UTHealth Philosophy and Guidelines for Faculty Recruitment

As a leading academic health center, UTHealth is aggressive in our pursuit of the best talent among educators, clinicians and scientists. This means recruiting faculty members who have the potential to be outstanding in their own individual fields of expertise and share an interest in fulfilling the common goals of the institution, including the spirit of collaboration across our campus community. The University is committed to advancing an academic and work environment that values differences and that enriches the experiences of students and faculty alike. UTHealth strives to recruit an outstanding and diverse faculty committed to excellence, discovery and service.

Search Guidelines

Budget Authority Approval

Before initiating a search, department chairs, division leaders, section chiefs or other hiring authorities must obtain the necessary approval according to the faculty recruitment request process within each school.

Position Summary

All postings for faculty positions must include a position summary that identifies faculty rank and tenure status (e.g., tenure track, non-tenure track research, or non-tenure track clinical) and the essential functions and areas of specialization sought for the position. The position summary should identify expectations for research, teaching, clinical service, administrative activities, and other service, as appropriate. Based on the faculty rank and tenure status for the position, the posted position summary must identify minimum and preferred qualifications, such as terminal degree(s) and licensure (if a qualification is preferred rather than required, this should be indicated in the position summary). Faculty recruitment in academic health sciences remains very competitive. When appropriate for departmental/school needs, it is allowable to conduct a search that includes multiple faculty ranks (e.g., assistant/associate professor) to broaden the pool of candidates and ensure a successful search. Appendix A includes examples of faculty position summaries.

Search Committee

A search committee is required for all faculty searches, except as delineated in Appendix B. The search committee should have a minimum of 4 members including the chair of the committee. The committee should be comprised of faculty; however, a DMO may serve as a member of the committee. Members of the search committee will collectively serve in an advisory role to the hiring authority by making recommendations on candidates who are interviewed by the committee (based on multiple criteria that will be used to assess candidates). The hiring authority, such as a hiring manager, division head, department chair or dean, shall not serve as a member of the search committee, but rather shall consider the recommendations of the search committee, among other factors, in making the hiring decision. Standing search committees within departments and schools are permissible, and may provide an advantage for departments or schools that are experiencing significant growth. In appointing a search committee, include: 1) individuals who represent a broad range of perspectives and appropriate expertise; 2) a consideration for appointing members who have experience in the search process; and 3) underrepresented groups (whenever possible). Search committee members may come from other departments/schools within UTHealth or from institutions or organizations external to UTHealth. However, the majority of the search committee must be comprised of faculty/employees of UTHealth. The department should identify a search administrator who will help to establish a committee meeting schedule and will handle correspondence, travel arrangements, itineraries for candidates, and search documentation.
Position Posting and Announcements

UTHealth requires a minimum posting period of 30 calendar days for all faculty searches. In order to identify well-qualified candidates, all positions (except faculty appointments without salary and other special circumstances listed in Appendix B) must be posted to and recruited via the UTHealth Human Resources online faculty applicant tracking system. Positions should be posted to the UTHealth online job site before initiating the interview process.

In addition, at least one external announcement must be placed. This would typically be on a professional society website, appropriate electronic job-posting service, or a medical/scientific journal, depending on the nature of the position. The key requirement is that given the nature of the position, the hiring authority should make a good faith effort to identify a wide and diverse group of well-qualified applicants. Appendix C lists examples of job-posting services (including several services that are at no cost) and other recruitment resources.

All announcements in journals or other publications, at conferences, in online directories and/or on departmental web pages must include the web link https://uth.referrals.selectminds.com/faculty to the UTHealth job posting and the following statement: “UTHealth is an EEO/AA employer. UTHealth does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, or veteran status or any other basis prohibited by law or university policy. EOE/M/F/Disabled/Vet”. Copies of all external announcements (and information including dates and placement location) for the position must be retained as part of the search documentation and submitted via upload to the requisition prior to forwarding a candidate for approval for hire. Any networking efforts with colleagues should also include directions for candidates to apply online via UTHealth’s job site. No candidate should be considered for a position unless he or she has submitted an application through the UTHealth online posting system.

