# Faculty and Upper-Level Search Process

**Faculty Search Process:**

1. **Before Position is Posted**: College/Department will create a position description for the position and form a Search Committee.
2. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Please attached the [Faculty Job Description Template](#) fully filled out when creating the position.
3. OIED will review and approve the position once pulled through the workflow and post position on HR site and HigherEdJobs.
4. **Applicant Intake**: Designated business manager will go into Taleo to download applicant files and CV's and email documents to Search Committee chair.
5. **Initial Screening:** Search Committee chair will communicate with business manager to update the status of applicants in Taleo.  Business manager will add notes into applicants file with explanations regarding status changes (i.e., Does not have requisite degree, currently funded, etc.). Preliminary zoom screening interviews are permitted here without pool approvals.
6. **BEFORE On-Campus Formal Interviews**:  Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools. Business manager must add strength and weakness statements into applicants file with explanations regarding status changes (i.e., Very little experience in specific area, lacking current funded, etc.).
7. Once strength and weakness statements are updated in Taleo, business manager will email the appropriate OIED representative for review and approval.
8. OIED will review and approve primary and secondary pools in Taleo; once approved by OIED, the committee can move forward with formal, on-campus interviews. Pool approval must happen BEFORE formal interviews.
9. **Before Making an Offer**: Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OIED review. Business manager will email OIED representative to go in and review.
10. OIED will review and approve hiring authorization in Taleo and email the business manager that the department can move forward with a formal offer.
11. Once formal offer is accepted and background information is cleared, the business manager will update in Taleo, including dispositioning other candidates from the requisition, and then request by email to OIED to move candidate to step hire and close the position. Business managers should not move a candidate to the hired step.

**Executive Administrative (Director, Assistant Director, Associate Director, Manager) * Search Process:**

1. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**.
2. **Before posting,** designated business manager will schedule a meeting for OIED representative to Charge the Search Committee. Executive Level Positions do not post without a search committee charge.
3. Once search committee is charged, HR will review and approve the position posting and post position on HR site and HigherEdJobs.
4. **Initial Screening**: HR does preliminary screening to determine who meets minimum qualifications and then forwards applicants who do to the designated business manager or search committee representative.
5. **Applicant Intake**: Designated business manager will go into Taleo to download applicant files and CV's and email to search committee chair. Preliminary zoom screening interviews are permitted here without pool approvals.
6. **BEFORE On-Campus Formal Interviews**:  Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools. Business manager must add strength and weakness statements into applicants file with explanations regarding status changes (i.e., very little experience in specific area, currently funded, etc.).
7. Once strength and weakness statements are added to applicant files in Taleo, the business manager will email HR to prompt OIED for pool approval.
8. Once system prompted pool approval email is received from HR, OIED will review and approve primary and secondary pools in Taleo and then communicate with HR that the pools are approved.
9. Once pool(s) are approved, the department can progress with formal interviews.
10. HR handles all remaining offer/hire steps, as necessary.

*For positions of this level, no narrative summary form is needed.

### Staff Professional EXEMPT Search Process*

1. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. HR will post the position.
2. **Initial Screening**: HR does preliminary screening to determine who meets minimum qualifications and then forwards applicants who do to the designated business manager or search committee representative.
3. **Applicant Intake**: Designated business manager will go into Taleo to download applicant files and CV's and email to search committee chair. Preliminary zoom screening interviews are permitted here without pool approvals.
4. **BEFORE On-Campus Formal Interviews**:  Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools.
5. Once communicated, the business manager will email HR to prompt OIED for pool approval.
6. Once system prompted pool approval email is received from HR, OIED will review and approve primary and secondary pools in Taleo and then communicate with HR that the pools are approved.
7. Once pool(s) are approved, the department can begin formal interviews.
8. HR handles all remaining offer/hire steps, as necessary.

*For positions of this level, neither a narrative summary form nor strength and weakness statements are needed.

