

## **The University of Texas Child Care Center Faculty Recruitment and Retention Program**

### **Information and Guidelines**

- The focus of the University of Texas Child Care Center (UTCCC) program is to assist in faculty recruitment and faculty retention for cases in which child care is an issue. The number of available spaces will be a set number of slots (child care spaces) identified below.
- Both the current child care program at San Jacinto Street and the new one being built on Comal Street will be available for this service.
- Department chairs, through their respective deans, may request slots through the Office of the Executive Vice President and Provost, with the Provost having final approval. If there are more requests than available slots, the Provost will determine who receives them.
- Colleges and Schools may use recruitment slots for retention of current faculty, but only as part of a counter-offer to a faculty member when he or she has received an offer from another university or company.
- Decisions about awarding spaces for the following fall will be made no later than May 1<sup>st</sup> of the preceding spring. If a department chair and dean wish to have a space held past May 1<sup>st</sup> and the recruit declines the offer or has not made a decision by the start of the fall semester, the appropriate office (the office making the request) will take financial responsibility for tuition for that space (at Level 4 tuition cost) until another child is enrolled. (The financial responsibility in this case would be a period not to exceed six (6) months). If a candidate is to begin employment the following spring, the office will assume financial responsibility for that space (at Level 4 tuition cost) through the fall semester unless other arrangements can be made for that child space.
- The child care centers will set aside a total of twelve (12) spaces for recruiting/retention purposes each Fall. Any space not used for this program by May 2<sup>nd</sup> will be offered to families on the waiting list.
- The following are the minimum spaces that will be reserved in each age group. If more spaces are needed in one age group, the UTCCC coordinator should be contacted by the Coordinating Administrator in the Office of the Executive Vice President and Provost about availability.
  - 3 infant spaces
  - 3 toddler spaces
  - 2 two year old spaces
  - 2 three year old spaces
  - 2 four year old spaces
- Before a child care space is included in a recruitment/retention package, the Coordinating Administrator in the Provost's office will contact the UTCCC child care center coordinator to confirm that space(s) in the appropriate age group is available. The Coordinating Administrator will work with a representative of a college/department before a faculty recruitment and/or retention package/offer is approved by the Provost.
- The Provost will have final approval over faculty recruitment/retention packages/offers as to whether child care spaces be made available on a case by case basis, understanding that no child care space(s) be included in a recruitment/retention package or offer until final approval by the Provost.