Selection of Candidates, Interviews and Final Recommendations by the Search Committee

The search committee should utilize the following steps:

- Determine, prioritize and document search criteria based on position duties and expectations and ensure that the criteria are applied consistently for all candidates.
- Complete an initial screening of all candidates to identify those who meet minimum qualifications. Disposition all, who do not meet the minimum qualifications.
- Determine the candidates to be interviewed. Disposition all remaining candidates no longer under consideration.
- Contact the candidates about an appropriate timeframe for an interview and share with each of the candidates selected for interview information on the position, the department/division/school, UTHealth and its affiliates (as appropriate).
- Develop an interview schedule and coordinate campus visits, as appropriate.
- Evaluate candidates for the full range of strengths and contributions each can provide UTHealth in support of its research, teaching, clinical and service missions, as appropriate, based on the qualifications and the position summary.
- Recommend final candidate(s) to the dean, department chair, division head, section chief, or other hiring authority, as appropriate.

Additional information and resources can be found on the Human Resources Faculty Recruitment page: https://www.uth.edu/hr/resources/hiring-and-recruiting-resources/faculty-recruiting.htm
Recruitment of Faculty to Fill Multiple Vacancies

For programmatic areas of growth, and for other situations that require an on-going pool of candidates (such as hiring on a semester-by-semester basis for teaching), departments and schools may wish to develop recruitment strategies that include an open, broad timeline for recruitment. The UTHealth online faculty applicant system allows for the posting of multiple positions of the same title and requirements on one requisition. Postings with multiple positions may remain open indefinitely.

Dispositioning of Candidates within 12 months

Once a candidate ages at any step up to 12 months, that candidate must be dispositioned out of the process or moved to the next step (not including meets basic qualifications step). Failure to do this will result in the position being placed on hold until that has occurred.
Appendix A

Summary of Recruitment Process Requiring a Search

**Step 1: Hiring Manager**
- Determine if position requires a search or if it qualifies as a waiver or search exemption (see Appendix B). If a search is required:
  - Obtain appropriate departmental/school approvals for recruitment
  - Review/revise position summary including rank of position and minimum and preferred education and experience required
  - Select search committee and chair
  - Meet with search committee to review position expectations and expectations of the committee
  - Post position in UTH applicant tracking system and post any external announcements in journals, etc. (this may also be handled by the search committee)
    - Positions must be posted for a minimum of 30 calendar days

**Step 2: Search Committee**
- Determine, prioritize and document search criteria based on position duties and expectations and ensure that the criteria are applied consistently for all candidates.
- Complete an initial screening of all candidates to identify those who meet minimum qualifications. Disposition all who do not meet the minimum qualifications.
- Determine the candidates to be interviewed. Disposition all remaining candidates no longer under consideration.
- Interview candidates
- Evaluate candidates
- Recommend final slate of candidate(s) to the hiring manager

**Step 3: Hiring Manager**
- Interview slate of candidates recommended by search committee
- Make offer to finalist
Appendix B

A competitive search process is required to fill all faculty vacancies, except in the circumstances listed below.

Search Waivers
The hiring department may submit a request to waive the competitive search process if one of the following criteria applies (search waiver form required):

- **Non-Benefits Eligible Faculty**
  A faculty member who is not eligible for benefits because of part-time or casual status

- **Current or Former UTHealth Fellow/Resident/Graduate Student**
  Hired into a permanent Faculty or General A&P position and the UTHealth relationship ended no more than 1 year before date of hire

- **Current UTHealth Fellows/Residents – Temporary Hire**
  Hired into a temporary Faculty or General A&P title for the duration of their training (e.g., Staff Physician/Staff Dentist/Staff Educator/Staff Scientist or Instructor, NTC for a clinical fellow or resident)

- **Promotion to a Faculty Position (Promotion in Place)**
  Current Classified staff member/Postdoctoral Research Fellow/Staff Physician/Staff Dentist/Staff Educator/Staff Scientist is promoted to a faculty position within the same department

- **Negotiated Hires in a Faculty Recruitment Package**
  Includes spouse/partner and/or laboratory personnel appointed with graduate student, postdoctoral research fellow or faculty titles in circumstances where it is necessary to recruit a successful candidate as determined by the standard competitive search process

- **Emergency Appointment**
  Department performance may be impaired because of a vacant position

- **Presidential Waiver**
  May be granted on rare occasions with appropriate justification to the President, upon review and approval by the Associate Vice President for UTHealth Faculty Affairs & Development.
Search Exemptions
In these circumstances, a competitive search and a search waiver do not apply.

