

**Hiring of Tenured and Tenure-Track Faculty Members
to The University of Texas Rio Grande Valley
Frequently Asked Questions**

Revised July 18, 2014

1. I am a faculty member at UTB or UTPA. How do I secure a faculty position at UTRGV?

There will be a three-step faculty transition period designed to transfer many tenured and tenure-track UTB and UTPA faculty to UTRGV.

First, UTRGV will determine exactly which academic programs it will offer, which academic units will host those programs, and how many tenured and tenure-track faculty positions each academic unit will need.

Second, UTRGV will conduct a hiring phase known as **Phase I**. You will be eligible to participate in Phase I if you are a full-time tenured or tenure-track Professor, Associate Professor or Assistant Professor at UTB or UTPA. Eligible faculty members who meet the criteria in this phase will automatically receive a tenured or tenure-track appointment at UTRGV.

If you do not meet the qualifications for Phase I, you may apply during the next hiring phase, known as Phase II. This phase will allow UTRGV to fill remaining faculty positions that are identified in the new academic structure. While this phase will also be open to external applicants, tenured and tenure-track UTB and UTPA faculty members and lecturers will receive a hiring preference over similarly-situated external applicants.

2. How will Phase I work?

If you are eligible to apply in Phase I, UTRGV will invite you to indicate your interest in available positions through an online portal, and to submit appropriate forms. Next, UTRGV will evaluate your qualifications for open tenured and tenure-track faculty positions that correspond with the position you hold at UTB or UTPA.

If you currently work in a UTB or UTPA academic unit that corresponds with an academic unit that will exist when UTRGV begins, you will be offered a tenured or tenure-track position as long as you meet the other hiring criteria.

3. What are the hiring criteria for Phase I?

There are eight criteria for tenured faculty members.

First, you must hold a terminal degree and a full-time, tenured faculty appointment as a Professor, Associate Professor or Assistant Professor at UTB or UTPA.

Second, you must complete and submit the required online application on time.

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Third, you must not have received written discipline in the past seven years from UTB or UTPA on which you have exhausted all internal appeals and grievances.

Fourth, you must not be the target of allegations under investigation by UTB or UTPA for which there is substantial evidence that would constitute good cause to terminate your tenured UTB or UTPA faculty appointment.

Fifth, you must not have received an overall “unsatisfactory” or “does not meet expectations” rating on either of your last two annual reviews or your most recent post-tenure review.

Sixth, you must be assigned to an academic unit at UTB or UTPA that corresponds to an academic unit that will exist at UTRGV.

Seventh, UTRGV must have budgeted enough faculty positions in your corresponding academic unit to hire all eligible tenured faculty members from UTB and UTPA.

Eighth, you must complete a new criminal background check unless you have completed one since March 26, 2012, for UTB or UTPA.

4. I’m a tenure-track faculty member at UTB or UTPA. Do the same criteria apply to me in Phase I as apply to tenured faculty members?

Mostly. There are nine criteria for tenure-track faculty members.

First, you must hold a terminal degree and a full-time, tenure-track faculty appointment as an Associate Professor or Assistant Professor at UTB or UTPA.

Second, you must complete and submit the required online application on time.

Third, you must not have received written discipline in the past seven years from UTB or UTPA on which you have exhausted all internal appeals and grievances.

Fourth, you must not be the target of allegations under investigation by UTB or UTPA for which there is substantial evidence that would constitute good cause to terminate your tenure-track UTB or UTPA faculty appointment.

Fifth, you must not have received a terminal year letter already or receive one during the 2014-15 academic year.

Sixth, you must not have received an overall “unsatisfactory” or “does not meet expectations” rating in your last two annual reviews.

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Seventh, you must be assigned to an academic unit at UTB or UTPA that corresponds to an academic unit that will exist at UTRGV.

Eighth, UTRGV must have budgeted enough faculty positions in your corresponding academic unit to hire all eligible tenure-track faculty members from UTB and UTPA.

Ninth, you must complete a new criminal background check unless you have completed one since March 26, 2012, for UTB or UTPA.

