



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 60.09, **Faculty Recruitment Procedure**

**PURPOSE:** The purpose of this HSC Operating Policy/Procedure (HSC OP) is to ensure a standardized approach in the handling of faculty recruitment, and responsiveness to affirmative action and equal employment practices in the employment of faculty.

**REVIEW:** This HSC OP will be reviewed by November 1 of every even-numbered year (ENY) by the Assistant Vice President for Human Resources and the Vice President for Diversity and Multicultural Affairs, with recommendations for revision forwarded to the President by December 1.

### **POLICY/PROCEDURE:**

In meeting the diversity goals of our institution and as a federal contractor, accountability is required for affirmative action and equal employment practices in the employment of faculty at Texas Tech University Health Sciences Center. The procedures for the faculty employment process are as follows:

1. At the beginning of a faculty search, the chairperson of the search committee must contact their Dean's office for a briefing on affirmative action and equal employment opportunity procedures. Annually, representatives from each Dean's office e.g. the Associate Dean for Faculty Affairs, will meet with the Assistant Vice President for Human Resources and the Director of Equal Employment Opportunity and Affirmative Action to be updated on appropriate procedures.
2. Position descriptions should be prepared and advertising reviewed in the Office of the department chair and relevant Dean.
3. The *Faculty Recruitment Procedure Checklist* (Attachment A) must be completed and maintained on every position by the chair of the Search Committee.
4. The *Notification of Faculty Vacancy and Recruitment* form (Attachment B) must be completed by the search committee chair and sent to the Equal Employment Opportunity Office and Human Resources Office.
5. The search committee chair ensures that the position requisition is posted to the Texas Tech Job website.

*As a federal contractor, Texas Tech University Health Sciences Center is charged to monitor and analyze employment activity regarding its affirmative action plans and programs. The Texas Tech Jobs website is designed to collect the necessary data. Reports are available detailing the information upon request at the conclusion of a search.*

6. Before screening begins, the search committee will construct a matrix to be used to compare each candidate's qualifications to those stated in the position description. Each of the stipulated qualifications should be represented and, if the search committee determines that is necessary and appropriate, the scores applied to each qualification may be weighted. Examples of appropriate matrixes are available on the Human Resources Office website.
7. The *Faculty Searches Affirmative Action In-progress Review* form should be completed after the first screening, a copy returned to the appropriate dean, and a copy sent to the Equal Employment Opportunity Office before interviews are arranged (Attachment C). The diversity information required for this form can be generated upon request from the Texas Tech Jobs website.

8. Before a selection is made, each committee should carefully review its procedures to ensure that members of all groups have received fair consideration.
9. Request for employment via an appointment form (*Personnel Action Form*) is to be accompanied by Attachment D and the completed *Faculty Recruitment Procedure Checklist* (Attachment A). The request for appointment is initiated by the department chairperson and recommended by the dean of the school. At the time of appointment, the curriculum vitae, and/or application materials and a copy of the individual's social security card must be sent with the *Personnel Action Form* (PAF) to the Human Resources Office. The official faculty transcripts must be on file in the office of the relevant Dean. It is the responsibility of the department chairperson to which the faculty member is appointed to obtain the official transcripts and the curriculum vitae from the faculty member.
10. Faculty applicants found to be previously convicted of a felony offense or misdemeanor involving moral turpitude (including probation and deferred adjudication) shall not be eligible for employment without the written consent of the Chancellor.
11. The *Affirmative Action Personnel Record Form* (yellow form) (Attachment E), which is attached to the PAF, should be completed and mailed to the TTUHSC Equal Employment Opportunity Office at MS/P.O. Box 41073 Lubbock, Texas 79409-1073.
12. Records of faculty recruitment activities are to be retained for three years from the time of appointment. Records are to include the position requirements, qualifications of applicants, voting results, if any, and the matrix documenting the reasons for priority positioning of candidates. Rejections of our offer of a position by potential candidates are to be documented and retained.
13. Right to Change Policy. TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees.

Attachment A: *Faculty Recruitment Procedure Checklist*

Attachment B: *Notification of Faculty Vacancy and Recruitment*

Attachment C: *Faculty Searches Affirmative Action In-Progress Review*

Attachment D: *Memorandum to the Dean*

Attachment E: *Affirmative Action Personnel Record Form*