

FACULTY RECRUITMENT PROCEDURE GUIDELINES

A. Authorization and Preparation

- Authorization from the dean to fill a faculty vacancy
- If new position or a reclassification of a position, a Request for Approval and Review of New Position/Reclassification form has been completed.
- Search committee chairperson contacts the local Human Resources office for necessary training and updates
- Human Resources will provide committee chairpersons assistance with proper advertisement of the position

B. Recruitment

Prepare position description for the specific position:

- Requirements are directly job related
- Minimum requirements-education, experience, skill, and others clearly and measurably expressed
- Additional desirable requirements, if any, clearly identified and justifiable
- Consistent with equivalent positions in the university

Advertising the vacancy to broaden the applicant resource pool (each advertisement or letter must direct the applicant to the Careers at Texas websites):

- Professional journals for the specific discipline
- Letters to institutions and colleagues, including those institutions known to have significant numbers of minority faculty in the area of the vacancy
- Letters to other sources-industries, institutes, agencies which have significant numbers of women, minorities or other protected groups
- Contacts made to other schools and departments
- Position requisition posted on the Careers at Texas Tech websites; includes the EEO/AA statement of compliance: As an EEO/AA employer, the Texas Tech University System and its components will not discriminate in our employment practices based on an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or status as a protected veteran.

C. Screening of Applications

- Full and equal consideration was given to each applicant who possessed minimum qualifications listed in the position description
- Weights, if used, are justifiable and were uniformly applied
- Desirable requirements are in alignment with responsibilities of the job
- Candidates were dispositioned on the hiring manager portal, BrassRing/Kenexa

D. Certification of the search process

- After an initial review of applications and prior to any in person interviews, the HSC Faculty Addendum form (Attachment C) should be completed and sent to the

local HR Office.

- HR office will forward Faculty Addendum and other supporting documentation of search efforts to the Equal Opportunity Office to review for compliance with federal and state affirmative action and EEO requirements.
- Certification of the search process completed

E. Interview

- Questions are related to the job and other policies established for employment at TTUHSC
- Same set of core questions
- Applicants interviewed updated in the hiring manager portal, BrassRing/Kenexa

F. Selection / Disposition of Applicants

- Selectee satisfies minimum requirements of position description
- In a situation involving applicants with generally equal qualifications, full consideration was given to the equal employment opportunity objectives
- Salary and rank offerings should be the same for all equally qualified applicants and generally consistent with salary/rank of similar positions. Any significant discrepancies must be articulated, justified, and supported on basis of a legitimate, non-discriminatory business necessity, such as research considerations, experience, references/recommendations, market considerations, etc.
- The selectee's official transcripts, curriculum vitae and other credentialing information has been obtained and reviewed for required qualifications
- Background check completed (after offer is accepted but before start of employment)
- Applicants are dispositioned in the hiring manager portal, BrassRing/Kenexa
- Electronic Personnel Action Form (ePAF) completed
- On or before the first day of employment, the new hire completes all required paperwork and provides appropriate documents(s) proving identity and work authorization. The Form I-9 documents are presented to the local HR office

G. Record Keeping

Retain following records in department for five years after termination of employment (for new hire) and three years for all other candidates:

- Copy of position description
- Explanation of screening process-factors, weights, etc.
- Records of interviews of all applicants interviewed, including core questions
- Final report and reasons for the specific selection
- Reasons for rejections by applicants of position offer (**MUST** be completed)
- Copy of the selection matrix used to evaluate candidates

H. The EEO / Affirmative Action Recruitment Summary (Attachment D) form is sent to the Local HR office, with a copy to the Faculty Appointments Committee (as applicable based on the school's processes.)