THE UNIVERSITY OF TEXAS AT ARLINGTON

ACADEMIC HUMAN RESOURCES

Faculty Search FAQ's

General Questions

Q: What is the correct email for Academic Human Resources?
A: We have updated the information should be sent to each inbox.Please see below for guidance:

- For assistance with processing faculty e-forms: hris@uta.edu
- For assistance with faculty searches: ahr@uta.edu
- For assistance with faculty compensation: facultycompensation@uta.edu.

Faculty Postings

Q: Is there a way to add a filter or sort the supplemental questions/screening questions?
A: A filter cannot be added. Current questions can be searched by keyword; however, the search is very specific and does not allow for searching using synonyms. The search engine is also space-sensitive, so any known spaces before and after words must be included in the search.

Q: Are two interviews required for faculty and staff searches or just faculty?
A: Faculty searches require two interviews; First Round and Final Round. Contact Talent Acquisition for any questions on staff searches.

Q: What is the difference between Open-Tenure and Tenure-Track?
A: See posting guide.

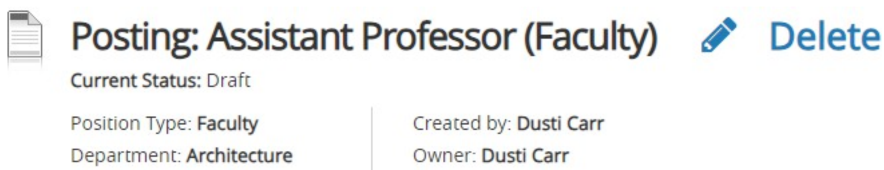
Q: For external advertisements, sometimes journals or other posting places are per word base charged and it can get costly. Do we have to include everything on the Faculty Advertisement Template?
A: A condensed version of the ad can be used. Below is an example:
The Department of Biology in the College of Science at UT Arlington is hiring an Assistant Professor. To apply please go to (add **Quick Link for Direct Access to Posting -**from the Summary tab of the posting in People Admin).

Q. Can faculty or post-doc appointments be retro dated?
A. No, appointments cannot be retro dated. Contact ahr@uta.edu for guidance

Q: Will reference requests be sent directly to reference providers so that departments don't have to contact references personally?
A: Yes, references will be contacted automatically via People Admin. Options on when references are sent are selected in the **References** section on the **Settings** tab.

Q: Are departments required to upload the resignation/retirement information to posting requests for APT replacement positions?
A: This information should be uploaded to the employee clearance form.

Q: How do I know where the posting request is in the workflow?
A: The posting status indicates the position of the request in the workflow.



Q: What is the difference between the Open-T and Tenured ranks on the Open To field?
A: The open rank options were added for departments that will consider more than one rank on one posting. There are limitations since the ranks should be similar enough in job duties and expectations to not require a separate posting.

Q: Can new questions be added to the required question area?
A: Yes, however, all questions will be in pending status until they are reviewed and approved by Academic Human Resources.

Q. Can I start and come back to a draft posting?
A. Yes but be sure to save the draft posting frequently as the system times out periodically. Note, only the person drafting the posting can revise it. Contact Academic Human Resources if another employee needs to make revisions to the draft.

Q: What training is required for Search Committee Members?
A: We are currently revising our search committee training. The search committee chair, department chair, and department hiring administrator should review the following videos and associated materials below. All resources can be found at the bottom of the Forms and Processes webpage of the Academic Human Resources website.

- Initiate the Search and Post the Position
- How to Move Applicants in the Workflow
- How to Submit a Faculty Hiring Proposal
- People Admin Search Committee User Guide

The videos are located on the "People Admin Training Videos," document.

Q: Does a search committee chair need to attend the training for how to submit a hiring proposal and finalize the search?
A: It is up to the department who will submit the proposal; however, we require new chairs recommend as the search manager that you familiarize yourself with all aspects of the search so that you have a good understanding of all processes involved and the expectations.

Q: What information is needed to confirm off-cycle hiring lines?
A: Proof from the Provost on the exact lines that were approved. This approval should indicate the discipline and rank.

Q: Can a department include several vacancies in one posting?
A: The posting may include the additional vacancies, if there is an approved hiring line, the rank, job expectation, and required qualifications align.

Q: Can a department include a salary range in their posting?
A: A salary range should not be entered into the PeopleAdmin posting. If an external job listing requires the salary range, it may be provided on the external job listing. The salary range may be included in the external advertisement; however, it should be omitted from the UTA advertisement.

Q: Can a department modify the canned information on an advertisement?
A: The template is built to allow departments to add language specific to the hire; however, the required information cannot be changed.

Q: Are interviews allowed to be recorded?
A: Yes, interviews can be recorded with the candidates' permission. For record-keeping purposes permission must be requested via email and all candidates selected for the first round of interviews must be asked. This method should not be used regularly across all searches in place of standard interviews, as it is expected that search committee members attend interviews and other search committee meetings.

Q: For external advertisements, sometimes journals or other posting places are per word base charged and it can get costly. Do we have to include everything on the Faculty Advertisement Template?
A: A condensed version of the ad can be used. Below is an example:
The Department of Biology in the College of Science at UT Arlington is hiring for an Assistant Professor. To apply please go to (add **Quick Link for Direct Access to Posting -**from the Summary tab of the posting in People Admin).

Faculty Hiring Proposals and Finalize Postings

Q: Who are the Provost Approvers?
A: The provost approvers consist of leadership departments of Academic HR (AHR), Academic Resource Planning (ARP) and Academic Affairs.

Q: Where are the new offer letter templates?
A: New offer letter templates are located on the Forms and Processes page of the Academic Human Resources website. Please scroll down about midway to navigate to the offer letter templates.

Q: How to use Form A and B?
A: Form A is required for all hiring proposals. Form B is required if there are changes to the original offer that was submitted. Reach out to ahr@uta.edu for guidance or questions.

Q: What is STARs funding?
A: STARs (Science and Technology Acquisition and Retention) is a program that provides funds for the purchase of research equipment and laboratory renovations. The goal of the program is to attract and retain top research faculty at UT System institutions. STARs packages are typically for Rising Stars and seasoned faculty in Science, Engineering and Nursing.

Q: Is the hiring workflow state visible throughout the approval process?
A: Yes, you may go into the applicant in the status of the hiring proposal. Departments should check the history tab for status updates.

Q: How to request PeopleAdmin access for Admins and committee members access to?
A: Academic handles PeopleAdmin access. Please email ahr@uta.edu with those requests.
Please let us know how you and your committee members should reflect (which user group) in PeopleAdmin.

Q: When the hiring proposal request has been transitioned to the Dean's office for review, can the department edit the document?
A: No. Once the request is submitted in the workflow, revisions can only be made by the current reviewer, unless the reviewer returns the request back to the department in the workflow.

Q: How long does RREP approval take?
A: RREP approvals take 3-5 business days to process after submission to the UT System. Contact Kiera Godfrey for information at

Q: When should the CCQ be submitted?
A: CCQ's should be submitted for all finalists submitted for 'Recommend for Hire' approval. An unofficial transcript can be used to submit the CCQ. Contact FacultySucess@uta.edu for questions.

FAQ's - Faculty & Post-Doc Appointments

Q: Are Postdoc Positions posted in PeopleAdmin ?

A: Yes. All postdoc positions should be posted in PeopleAdmin. See postdoc guide.

Q: Is a CCR for a Postdoc assignment required
A: No. See postdoc guide.