

## UTHealth Houston Philosophy and Guidelines for Faculty Recruitment

As a leading academic health center, UTHealth Houston 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 Houston 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. Search committees should be diverse in composition (race, gender, academic ranks, faculty from outside hiring department, etc.). 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) 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 Houston or institutions or organizations external to UTHealth Houston. However, the majority of the search committee must be comprised of faculty/employees of UTHealth Houston. 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 Houston 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 Houston Human Resources online faculty applicant tracking system. Positions should be posted to the UTHealth Houston 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.

## **Statement of Support for Recruitment of a Diverse and Inclusive Faculty**

UTHealth Houston strives to foster a diverse and culturally rich and inclusive environment. 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 to increase diverse representation in the candidate pool. Appendix D lists sites on which all UTHealth Houston employment opportunities, including faculty positions, are cross-posted nightly.

In addition, all announcements in journals or other publications, at conferences, in online directories and/or on departmental web pages must include the web link <https://www.uth.edu/careers/index.htm> to the UTHealth Houston job posting with the following statement:

*“UTHealth Houston is committed to providing equal opportunity in all employment-related activities without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law or university policy. Reasonable accommodation, based on disability or religious observances, will be considered in accordance with applicable law and UTHealth Houston policy. The University maintains affirmative action programs with respect to women, minorities, individuals with disabilities, and eligible veterans in accordance with applicable law.”*

Where space/character limitations apply, minimum language required:

*“Equal Opportunity Employer/Disability/Veteran”*

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 before 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 their application has been submitted through the UTHealth Houston 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 Houston, 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 Houston 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 Houston Taleo faculty applicant system allows for the posting of multiple positions of the same title and requirements on one requisition.

### **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.

*Attribution: Lee, Christopher. Search Committees: A Comprehensive Guide to Successful Faculty, Staff, and Administrative Searches (2nd Edition). Stylus Publishing, Sterling, VA; 2014.*

*Effective November 1, 2015, E.J. Solberg, VP, Academic and Research Affairs, UTHealth Houston.  
Revised November 21, 2019, K.A. Morano, Associate VP, UTHealth Houston Faculty Affairs and Development*

## Appendix A

### Summary of Recruitment Process Requiring a Search

#### Step 1: Hiring Manager

- Determine if the 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 the rank of position and minimum and preferred education and experience required
  - Select the search committee and chair
  - Meet with the 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 the search committee
- Make an offer to the finalist after receiving EVP/CAO approval

## 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):

[http://uth.learn.taleo.net/files/pdf/FACULTY\\_Faculty\\_Search\\_waiver\\_Request.pdf](http://uth.learn.taleo.net/files/pdf/FACULTY_Faculty_Search_waiver_Request.pdf)

- **Non-Benefits Eligible Faculty (includes rehired retired faculty)**  
A faculty member who is not eligible for benefits because of part-time or casual status
- **Current or Former UTHealth Houston Fellow/Resident/Graduate Student**  
Hired into a permanent Faculty position **and** the UTHealth Houston relationship ended no more than 1 year before date of hire
- **Current UTHealth Houston Fellows/Residents – Temporary Hire**  
Hired into a temporary Faculty position for the duration of their training (Lecturer, Instructor, NTC for a clinical fellow or resident)
- **Promotion to a Benefits Eligible Faculty Position within the same Department**  
General A&P/Classified staff member/Postdoctoral Research Fellow/Part-time (without benefits) or Casual Faculty
- **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 Houston Faculty Affairs & Development.

## Appendix B – Continued

### 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 Houston faculty and staff while being employed and paid by another institution)

#### 2. Acquisitions

The employees associated with situations where a UTHealth Houston 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. Please contact the HR Clinical Practice Plan team via email at [hrutp@uth.tmc.edu](mailto:hrutp@uth.tmc.edu) or by phone at (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

#### McGovern Medical School

<i>New England Journal of Medicine</i> Career Center Leading career site for academic medicine positions <a href="http://www.nejmcareercenter.org/">http://www.nejmcareercenter.org/</a>	\$670/posting
JAMA Career Center <a href="http://www.jamacareercenter.com/">http://www.jamacareercenter.com/</a>	\$331/posting
AAMC Career Connect Price dependent on specialty <a href="http://www.aamc.org/services/careerconnect">http://www.aamc.org/services/careerconnect</a>	\$250-\$550/posting
eHealthCareers A service by Elsevier <a href="http://ehealthcareers.com/">http://ehealthcareers.com/</a>	\$550/posting
Science Careers <a href="https://employers.sciencecareers.org/">https://employers.sciencecareers.org/</a>	\$525/posting
PracticeMatch (Used by Memorial Hermann Health System) <a href="https://www.practicematch.com/employers/">https://www.practicematch.com/employers/</a>	No pricing available
MD Job Site <a href="http://www.mdjobsite.com/">http://www.mdjobsite.com/</a>	\$500/month or \$3,600/year
MD Search Non-academic (staff physicians, hospitalists, clinical practice) <a href="http://www.mdsearch.com/">http://www.mdsearch.com/</a>	Free

