



UTSA[®]

The University of Texas at San Antonio[™]

KCEID Business Service Center

Fixed-Term Track (FTT) Hiring

HIRING A NEW FTT

1. Compose a Fixed-Term Track request memo [Faculty Approval Memo Templates](#), addressed to the college dean, requesting permission to post and recruit for a new FTT faculty member. See [HOP 2.50](#) for a list of Fixed-Term Track ranks/descriptions.
2. The dean will review the request based upon the needs of the department and/or qualifications of the candidate. The Dean is the final approver for the following FTT ranks/titles: Lecturer Series, Instructor, Specialist, Clinical Instructor.
3. The BSC will submit the approval to hire an FTT to Talent Acquisition. The department is responsible for the recruitment and selection of the candidate. In order for Talent Acquisition to post a job; the BSC is responsible for the creation of a new Position Id number or updating an existing vacant Position ID via eForms. The department can begin to partner with Talent Acquisition to post the job opening in the Talent Acquisition Manager System.
4. Once a finalist has been selected. Submit the request to hire memo with candidates CV. BSC will obtain approvals from College and VPAA if necessary.
5. Once the final authorization has been received to hire the selected candidate, the department can make the offer to the finalist. Template offer letters are available in the VPAA Sharepoint folder.
6. Once the candidate has accepted the offer; the BSC will complete the PS Contract and create the Letter of Appointment. This process generates the network account, email address, payroll profile, etc.
7. Once the new hire has Banner ID, the department needs to complete the faculty credentialing process.

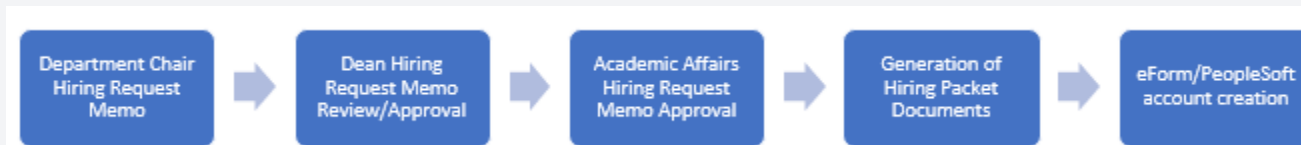


Chart of Fixed Term Track Faculty Titles

Title	Full Time or Part Time	Required degree	Renewal	Minimum AY Compensation (1.0 FTE)	Promotion	Requires Dept Chair Approval	Requires Dean Approval	Requires VPAA Approval	Letter of Appointment - Faculty Contract	PS Form 5008 Contract
Professor of Instruction Series										
Professor of Instruction	FT	Terminal Degree	2-3 years	\$54,000	No limit	Yes	Yes	Yes	Academic Year	Academic Year
Assoc. Professor of Instruction	FT	Terminal Degree	2-3 years	\$47,000	Min. 2 years	Yes	Yes	Yes	Academic Year	Academic Year
Asst. Professor of Instruction	FT	Terminal Degree	1-3 years	\$42,000	Min. 4 years Max. 10 years	Yes	Yes	Yes	Academic Year	Academic Year
Professor of Research Series										
Professor of Research	FT or PT	Terminal Degree	2-3 years		No limit	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Assoc. Professor of Research	FT or PT	Terminal Degree	2-3 years		Min. 2 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Asst. Professor of Research	FT or PT	Terminal Degree	1-3 years		Min. 4 years Max. 10 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Post-Doctoral Fellow	FT	Terminal Degree	Min. 1 year Max. 2 year		Up to 7 years total	Yes	Yes	No	Fiscal Year	Fiscal year Appt (not 1000 contract)
Professor of Practice Series										
Professor of Practice	FT or PT	Min. Master's Degree or meet alternative credentialing	2-3 years	\$52,000	No limit	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Assoc. Professor of Practice	FT or PT	Min. Master's Degree or meet alternative credentialing	2-3 years	\$45,000	Min. 2 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Asst. Professor of Practice	FT or PT	Min. Master's Degree or meet alternative credentialing	1-3 years	\$40,000	Min. 4 years Max. 10 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Lecturer Series										
Senior Lecturer	FT	Min. Master's Degree	2-3 years	\$35,000	No limit	Yes	Yes	No	Academic Year	Academic Year
Lecturer	FT or PT	Min. Master's Degree	1-3 years	\$32,000	Min. 2 years Max. 10 years	Yes	Yes	No	Academic Year	Semester or Academic Year
Clinical Professor Series										
Clinical Professor	FT or PT	Min. Master's Degree or meet alternative credentialing	2-3 years		No limit	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Clinical Associate Professor	FT or PT	Min. Master's Degree or meet alternative credentialing	2-3 years		Min. 2 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Clinical Assistant Professor	FT or PT	Min. Master's Degree or meet alternative credentialing	1-3 years		Min. 4 years Max. 10 years	Yes	Yes	Yes	Academic Year	Semester or Academic Year
Clinical Instructor	PT	Min. Master's Degree or meet alternative credentialing	Min. 1 year Max. 1 year			Yes	Yes	No	Academic Year	Semester or Academic Year
Other FT Academic Titles										
Faculty Associate	PT		Max. 1 academic year			Yes	Yes	No	Semester or Academic Year	Semester or Academic Year
Specialist	PT		1 year at a time if determined benefit to college/department			Yes	Yes	No	Semester or Academic Year	Semester or Academic Year
Visiting Professor	PT		Max. 1 academic year			Yes	Yes	Yes	Semester or Academic Year	Semester or Academic Year
Adjunct Professor, Adjunct Assoc. Professor, Adjunct Asst. Professors	PT		Max. 1 academic year			Yes	Yes	Yes	Semester or Academic Year	Semester or Academic Year
Adjoint Professor, Adjoint Assoc. Professor, Adjoint Asst. Professors	PT		Allowable depending on agreement letter			Yes	Yes	Yes	Semester or Academic Year	Semester or Academic Year
Instructor	FT	ABD	None			Yes	Yes	No	Semester or Academic Year	Semester or Academic Year
Graduate Teaching Associate	PT	Defended dissertation proposal	Up to 2 times			Yes	No	No	Semester or Academic Year	Semester or Academic Year
Teaching Assistant II	PT	Enrolled as graduate student	Continued satisfactory progress in program			Yes	No	No	Semester or Academic Year	Semester or Academic Year
Teaching Assistant I	PT	Enrolled as graduate student	Continued satisfactory progress in program			Yes	No	No	Semester or Academic Year	Semester or Academic Year
Honorary Titles										
Distinguished Teaching Professor										
Professor Emeritus										

