What's New in the Office of AVP for Faculty?
Hiring and Review Updates

Amy J. Wildermuth

Associate Vice President for Faculty
and Professor of Law

THE UNIVERSITY OF UTAH®

Assistance in Office

- Hiring/Appointments: **Heather Call**
- Review (Regular and Auxiliary)
  - Architecture + Planning, Business, Humanities, Law, Libraries, and Science: **Trina Rich**
  - Education, Engineering, Fine Arts, Mines & Earth Sciences, Social & Behavioral Sciences, and Social Work: **Tami Garff**
  - Health Sciences: **Jennifer Allie** (and **Heather Call**)

We are ALL here to help!

Hiring: New System

- Disconnect in hiring because it starts in the Office for Diversity and ends in our office.

- One solution: We are putting in place a process that allows us to review offer letters before they are sent out

Offer Letters: Basics

- We are pleased to offer you an appointment as an [job title must match job code] in the Department of [?] at the University of Utah.

- Tenure review process information is available at http://www.regulations.utah.edu/academics/6-303.html

- Include RPT standards for department/college if not already provided to candidate

Other Parts of Offer Letter

- Appointment term (describe the FTE), salary, and benefits
- Start-up support (if any)
- Travel and moving costs (and immigration information if relevant)
- Research facilities and equipment (if any)
- Departmental and College expectations
- Background Check (employment is contingent on this)
- Must be approved by Senate, President, and Board of Trustees

Reviews: Eliminate Paper!

- By next year, we will have software that is being designed for us by Nolij for the RPT process

- We are happy to accept things electronically *this year* (WebCT/Canvas; Unite)

- In the next few years, all employee files will be electronic

Tips for Success in the Review Process

- Mentor pre-tenure faculty

Educate on teaching, research, and service requirements

  - Set internal deadlines for research/funding
  - Provide feedback on teaching (refer to CTLE; peer reviews)
  - Provide manageable but meaningful service opportunities
  - Regularly meet with pre-tenure faculty

- Meet with the SAC (Student Advisory Committee)

  - More than three members preferred
  - Helpful to get students familiar with professor (but watch for axes to grind)

More Tips in the Review Process

- Follow department, college, and university policy requirements
  - Timeline
  - Know and protect the rights of candidate (including response rights)
- Be honest about concerns and/or bad fit
  - Earlier is better.
  - Get resignations in writing and accept them in writing
  - **Please use our office as a resource**

Other Changes:
Three Categories of Faculty

- Regular (tenure and tenure/track)
- Auxiliary (lecturer, research, clinical, visiting)
- Adjunct

What does this mean?

Post-Tenure Review

- Begin a discussion about what works and does not work in post-tenure reviews.

- We are putting together a group to talk about what we could do in rethinking the process to make it more effective.

- *We want to do this on our terms.*

Questions?

- Office: 1-8763

- Website (will be completely redone): http://www.admin.utah.edu/facdev/index.html

- University Regulations: http://www.regulations.utah.edu/index.html

- Faculty Handbook: http://www.admin.utah.edu/fhb/