## Executive Administrative (Vice Chancellor, Assistant/Associate Vice Chancellor, Dean, Assistant/Associate/Executive Dean, Executive Director, Chair) Search Process:

1. Before Position is Posted: College/Department will create a position description for the position and form a Search Committee.
2. Designated business manager will schedule a meeting for OIED representative to Charge the Search Committee. Executive Level Positions do not post without a search committee charge.
3. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Please attach the appropriate position description in IRIS when creating the position.
4. OIED will review and approve the position posting and post position on HR site and HigherEdJobs once pulled through the workflow and after a charge meeting has been held.
5. **Applicant Intake**: OIED will move candidates to review step and designated business manager will go into Taleo to download applicant files and CV's and email to search committee chair.
6. **Initial Screening**: Search Committee chair will communicate with business manager to update the status of applicants in Taleo. Business manager must add notes into applicants file with explanations regarding status changes (i.e., does not have requisite degree, currently funded, etc.) Preliminary zoom screening interviews are permitted here without pool approvals.
7. **Before On-Campus Formal Interviews**: Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools. The department will put all necessary information, including primary and secondary (alternate) candidates on Narrative Summary form, which routes to the appropriate administrators for signatures and approvals: Instructions are on the form.
8. Once Narrative Summary form is signed and approved, OIED will review and approve primary and secondary pools, as well as strength and weakness statements, in Taleo and notify business manager by email. Once both are done, formal interviews can proceed.
9. **Before Making an Offer**: Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OIED review. Business manager will email OIED representative to go in and review.
10. OIED will review and approve hiring authorization in Taleo and email the business manager that the department can move forward with a formal offer.
11. Once formal offer is accepted and background information is cleared, the business manager will update in Taleo, including dispositioning other candidates from the requisition, and then request by email to OIED to move candidate to step hire and close the position. Business managers should not move a candidate to the hired step.

# FAQs

1. Why do some director roles require charge meetings and strength and weakness statements, but others do not?
   a. This is due to the EEO Employee Subgroup that is input when the position is created in the workflow. If the category is "Staff: Professional", then nether a charge by OIED nor strength are weaknesses are required for compliance. If the category is "Staff: Exec/Admin", then both a charge by OIED and strength and weakness are required for compliance.
2. Why do some staff positions require primary pool approval before interviews?
   a. If the position is exempt professional ("Staff: Professional"), then primary pool approval by OIED is required before interviews due to the employee subgroup level. Non-exempt staff do not require primary pool approval by OIED.
3. What happens in instances of a search being out of compliance?
   a. There are two possible consequences:
      i. If an offer has not been made, the search will be voided, and the department will have to start over again with a new position number.
      ii. If the search is beyond offer and acceptance status, then it will very likely come up in a future audit and the department, as well as potentially HR and OIED, will need to answer for why the search is out of compliance.
   b. In both instances above, should out of compliance searches be seen repeatedly from a singular department or individual, Taleo permissions may be revoked.
4. Can we edit a posting after it has been posted and is live on the UT Taleo site?
   a. No. To remain equitable in our hiring practices, the only edits that can be made once a position is posted and live are grammatical or formatting. Anything more will require a cancellation of the requisition and the creation of a new position in the workflow for posting.
5. Can I reuse a position number?
   a. Position numbers can only be reused if the position number is in good standing, meaning it was filled and the incumbent is no longer at UT. If the incumbent is still in the position, or if the position number is attached to a requisition that was canceled or deleted, then it cannot be reused.
6. How long does a position need to be posted?
   a. If it is external or internal search for a non-tenured faculty, a minimum of 10 business days.
   b. If it is an external search tenure-track faculty or executive/administrative, a minimum of 30 business days. Internal tenure-track faculty or executive/administrative roles can follow the minimum 10 business days guidance.
      However, **ALL** internal searches are requested by written documentation stating rationale for conducting the search outside the standard search procedures and are approved by the Dean, Vice Chancellor, and the Associate Vice Chancellor for OIED. More information on Internal Searches is available on page 17 of the [Search Procedures Manual](#).