1. **Automatic exemptions to a competitive search process**
   - Faculty promotions (internal department promotions within a faculty career path)
   - Temporary, non-renewable appointment for up to one year
   - Appointment to a faculty position “without salary” (WOS)
   - An acting or interim appointment made in exigency (acting or interim appointments may not be changed to a permanent appointment without a search)
   - Visiting Scientists (scientists who collaborate with UTHealth faculty and staff while being employed and paid by another institution)

2. **Acquisitions**
The employees associated with situations where a UTHealth department, school or business unit acquires another organization as part of its business or service line development. A requisition is required for documenting faculty hired as part of the acquisition process. For any questions on creating requisitions in Taleo or any other questions in general pertaining to acquisition, please call 832-325-7671.

3. **Internal Promotion with Expanded Responsibilities**
In cases where a new position is created to address the needs of the institution/school and there is a natural trajectory of an existing position (e.g., promotion from assistant dean to associate dean).
Appendix C

Recruitment Resources

Medical School

*New England Journal of Medicine Career Center*  
Leading career site for academic medicine positions  

*JAMA Career Center*  

*AAMC Career Connect*  
Price dependent on specialty  
[http://www.aamc.org/services/careerconnect](http://www.aamc.org/services/careerconnect)

*eHealth Careers*  
A service by Elsevier  

*Science Careers*  
[https://employers.sciencecareers.org/](https://employers.sciencecareers.org/)

*Practice Match*  
(Used by Memorial Hermann Health System)  
[https://www.practicematch.com/employers/](https://www.practicematch.com/employers/)

*MD Job Site*  

*MD Search*  
Non-academic (staff physicians, hospitalists, clinical practice)  
Medical School - Professional Societies
American Academy of Allergy, Asthma & Immunology (AAAAI)
American Academy of Dermatology (AAD)
American Academy of Family Physicians (AAFP)
American Academy of Hospice and Palliative Medicine (AAHPM)
American Academy of Neurology (AAN)
American Academy of Ophthalmology (AAO)
American Academy of Otolaryngology-Head and Neck Surgery (AAOHNS)
American Academy of Pediatrics (AAP)
American Academy of Physical Medicine & Rehabilitation (AAPMR)
American Association of Clinical Endocrinologists (AACE)
American Association of Neurological Surgeons (AANS)
Congress of Neurological Surgeons (CNS)
American College of Cardiology (ACC)
American College of Emergency Physicians (ACEP)
American College of Medical Genetics and Genomics (ACMG)
American Congress of Obstetricians and Gynecologists (ACOG)
American College of Occupational and Environmental Medicine (ACOEM)
American College of Physicians (ACP)
American College of Preventive Medicine (ACPM)
American College of Radiology (ACR)
American College of Rheumatology (ACRh)
American College of Surgeons (ACS)
American Epilepsy Society (AES)
American Gastroenterological Association (AGA)
American Geriatrics Society (AGS)
American Medical Informatics Association (AMIA)
American Psychiatric Association (APA)
American Society for Clinical Pathology (ASCP)
American Society for Radiation Oncology (ASTRO)
American Society for Reproductive Medicine (ASRM)
American Society of Anesthesiologists (ASA)
American Society of Clinical Oncology (ASCO)
American Society of Colon and Rectal Surgeons (ASCRS)
American Society of Hematology (ASH)
American Society of Nephrology (ASN)
American Society of Plastic Surgeons (ASPS)
American Urological Association (AUA)
North American Spine Society (NASS)
Society of Critical Care Medicine (SCCM)
Society of Gynecologic Oncology (SGO)
Society of Hospital Medicine (SHM)
Society of Interventional Radiology (SIR)
Society of Nuclear Medicine and Molecular Imaging (SNMMI)
Society of Thoracic Surgeons (STS)
American Society for Microbiology Biochemical Society
American Society of Human Genetics
American Society for Biochemistry and Molecular Biology
American Physiological Society
American Society of Pharmacology and Experimental Therapeutics
American Society for Cell Biology
American Chemical Society
School of Nursing

Texas Nurses Association
American Association of Critical-Care Nurses (AACN)
Career Center Journal of the American Academy of Nursing
Texas Nurses Association Career Center
Journal for Nurse Practitioners

School of Dentistry

American Dental Association (Career Center)
American Association of Public Health Dentistry
American Association of Endodontics Career Center
American Academy of Pediatric Dentistry
International Association for Dental Research Career Center

School of Public Health

Public Health Jobs (part of the Association of Schools & Programs of Public Health)
Public Health Career Mart (American Public Health Association)
American College of Epidemiology (Job listing service)

General

University Jobs
Higher Ed Jobs
Academic Keys (academic careers)
Chronicle of Higher Education