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Office of the Provost	May 20, 2026	Summer 2027

## Faculty Search Requests Guidelines

### Overview

Faculty recruitment is an important component of the Academic Affairs Division of Texas A&M University-Corpus Christi. It provides a mechanism to build high-caliber faculty who can support academic and research excellence and is critical to the university’s overall success.

Faculty searches include three main steps: approval to search (approved faculty search request), approval to interview, and approval to offer (hiring proposal). The approval to search step is managed by the Office of the Provost, while the other two steps of faculty searches are coordinated by Human Resources (HR). For the purpose of this overview, details related to the first step of faculty recruitment, approval to search will be outlined. For details on the other two processes, please see the [TAMU-CC Faculty Recruitment and Selection Manual](#).

### Faculty Search Process

The faculty search process begins with academic units submitting a faculty search request (FSR) for approval. Before a faculty search is initiated, proper approvals must be attained to recruit and hire for a vacant/new position. The general timeline for faculty searches should be followed for all permanently budgeted faculty lines regardless of track type. The steps of the faculty search process include:

1. **Submit an FSR via Laserfiche Forms:** The FSR can be found utilizing <https://laserficheforms.tamucc.edu/Forms/Faculty-Staff-Position-Review-Request-Form>.
  - a. For tenure-track/tenured positions, academic units need to include a startup estimation document. For more details see the [faculty startup funding guidelines](#).
  - b. For new positions related to new programs, please attach any information related to the new program proposal, including enrollment goals and the present program enrollment in the supporting documentation section.
2. **FSR Review:**
  - a. ABA will review the FSR, the PIN history, rank, and funding salary sections as well as the CUPA data for the CIP as applicable.
  - b. During their review, ABA will edit any data that needs to be updated and provide comments on the changes.
  - c. In addition, ABA will review funding accounts for the PIN and ensure it aligns with the budgeted costing allocations.
  - d. ABA will provide details in the comments section related to how any increases will be funded and how the request aligns with CUPA data or internal salaries.



Conversely, if there is a decrease in the position salary, funds will drop into provost contingency.

3. **FSR Approvals:** Approvals will route through Laserfiche from the initiator to the department chair, to the dean, to academic business affairs, to the provost.
  - a. **Contacts:** An email notification will also be sent to the academic unit dean/director, admin, businessperson, and department chair as well as HR compensation ([hrcompensation@tamucc.edu](mailto:hrcompensation@tamucc.edu)), budget office ([budget@tamucc.edu](mailto:budget@tamucc.edu)), the continuous improvement & credentialing coordinator ([faculty.credentialing@tamucc.edu](mailto:faculty.credentialing@tamucc.edu)), and executive assistant for the provost once all approvals have been obtained.
  - b. **Reference Code:** The email notification will include the reference code assigned to the search. The reference code is to be clearly noted in any form, inquiry, reimbursement or other forms of communication or documentation associated with the search.
    - i. For pre-approval requests and expense reports in Emburse, the report header must include the reference code as it helps with reconciliation of search expenses.
    - ii. **If the academic unit does not follow these requests, it may impact the amount of funding for searches in the next year.**
    - iii. Example: Search Code/Candidate Name/Travel Date (*24SC-01P/J. Smith/03-02-2023*)
  - c. **Search Budget:** The email notification will include the initial budget provided for the search and the account number to which approved charges are to be expended. However, the academic unit needs to request those funds when they are ready to begin the search. Funds will only be transferred upon request.
  - d. **Faculty Search Changes:** Any deviation from the rank, discipline, tenure status, maximum salary or PIN as approved on the initial FSR will require an updated FSR, which will require approval from the academic unit head and provost.
4. **Search Begins:** Once the search is approved, the hiring department may begin the search process in accordance with the appropriate university policies, procedures, and guidelines.
5. **Search Ends:** A search ends when it culminates in the successful hiring of a finalist or there is a need to fail the search.
  - a. For failed searches, the academic unit has three options:
    - i. For a continued search within the same fiscal year, no additional paperwork is needed unless there are updates to the position or funding. Remaining search funds will be available to use for the remainder of the search period.



- ii. If a new search is needed and it will run in the next fiscal year, then a new FSR is needed. Remaining search funds may be available pending provost approval. No new search funds will be distributed.
- iii. Request to hire a visiting faculty member.

### Timeline for Faculty Searches

Faculty searches will generally run an academic year prior to the official start date for a faculty member. If a position needs to be filled for Fall 2027, then the search for that position should begin in the prior fall semester (i.e. Fall 2026). The general timeline should be followed for all permanently budgeted faculty lines regardless of track type.

Academic units are responsible for carrying out efficient and effective searches. Searches that start too late or stay open too long jeopardize the search, the success of the program, and university resources. As best practice, searches should be carried out in a timely manner that is consistent with best practice in academia and the discipline. An example search timeline is provided below.

### Faculty Search Steps

1. Search requests for known and anticipated vacancies will be submitted no later than July 1<sup>st</sup>. This includes all tracks and whether new or existing.
2. Submitted searches will be sent back to academic units by August 1<sup>st</sup> with details related to approvals or denials.
3. Searches will go live by September 1<sup>st</sup>.
4. Priority application date will be September 30<sup>th</sup>, but searches can stay open while the review begins.
5. First round of interviews should be completed by October 15<sup>th</sup> or sooner.
6. In person interviews should be completed by November 15<sup>th</sup> or sooner.
7. Offers should be made by December 1<sup>st</sup> or sooner.
8. Regardless of when the offer is made, candidate must accept within one week of offer. If they do not, the academic unit should move to the next candidate.

### Off-Cycle Requests

If an academic unit has a request that falls outside of the July 1<sup>st</sup> FSR submission, off-cycle requests can be submitted but should be the exception. Requests for visiting lines can be submitted off-cycle, as these are not permanent and are often filling a temporary void.

For all off-cycle requests, the FSR as well as a statement answering the following questions will need to be submitted:

- Why does the search need to happen off-cycle?



- What is the feasibility of conducting the search off-cycle?
- What is your timeline (conducting search and hiring of finalist)?

### Faculty Search Funding

The Office of the Provost will cover faculty searches for tenure-track faculty as well as faculty librarians. The initial funding amount for these searches will be \$3,000 to help cover reasonable expenses related to conducting the search and interview of candidates. For any expenses above this amount, the academic unit is responsible for covering those costs.

For any other faculty position, the academic unit is responsible for supporting search-related expenses. Additionally, the provost has the discretion, in rare instances, to increase/decrease funding.

### Tracking Expenditures

The academic unit is responsible for tracking the expenses related to each search and providing a timely reconciliation of expenses. This will ensure the budget is expended appropriately and in accordance with applicable policies, procedures, and guidelines. If a search exceeds the funds provided by the Office of the Provost or is not done within 30 days, the academic unit will be responsible for covering those expenses.

### *Reconciliation of Expenditures*

Each academic unit should provide a search expense report within the time frame outlined below. Failure to provide this report may result in a reduction in search funds in the subsequent year. ABA is requesting that each academic unit provide a report three times a year coinciding with the end of an academic semester. The report should reflect the closed/canceled searches during the period.

### Search Expense Reporting Dates

1<sup>st</sup> report – December 1<sup>st</sup>

2<sup>nd</sup> report – May 1<sup>st</sup>

3<sup>rd</sup> report – August 15<sup>th</sup> (to align with fiscal year closing)

If the search expense report provides a surplus of funds, ABA will transfer those funds back to the provost's academic recruiting account to support other requests. For any deficits, the academic unit will be responsible for covering those costs.