5. That is a long list of qualifications. What if I meet all but one?

Then you will not be eligible to be hired through Phase I. However, you will still be eligible to apply during a second phase of faculty hiring, known as Phase II. Details on Phase II will be provided as soon as they are available.

6. I'm a full-time, tenure-track faculty member at UTB or UTPA, and I'm scheduled to go up for tenure in the 2014-15 academic year. Will I be eligible to secure a faculty position through Phase I?

You should certainly submit the required application forms by the deadline. If your current institution recommends you for tenure in 2014-15 and you meet all the other required qualifications, UTRGV will offer you a tenured faculty position in Phase I. If your current institution denies your application for tenure, you will not be eligible to secure a faculty position in Phase I.

7. I'm a full-time, tenure-track faculty member at UTB or UTPA, and I'm scheduled to go up for tenure in the 2014-15 academic year. What happens to me if my application for tenure is denied?

These plans have not been finalized, but we expect that UTRGV will offer you a terminal year appointment.

8. If I go up for tenure at UTB or UTPA in 2014-15, who will decide if I get it – a personnel committee, college committee, dean, provost and president from my current institution, or officials from UTRGV?

Tenure can be conferred only by the UT System Board of Regents. That said, UTRGV, UTB and UTPA have not yet finalized plans for how these 2014-15 tenure reviews will occur. It is likely that the process will involve persons from your current institution and UTRGV.

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- 9. If I go up for promotion at UTB or UTPA in 2014-15, who will decide if I get it – a personnel committee, college committee, dean, provost and president from my current institution, or officials from UTRGV?**

UTRGV, UTB and UTPA have not yet finalized plans for this process. It is likely that the process will involve persons from your current institution and UTRGV.

- 10. If I go up for tenure at UTB or UTPA in 2014-15, whose performance standards will determine if I get tenure - UTB's, UTPA's or UTRGV's?**

Tenure can be conferred only by the UT System Board of Regents. That said, UTRGV, UTB and UTPA have not yet finalized plans for how these 2014-15 tenure reviews will occur. It is likely that the performance standards will involve input from your current institution and UTRGV.

- 11. If I go up for promotion at UTB or UTPA in 2014-15, whose performance standards will determine if I am promoted - UTB's, UTPA's or UTRGV's?**

UTRGV, UTB and UTPA have not yet finalized plans for this process. It is likely that the performance standards will involve input from your current institution and UTRGV.

- 12. If I meet all the requirements in Phase I and submit all the required forms, how will I find out if I am getting a faculty position at UTRGV?**

UTRGV will contact you using the e-mail address you provide in your online expression of interest.

- 13. When will I find out if I am getting a faculty position at UTRGV?**

As soon as possible. UTRGV plans to teach its first academic courses in the Fall, 2015, semester, and needs a full slate of faculty in place well before that date. For that reason, UTRGV will review applications promptly and offer faculty appointments as soon as it is able to do so.

To be specific, we expect that:

- **by early August, 2014**, UTRGV will articulate its initial academic structure;
- **by August 11**, UTRGV will open the Phase I faculty hiring process for current UTB and UTPA tenured and tenure-track faculty members;

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- **on September 8**, the Phase I faculty hiring process will close;
- **by October 6**, UTRGV will extend Phase I hiring offers and notify individuals who were not selected for hiring in Phase I;
- **October 20** will be the deadline for individuals not selected to submit additional material for reconsideration; and
- **by November 10**, UTRGV will notify these individuals of its final Phase I decision.

All of these dates are subject to change, and Phase I will be followed by a second phase of faculty hiring.

14. If I am not offered a position during Phase I, will I be told why?

Yes. An e-mail will be sent to you listing the specific criterion or criteria that you did not fulfill.

15. What if UTRGV gets it wrong? In other words, what if that e-mail says I didn't get the job because I didn't submit the required forms on time? Can I appeal this decision?

Yes. You can submit additional material for UTRGV to reconsider its decision.

16. How will that work?

In the e-mail notifying you that your Phase I application was unsuccessful, UTRGV will provide you instructions on appealing, including a deadline and procedure to file the additional material with UTRGV.