GENERAL SEARCH AND PROCESS TIMELINE Based on Fall start date

Jan	Evaluate department faculty needs based on instructional needs
Jan- March	Complete job posting; Form Search Committee
April	Soft closing date; review applicants; develop short list of candidates
April-May	Interviews; select best candidate; negotiate offers
June 1	Job offers are made by
March-July	Prepare office and/or research space for new faculty member; gather materials and finalize documents for the FTT's Faculty File
June-August	Assist faculty member with transition to UTSA
July	Submit hiring eForm to initiate new faculty member PeopleSoft's account.
August 1	New Faculty Orientation for New Fulltime faculty
September 1	Official Start Date

BSC FTT Deadlines:

Department submits to BSC:

- **Fall FTT Hiring Request due May 1st**
- Spring FTT Hiring Request due November 15th
- Summer FTT Hiring Request due April 3rd

BSC submits to Faculty Personnel Services:

- **Fall – July 15th**
- Spring – December 15th
- Summer – May 1st

Appointment Dates:

- Fall appointment dates: 9/01 -1/15
- Spring appointment dates: 1/16 - 5/31
- Summer : 6/1 – 8/31

Department FTT Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Department	NTT Rehire or New Hires	Title	Course Title	Course Number	Semester	Period of Appointment	Rolling Contract Yes or No	9 month Salary	Percent Time	Allocation	Name	Empl ID	replacement course for a buyout	Was this NTT position budgeted?	If Buyout, who is funding the buyout	COST CENTER for Appointment	NOTES
1																		
2																		
3																		
4																		

- All FTT appointments should be entered on this spreadsheet.
- Columns A-Q should be completed by Department. If information is filled in, please verify this data.
- FTT Rehire or New Hires: If they have been employed during the current calendar year they are a rehire. If last appointment was more than a year ago, candidate must apply in TAMS. All others are new hires.
- Refer to the Chart of Fixed Term Faculty Titles for appointment length. Not all titles can be used for semester only appointments.
- Period of Appointment: Select dates for contract requested.
- Rolling contract: refer to the chart of fixed term faculty titles, positions that are typically full time, budgeted and have the option of renewal 2-3 years.
- Allocation; Full-Time FTT enter 9 Month Rate; Part-Time FTT enter Total Allocation for Teaching Course

Department FTT Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Department	NTT Rehire or New Hires	Title	Course Title	Course Number	Semester	Period of Appointment	Rolling Contract Yes or No	9 month Salary	Percent Time	Allocation	Name	Empl ID	replacement course for a buyout	Was this NTT position budgeted?	If Buyout, who is funding the buyout	COST CENTER for Appointment	NOTES
2																		
3																		
4																		

- If New Hire: Please provide TAMS Job Code, CBC date, SSN and Biographical to your HR BSC contact.
- If New FTT requires an earlier Start Date than 9/01 (Fall) and 1/16 (Spring), please Enter Start Date in the notes column.
- If Early Network/Email Access is needed to prepare for Classes, please send a List of FTT Names with Department Chair Approval; so we may request a 0% Faculty Courtesy Appointment via SharePoint/IWS.
- After submission, if you need to modify or add, use the blank FTT Hiring request template provided in your SharePoint folder. Please DO NOT modify the original spreadsheet.
- **Employees must NOT work until CBC and eForm has been fully approved.**

FTT Links:

- Guide for FTT Recruitment: <https://provost.utsa.edu/VPAFS/forms/recruitment/FTT-Faculty-Recruitment-Manual-FY20.pdf>
- Link to VPAA SharePoint with Faculty Approval Memo Templates:
<https://utsacloud.sharepoint.com/:f:/r/sites/vpaa/faculty-recruitment/Shared%20Documents/Faculty%20Approval%20Memo%20Templates?csf=1&web=1&e=DuHUyJ>.

Questions?