



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

PURPOSE: The purpose of this Texas Tech University Health Sciences Center (TTUHSC) Operating Policy/Procedure (HSC OP) is to standardize processes and reinforce faculty recruitment strategies to employ a highly qualified workforce.

REVIEW: This HSC OP will be reviewed by November 1 of every even-numbered year (ENY) by the Vice President and Chief Human Resource Officer (VPCHRO), the Office of Equal Opportunity, Academic Affairs and Curriculum Committee, and Academics Council with recommendations for revision forwarded to the President by December 1.

POLICY/PROCEDURE:

1. Policy

- a. **Policy Statement.** The mission of TTUHSC is to provide excellence in the education of health care professionals to serve the West Texas region, the state of Texas, and the nation through innovations in technology research and patient care. To realize these goals, it is the policy of TTUHSC to identify, recruit, and select highly qualified faculty.
- b. **Objective.** The objective of this policy is to standardize processes and reinforce faculty recruitment strategies in order to employ a highly qualified workforce and to ensure that all applicants have received fair consideration during the recruitment process.
- c. **Postdoctoral Fellows (Postdocs).** This policy does not apply to hires of Postdocs. Refer to [HSC OP 70.29](#), Employment of Postdoctoral Fellows, and [HSC OP 70.11](#), Appointments to Non-faculty Positions, for guidance on the hiring process for Postdocs and other non-faculty researchers.
- d. **Equal Employment Opportunity (EEO).** In compliance with state and federal law and TTUHSC policy, the University does not discriminate against any employee or applicant for employment because of sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information, or any other legally protected category, class, or characteristic. As a federal contractor, TTUHSC takes action to employ and advance employment to qualified protected veterans and individuals with disabilities, as required by federal and state law. See [Texas Tech University System \(TTUS\) Regulation 07.09](#) (Equal Employment Opportunity Policy) and [TTUS Regulation 07.10](#) (Non-Discrimination and Anti-Harassment Policy and Complaint Procedure).

2. Definitions

- a. **Faculty Search.** The search process includes all activities used to hire faculty at TTUHSC, including advertisement of the position, applicant screening, selection, and hire. Adjunct faculty and instructors are not subject to the faculty search process.
- b. **Search Committee Chair.** The Search Committee Chair acts as the search committee's facilitator, official spokesperson, and liaison to the hiring official. The Search Committee Chair establishes the overall plan for the search and articulates expectations to the search committee.

The Search Committee Chair leads the development of the recruiting plan, manages the search process, and is responsible for ensuring the search follows TTUS Regulations and TTUHSC policies and procedures.

- c. Search Coordinator. If necessary, the Coordinator serves as the administrative support to the search committee and the Search Committee Chair. The Coordinator, in coordination with the Search Committee Chair, ensures all processes are followed in accordance with TTUHSC administrative guidelines, completes all paperwork associated with the search, and manages records retention. The Coordinator takes the minutes of all search committee meetings, advises the committee about recruiting sources, and serves as the departmental point of contact and liaison with Human Resources (HR). The Coordinator has no voting rights on candidate decisions.

3. Procedure

a. Prior to Initiating Search

- 1) Within two years prior to opening a search, the Search Committee Chair and coordinator must have completed training on TTUHSC recruitment and hiring policies, processes, and procedures either in a one-on-one session with HR staff or through class instruction.
- 2) Position descriptions are prepared or revised and advertising is reviewed by the hiring authority and HR.
- 3) If the position already exists, then a requisition for posting the position is submitted via the BrassRing Hiring Manager Portal. State law requires that all state positions be posted for a minimum of ten business days. All applicants must complete a faculty application using the appropriate BrassRing gateway via the www.ttuhs.edu/jobs website.
- 4) If the position is a new position or a reclassification of a position, a *Position and Salary System* (PASS) transaction is required to be submitted. Instructions can be found in the [PASS Knowledgebase](#).

