

Texas Tech University Health Sciences Center
FACULTY RECRUITMENT PROCEDURE GUIDELINES

A. Authorization and Preparation

- Authorization from the dean to fill a faculty vacancy
- If the position is new or if a reclassification is needed for an existing position, a Position and Salary System (PASS) transaction must be completed
- Search committee chair contacts the local Human Resources (HR) office for necessary training
- HR assists the search committee chair throughout the recruitment and hiring process

B. Recruitment

- Prepare the position description for the specific position:
 - All qualifications (including “Required” and “Preferred” criteria) must be job-related
 - All requirements—education, experience, skills, etc.— should be clearly expressed and measurable
 - Additional desirable requirements, if any, should be clearly identified and justifiable
 - Any and all required qualifications outlined in the Pay Plan for the position title associated with your job requisition must be included in the job post; they may not be removed or disregarded
 - The job functions and qualifications should be consistent with equivalent positions at the university
- Advertise the vacancy to broaden the applicant pool (each advertisement or letter must direct the applicant to the BrassRing job post):
 - Professional journals for the specific discipline
 - Letters to institutions and colleagues, including those institutions known to have significant numbers of faculty in the area of the vacancy
 - Letters to other sources, industries, institutes, agencies, professional associations, etc.
 - Contact other schools and departments
 - Position requisition posted on the BrassRing must include an EEO statement of compliance: *All qualified applicants will be considered for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, or genetic information.*

C. Screening of Applications

- Before screening begins, the search committee must develop an Applicant Scoring Matrix
- All qualifications (including “Required” and “Preferred” criteria) must be included on the matrix
- Applicants who do not meet minimum qualifications must be dispositioned as such.
- Full and equal consideration must be given to each applicant who possesses the minimum qualifications listed in the position description
- Weighted criteria, if used, must be justifiable and uniformly applied
- All evaluated criteria must be job-related and correlate to the posted position, and all scoring categories on the matrix must evaluate objective, measurable criteria

- HR will disposition all applicants who are not to be interviewed
- After an initial review of applications and prior to scheduling any interviews, the HSC Faculty Addendum (Attachment B) should be completed by the search committee chair
 - The fillable HSC Faculty Addendum is located within the BrassRing requisition in the Forms tab

D. Interview

- After your Applicant Scoring Matrix and HSC Faculty Addendum are completed, approved by HR, and attached to the job requisition in BrassRing or sent by email to HR, you may begin inviting your top candidates to interview
- All interview questions should be reflective of the job and follow policies established for employment at TTUHSC
- All interviewees must be asked the same set of core questions
- Applicants selected for interview will have their BrassRing HR status updated, as appropriate

E. Selection / Disposition of Applicants

- After all final candidates have been interviewed, a completed summary of the final interview scores and ranking of those interviewed shall be uploaded to the BrassRing requisition
- The selectee must satisfy all minimum requirements of the position description
- 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 must be obtained by the hiring department and reviewed for required qualifications
- The background check will be completed after the offer is accepted in BrassRing and before the start of employment
- All other applicants will be dispositioned in BrassRing by HR
- HR will submit the electronic Personnel Action Form (ePAF)
- Before or within the first three days of employment, the new hire will complete all required paperwork and provide HR with all necessary documents(s) proving identity and work authorization, including Form I-9 documents

F. Records Retention

The hiring department must comply with record retention requirements for five years after termination of employment (for new hire) and two 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
- Any documentation relating to or supporting the interview and selection processes