



Memorandum

To: Deans, Associate Deans, and Department Chairs

From: Dr. Angie Cartwright, Assistant Vice Provost – Faculty Success

Date: February 6, 2025

RE: UNT Policy 06.055, Faculty Recruitment (NEW POLICY)

The Office of the Provost, in collaboration with the Faculty Senate and other stakeholders, has created a first edition of [UNT Policy 06.055, Faculty Recruitment](#).

UNT is committed to recruiting the most qualified and suitable candidates for faculty positions through promotion, transfer, or external hiring. In alignment with applicable laws and university policies, UNT prohibits discrimination in employment practices based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, genetic information, veteran status, or any other characteristic protected under federal or state law. All appointments must result from selection decisions based on lawful, job-related, and non-discriminatory criteria, adhering to UNT policies and relevant federal and state employment laws.

This policy applies to all full-time and part-time faculty positions, excluding those requiring student status as a condition of employment. It mandates that all such positions be posted for a minimum of five university business days to ensure the development of a well-qualified and diverse candidate pool.

The policy also defines key terms related to the recruitment process, including "Administrative Appointment," "Hiring Authority," "Search Committee," and "Security-sensitive Position," among others. These definitions aim to clarify roles and responsibilities within the recruitment framework. By adhering to this policy, UNT ensures that its faculty recruitment processes are equitable, transparent, and in compliance with legal and institutional standards. I encourage you to download the Faculty Recruitment Complete Guide and the Faculty Search Committee Guide from the [Faculty Recruitment page of the Faculty Success website](#).

This policy was approved by President Keller and took effect on January 21, 2025.

Please share this memo with your faculty as it is relevant to their roles on search committees. If you have any questions or concerns, feel free to reach out.