## 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

## Diversity Enhancement Resources

Association of American Indian Physicians <a href="http://www.aaip.org">http://www.aaip.org</a>	\$500/posting
SACNAS (Society for Advancement of Chicanos/Hispanics & Native Americans in Science) <a href="http://www.sacnas.org">http://www.sacnas.org</a>	\$299/posting
NHMA (National Hispanic Medical Association) <a href="http://www.nhmamd.org">http://www.nhmamd.org</a>	\$350/posting
National Medical Association <a href="http://www.nmanet.org">http://www.nmanet.org</a>	\$250/posting
Association for Women in Science <a href="http://www.awis.org">http://www.awis.org</a>	\$299/posting
American Medical Women's Association <a href="http://www.amwa-doc.org">http://www.amwa-doc.org</a>	\$389/posting



## **McGovern Medical School - Additional 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 (AAO-HNS)  
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 (ACR)h  
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

## Appendix D

Board	Website
African American Careers	<a href="https://www.africanamericancareers.org">https://www.africanamericancareers.org</a>
African American Jobs	<a href="https://www.africanamericanjobs.org/">https://www.africanamericanjobs.org/</a>
American Indian Jobs	<a href="https://www.americanindianjobs.org/">https://www.americanindianjobs.org/</a>
Asian Careers	<a href="https://www.asiancareers.org/">https://www.asiancareers.org/</a>
Asian Jobs	<a href="https://www.asianjobs.org/">https://www.asianjobs.org/</a>
Asian Workforce	<a href="https://www.usd-asianworkforce.com/">https://www.usd-asianworkforce.com/</a>
CareerAlerts.com	<a href="http://www.careeralerts.com">http://www.careeralerts.com</a>
David Careers	<a href="https://davidcareers.com/">https://davidcareers.com/</a>
Disability Careers	<a href="https://www.disabilitycareers.org/">https://www.disabilitycareers.org/</a>
Disability Jobs	<a href="https://www.disabilityjobs.org/">https://www.disabilityjobs.org/</a>
EARN	<a href="https://www.askearn.org/">https://www.askearn.org/</a>
Employment Crossings	<a href="https://www.employmentcrossing.com/">https://www.employmentcrossing.com/</a>
Gay Careers	<a href="https://www.gaycareers.org/">https://www.gaycareers.org/</a>
Gay Jobs	<a href="https://www.gayjobs.org/">https://www.gayjobs.org/</a>
Glass Door	<a href="http://www.glassdoor.com">http://www.glassdoor.com</a>
Hire a Hero	<a href="http://www.hireahero.org/">http://www.hireahero.org/</a>
Hispanic Careers	<a href="https://www.hispaniccareers.org/">https://www.hispaniccareers.org/</a>
Hispanic Jobs	<a href="https://www.hispanicjobs.org/">https://www.hispanicjobs.org/</a>
Jobcase	<a href="https://www.jobcase.com/">https://www.jobcase.com/</a>
JobInventory.com	<a href="http://www.jobinventory.com">http://www.jobinventory.com</a>
Jobs Trovit	<a href="https://job.trovit.com/">https://job.trovit.com/</a>
JOFDAV	<a href="https://www.jofdav.com/">https://www.jofdav.com/</a>
JuJu	<a href="http://www.juju.com">http://www.juju.com</a>
Kimble Group	<a href="https://kimblegroup.com/">https://kimblegroup.com/</a>
LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>
Military1	<a href="https://www.military1.com">https://www.military1.com</a>
Native American Careers	<a href="https://www.nativeamericancareers.org/">https://www.nativeamericancareers.org/</a>
Recruit-ABILITY	<a href="http://www.recruit-ability.com/">http://www.recruit-ability.com/</a>
Senior Careers	<a href="https://www.seniorscareers.org/">https://www.seniorscareers.org/</a>
Senior Jobs	<a href="https://www.seniorsjobs.org/">https://www.seniorsjobs.org/</a>
US Diversity	<a href="https://www.usdiversity.com/">https://www.usdiversity.com/</a>
US Diversity	<a href="https://www.usdiversity.net/">https://www.usdiversity.net/</a>
US Diversity	<a href="https://www.usdiversity.org/">https://www.usdiversity.org/</a>
USD Disabled Vets	<a href="https://www.usd-disabledvets.com/">https://www.usd-disabledvets.com/</a>
USD Hispanic Workforce	<a href="https://www.usd-hispanicworkforce.com/">https://www.usd-hispanicworkforce.com/</a>
USD Veterans	<a href="https://www.usd-veterans.com/">https://www.usd-veterans.com/</a>
USD Working Women	<a href="https://www.usd-workingwomen.com/">https://www.usd-workingwomen.com/</a>
Veteran Careers	<a href="https://www.veterancareers.org/">https://www.veterancareers.org/</a>
Veteran Jobs	<a href="https://www.veteranjobs.org/">https://www.veteranjobs.org/</a>
Women's Careers	<a href="https://www.womenscareers.org/">https://www.womenscareers.org/</a>
Women's Jobs	<a href="https://www.womensjobs.org/">https://www.womensjobs.org/</a>