured-and-tenure-track-faculty-recruitment.html