b. Conducting the Search

- 1) For every open vacancy, the Search Committee Chair will review the *Faculty Recruitment Procedure Guidelines* ([Attachment A](#)).
- 2) With approval from Human Resources and on a case-by-case basis, positions outlined in TTUHSC 60.01(5)(a) may be posted as internal- only recruitment.
- 3) Before screening begins, the search committee constructs the *Applicant Scoring Matrix* (found on the [Hiring Resources & Recruitment page](#)) 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 it is necessary and appropriate, the scores applied to each qualification may be weighted. The matrix template and other information for assistance in completing a fair and effective search process are available on the [HR website](#) and will be presented in faculty search training sessions.
- 4) After an initial review of applications and prior to scheduling any interviews, the *HSC Faculty Addendum* ([Attachment B](#)) and the *Applicant Scoring Matrix* must be completed and sent to HR for review. The fillable *HSC Faculty Addendum* is located in the Recruiting & Hiring Resources, BrassRing Hiring Manager Portal, Recruitment Procedures & Resources area.

- 5) HR will review the *HSC Faculty Addendum* and other supporting documentation of search efforts for compliance with Texas Tech University System Regulations and TTUHSC operating policies.

a) Prior to Hire

- (1) It is the responsibility of the department chair and committee, or the Office of the Dean, to review its procedures in conjunction with the employment application, curriculum vitae, and other professional information submitted to ensure minimum requirements of the position are met. Additionally, the department chair is responsible for obtaining letters of recommendation and conducting appropriate reference checks.
- (2) Before a selection is made, the committee should carefully review its procedures to ensure that the interview process follows the procedures for all applicants.
- (3) An *Offer Outline* in BrassRing must be completed before an offer is extended. The signed offer letter is required to be submitted to the HR recruiter prior to any pre-employment processing will occur and the offer is accepted by the candidate in the BrassRing system.
- (4) After an offer of employment is accepted in the BrassRing system, the background check can be initiated. Refer to [HSC OP 70.20](#) for information regarding pre-employment background screening.

b) After the Search

- (1) For the selected candidate(s), an electronic Personnel Action Form (ePAF) will be submitted by HR and routed through the appropriate approvers. The *Faculty Recruitment Procedure Guidelines* ([Attachment A](#)) must be referenced in relation to each open position.
- (2) It is the responsibility of the department chair to which the faculty member is appointed to obtain the official transcripts, current curriculum vitae, and if necessary, additional credentialing information such as professional licenses and certifications from the faculty member. For all degrees earned outside the United States, U.S. degree equivalency must be established through a course-by-course evaluation conducted by a foreign transcript evaluation service approved by the National Association of Credential Evaluation Services (NACES), or by a comparable agency such as the Educational Commission for Foreign Medical Graduates (ECFMG). The department chair shall appoint a person from within the department to coordinate with NACES and ECFMG.
- (3) In accordance with the State of Texas Records Retention Schedule and legal guidelines, all applications, resumes, letters of reference and similar documents must be retained in the relevant Office of the Dean for two years for applicants not hired and for five years after hired applicants are terminated.
- (4) These recruitment records will include the position requirements, applicants' qualifications, screening matrices, voting records, if any, and reasons for the ranking or rejection of potential candidates. All matrices, voting records, and final rankings are required, at minimum, to also be submitted to HR for central record keeping.

c. Exception to the Search Process

- 1) On very limited occasions, an opportunity may arise to hire an extraordinarily talented faculty member (typically one who is a nationally recognized scholar in his or her field), therefore presenting a need to truncate the search process. The opportunity may be evident during a regular search, through professional channels, or from the individual expressing an interest. This individual must clearly exceed the position requirements or typical qualifications, should the position be recruited for.
- 2) In such cases, the request will need to be substantiated by providing convincing information of the candidate's qualifications and accomplishments. A written request for an exception to the search process, including supporting documentation, is to be routed to the Dean, and the VPCHRO. The VPCHRO will review the request, and consult with the Office of Equal Opportunity and the Office of General Counsel on an as-needed basis. The request must be submitted to, and approved by, the President before any offer of employment may be extended.

Attachment A: Faculty Recruitment Procedure Guidelines

Attachment B: HSC Faculty Addendum