17. When and how will I find out if my appeal is successful?

You will receive an e-mail within 15 days after UTRGV receives your additional material. That e-mail will convey the final decision.

18. Do you expect all tenured and tenure-track UTB and UTPA faculty to be offered tenured and tenure-track positions at UTRGV?

If you do not fulfill the criteria in Phase I or secure a position in Phase II, you may not be offered a tenured or tenure-track position at UTRGV.

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19. If I want to be hired in Phase I, which materials do I need to send UTRGV, and how do I send them?

Don't send anything yet. Once UTRGV knows how many positions will be available, it will inform all existing UTB and UTPA tenured and tenure-track faculty by e-mail. In that e-mail, UTRGV will also provide a link to the website where you can submit your letter of interest and relevant materials.

20. What will this online process include?

Generally, the online process to indicate your interest will ask you to:

- allow UTRGV to review your UTB or UTPA personnel files;
- list your academic rank, tenure status, college/school and academic department;
- indicate whether you have been issued written discipline in the past seven years by UTB or UTPA;
- indicate whether you are currently under investigation by UTB or UTPA for any allegations;
- state the date of your most recent criminal background check by UTB or UTPA; and
- submit a current CV.

21. How will I know when to apply during Phase I to UTRGV?

UTRGV will publicize the opening of the hiring process in an e-mail to all eligible UTB and UTPA faculty members.

22. I'm usually out of town during the summer. By when do you expect Phase I to begin?

We expect it will begin by August 11, 2014.

23. How long will I have to file my application during the first phase?

Until September 8, 2014 – a period of 28 days.

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24. Will the transition to UTRGV require a break in state service?

No.

25. Will the transition to UTRGV affect longevity pay?

No.

26. When will UTB and UTPA faculty appointments terminate?

Either when that institution is abolished by the Board of Regents in a vote in open session, or at a date decided by the Board, whichever is earlier.

27. If I receive a faculty appointment at UTRGV, when will it begin?

That date will be communicated in the offer letter to you. It is likely to begin as a joint appointment during the 2014-15 academic year.

28. If I accept an offer at UTRGV, will I still be a UTB or UTPA employee?

Initially, you are likely to have a joint appointment to your existing institution and UTRGV.

29. Who will pay my salary during this joint appointment?

This has not been finalized, but it will likely be your existing institution.

30. When will this joint appointment end?

This has not been finalized, but it will likely end when all tenured and tenure-track faculty appointments terminate at your existing institution.

31. Will my salary be adjusted when I become exclusively a UTRGV faculty member?

UTRGV has not yet determined the salaries it will offer to its faculty members.

32. I am a lecturer. Will UTRGV be hiring lecturers?

Yes. Normally, lecturers are hired to teach courses that are not otherwise taught by tenured and tenure-track faculty. The same will be true at UTRGV. As with the other hiring processes, the process for hiring lecturers will be based on UTRGV's needs, as they become known.

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- 33. I am a Master Technical Instructor, Associate Master Technical Instructor or Assistant Master Technical Instructor at UTB. Am I eligible to be hired during Phase I?**

No. Only full-time tenured or tenure-track Professors, Associate Professors or Assistant Professors at UTB or UTPA are eligible to apply during Phase I.

- 34. In that case, am I eligible to be hired during Phase II?**

UTRGV will not know which positions will be available in Phase II until the first phase is complete. It will then issue job postings for the vacant positions that will be filled during this phase. If you meet the minimum qualifications for a position advertised during Phase II, we encourage you to apply.

- 35. I am a tenured Assistant Professor at UTB. If I receive a tenured position at UTRGV, what will my rank be?**

You will be a tenured Associate Professor at UTRGV.

- 36. I am a tenure-track Associate Professor at UTB. If I receive a tenure-track position at UTRGV, what will my rank be?**

You will be a tenure-track Assistant Professor at UTRGV.

- 37. In the last two examples, will the change in my title affect my salary?**

UTRGV has not yet determined the salaries it will offer to its faculty members.

