

**THE UNIVERSITY OF TEXAS AT AUSTIN  
OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST**

**FACULTY INITIATIVE PROCEDURES FOR SPECIFIC CANDIDATES**

For requests for recruiting/hiring specific candidates related to the Faculty Initiative, the Provost's Office will need the following:

1. Current Curriculum Vita and reference letters;
2. Justification that includes information on how this hire would benefit the department/school/college and mesh with the mission and faculty hiring plan for the department/school/college;
3. Anticipated interaction of the candidate with programs/research centers within the department/school/college and beyond;
4. Funding needed to attract this individual and what cost sharing the department/school/college proposes to provide;
5. A statement giving the teaching philosophy\* of the candidate; and
6. Memorandum from the dean indicating their full support for the request since this will be an allocation of one of the Faculty Initiative positions to the school/college.

*\* The candidate's teaching philosophy should include:*

- *The individual's view of the teacher's role, how their individual activities fit with that philosophy, and their teaching goals for the next five years;*
- *Steps taken in the past few years to improve teaching through activities to enhance teaching skills or background knowledge;*
- *Descriptions of instructional innovations attempted and evaluations of their effectiveness;*
- *Descriptions of non-traditional teaching settings, such as work with laboratory assistants, special help sessions, work with students during office hours, out of classroom contact of all kinds with students;*
- *A brief description of the way the courses they will teach fit into the overall mission of the department.*

*(Taken from "Preparing a Teaching Portfolio: A Guidebook" published by the UT Austin Center for Teaching Effectiveness and available at <http://www.utexas.edu/academic/cte/teachfolio.html> )*