

TEXAS A&M ESSENTIALS

provost.tamu.edu

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Faculty Recruitment

In the past decade, Texas A&M University has typically averaged between 25 and 52 applicants for each advertised tenured or tenure-track faculty position. (The range is from 5 to over 200 for different fields and ranks). We also have searches for non-tenure track positions, but these are often more local and targeted in seeking applicants. Our recruiting process follows five steps:

1. Dean authorizes the search and copies the Dean of Faculties (required for posting with Texas Workforce Commission, or TWC, and for ensuring compliance in the event an international candidate is in the pool of applicants). Occasionally an interdisciplinary search is authorized by the Provost.
2. Department or program advertises widely for top candidates while also ensuring a richly diverse applicant pool.
3. Search Committee seeks to strengthen pool of applicants and then carefully reviews applications, as follows:
 - Build the pool
 - Sort based upon pre-agreed requirements and preferences
 - Interview applicants
 - Seek faculty input
 - Recommend top choices
4. Department Head informally negotiates and drafts an offer letter that includes all start-up costs and position specifications. This step may involve getting the commitment of resources from the Dean, the Vice President for Research, and the Provost.
5. Seek formal approval to hire from the Dean of Faculties Office (and beyond if salary level requires).

We have recently created a system so that all inputs, forms, and signatures for this process are managed in an online system. We train department heads, search committee chairs, and faculty members on effective recruiting efforts. This was a requirement during the faculty reinvestment period (2003–2007 and described in a handbook developed in 2004 that is still often used today) because the process resulted in great applicant pools that were much more diverse than before. Our ability to be very selective in hiring has resulted in excellent faculty who are highly successful in teaching and research. Almost immediately, our efforts to retain these faculty members begins through a two-day new faculty orientation program, numerous development workshops and support in teaching and service, possible engagement in over 25 campuswide faculty networks, and formal and informal mentoring programs at the department, college, or university levels.

It is very important to recognize the great variances among fields in executing effective recruiting programs. Some fields have their interviews off-campus first and only bring to campus the candidates who are to receive an offer. Others bring numerous candidates to campus. Some rank candidates and bring them to campus sequentially, stopping when one accepts the offer. Some fields are finished with offers by January, others by April, and some go year round. There is an agreement among Association of American Universities (AAU) schools that if we recruit a faculty member from another AAU school after May 31 (and before October 1), we will request a release (Provost to Provost) for that recruitment offer.



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Resource:

[University Rule 12.99.99.M1](#) —
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