- 38. I am a tenured or tenure-track faculty member at UTRGV, and I meet all the criteria except one: someone has lodged a formal complaint of plagiarism against me. It is being investigated by my institution right now. May I still be considered for a position in UTRGV?**

That will depend on the answer to two questions. First, is there substantial evidence for that allegation? Second, does that evidence constitute good cause to terminate your current appointment? If the answer to both is yes, UTRGV will not offer you a position in Phase I.

If the investigation is still pending when Phase I concludes, you may still be eligible to apply in Phase II. In either event, we encourage you to initially apply in Phase I, and note that you can still appeal an unfavorable Phase I decision.

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39. I've already passed a criminal background check at UTB or UTPA. Why do I need another one to get a job at UTRGV?

UT System policy requires UTRGV, as a new entity, to conduct a criminal background check for each new employee. We anticipate that the background checks will be provided by your current institution after you apply for a position at UTRGV.

40. The policy talks about an “academic unit,” and says I can't get a faculty position unless my corresponding UTB or UTPA academic unit still exists. What is an “academic unit?”

An “academic unit” is the organizational unit for university budget purposes. Most typically, an “academic unit” is a college, such as a College of Liberal Arts and Sciences. Sometimes, however, an “academic unit” is a stand-alone entity in a university's academic structure, such as an institute, a division, or a school.

The Board of Regents has not yet approved the final UTRGV college structure. Therefore, in the Phase I hiring process for tenured and tenure-track faculty members, an “academic unit” will be considered equivalent to an academic degree program. In other words, if the academic degree program(s) that you have had teaching responsibility for will be offered by UTRGV, then your corresponding “academic unit” exists and you have met the criterion in section 4.1.f of the policy (for tenured faculty) or 6.1.g (for tenure-track faculty).

The complete inventory of undergraduate graduate degree programs approved by the Board of Regents can be found at <http://www.utsystem.edu/sites/utsfiles/sites/project-south-texas/utrgv-program-inventory-5-16-2014.pdf>. Once the academic structure is approved by the Board of Regents, UTRGV will share a complete inventory of academic degree programs and indicate the approved college and department in which each degree program will be located. Although the department structure does not require the Board of Regents' approval, the department structure cannot be finalized until the Board approves the college structure.

41. When will I know the UTRGV “academic unit” to which my UTB or UTPA academic unit corresponds?

We expect that UTRGV will define its organizational academic structure by early August, 2014. Once that occurs, UTRGV's academic units will be communicated to all UTB and UTPA faculty and staff.

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- 42. I am a tenured faculty member at UTB or UTPA. If I am hired into a tenured position at UTRGV, will my post-tenure review occur at the next scheduled time, or will the post-tenure review reset to zero?**

Your next post-tenure review will occur when it would have occurred had you remained at UTB.

- 43. I am a tenure-track faculty member at UTB or UTPA. If I am hired into a tenure-track position at UTRGV, where will I be on the tenure clock? In other words, how many years into my 7-year probationary period will I be?**

You will remain in the same place on the tenure clock as if you had remained at UTB at UTPA. For example, if your first academic year at UTRGV would have been your fifth year on the tenure clock, it will be your fifth year on the tenure clock at UTRGV.

- 44. I'm a tenured faculty member at UTB or UTPA. I'm eligible to retire, and I'm not sure if I want to move to UTRGV or retire. Will there be a voluntary separation incentive program that I can elect to take instead of applying to UTRGV?**

Yes. Recently, UTB and UTPA offered voluntary separation incentive programs for eligible faculty members. Eligible faculty members who joined the program and complete it will receive an incentive payment and remain in their appointments at UTB or UTPA until May 31, 2015.

- 45. The policy speaks of overall ratings on the last two annual reviews. I'm a tenure-track faculty member new to UTB, so I have only one annual review. Am I still eligible to be hired during Phase I?**

Yes. If you apply, UTRGV will review your single annual review.

- 46. I'm a tenured faculty member at UTB, but I don't have a terminal degree. Am I still eligible to be hired during Phase I?**

This will depend on whether your highest degree is considered a terminal degree in your teaching field. If it is, you may be hired during Phase I, if you meet the other requirements; if it is not, you will not be hired during Phase I, and are encouraged to apply for positions available in Phase II.