

Texas A&M University-San Antonio

33.99.01.00.02 Employment and Hiring Practices for Faculty

Approved: June, 2013

Next Scheduled Review: June, 2015

Procedure Statement

In accordance with System Regulation [33.99.01 Employment Practices](#), Texas A&M University-San Antonio (TAMU-SA) has established this procedure to oversee the university's faculty recruiting and hiring process.

TAMU-SA is an equal opportunity/affirmative action employer committed to provide equal employment opportunities to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, or veteran status. The purpose of this procedure is to establish consistent practices that are fair and equitable.

This Procedure Supplements System Regulation [33.99.01 Employment Practices](#).

Process– Hiring Full-time Faculty

3.1 Internal Reclassifications and Transfers

Some positions may be filled internally by reclassifying or transferring a qualified TAMU-SA employee and as such do not require a job posting.

3.2 TAMU-SA Only Postings

When qualified applicants are available within TAMU-SA, job postings may be limited to current employees of the university and only posted internally. Other resources, such as email and the internet/intranet, may also be used to advertise an internal posting.

3.3 External Postings

- a. When an external posting is required, faculty vacancies must be posted for at least five (5) business days and will be advertised on the Texas Workforce Commission's web site as required by law. Once the five (5) business days requirement has been met, the posting may be closed and removed from all websites when the hiring manager determines there is an adequate pool of candidates. Job postings may also be closed when the hiring manager is in the final stages of the interview process. If for some reason the position is not filled after it has been closed, it may be re-posted. Multiple faculty may be hired from one posting as approved through the budget.
- b. In order to ensure a diverse pool of applicants, some positions may also be advertised through other employment resources.

- c. At the discretion of the hiring manager in consultation with the School Head, faculty vacancies may be posted in HigherEdJobs.com and the Chronicle of Higher Education (either online and/or print versions). Advertisement fees associated with the advertisement of vacant faculty positions is funded from the School's budget.
- d. All applicants for an external posting must apply through TAMU-SA's PeopleAdmin applicant tracking system available through the University's home page.

3.4 Records Retention

- a. The Human Resources department and the hiring manager will share record keeping responsibilities for each vacancy. All employment applications and other relevant information on job applicants will be maintained in accordance with the Texas A&M University System Records Retention Schedule. If an applicant is not hired, his/her file shall be maintained in the academic department's files. Once a candidate is hired, his/her file shall be maintained in the Office of the Provost. Employment applications and relevant information on hired applicants will be maintained throughout their employment as per System Regulation [61.99.01 Retention of State Records](#) and the TAMUS Records Retention Schedule.
- b. The hiring manager is responsible for updating the status for each applicant in the PeopleAdmin applicant tracking system in a timely manner. Training materials on how to use the PeopleAdmin applicant tracking system are available when the hiring manager signs on to the system (See "Supervisor/Manager's Guide") and through the HR department.

3.5 Search Committees

All full-time faculty hires will be conducted by a search committee. The committee should include a diverse group of members who are appropriately qualified to recommend a final candidate. The committee will be lead by a Chair. The committee Chair must attend a training session conducted by the HR department. All committee members must have completed the TAMUS hiring training within the last two years prior to conducting the interview and selection process.

3.6 Selection

It is the responsibility of each hiring manager to ensure decisions are based solely on job-related factors such as education, experience, knowledge, skills, abilities, licenses/certifications, reference checks, classroom performance, research, and performance in prior jobs. A protected status or classification such as race, color, sex, religion, national origin, age, disability, genetic information, or veteran status shall not be the basis for a hiring decision.

3.7 Selection Steps

The hiring manager will oversee the following steps in the interviewing and selection process:

- a. The chair of the academic department completes and submits a Faculty Position Request form to the school head, who submits it to the provost for consideration.
- b. If the position is approved by the provost, the school head, in consultation with the department chair, appoints a search committee and committee chair. The search committee chair arranges for a representative from Human Resources (HR) to attend the first search committee meeting to explain the hiring process, guidelines of the search, and confidentiality.
- c. The department chair develops the job posting as per specific criteria, education, experience, etc.
- d. The position is posted to PeopleAdmin indicating the need for original transcripts, CV, and three letters of recommendation (emailed letters of recommendation are allowable). All application material (including transcripts) should be sent to the school's or department's administrative assistant.
- e. The External Faculty Advertisement Position Form is routed through the department chair to the school head. If approved, the school head will forward the form to HR for posting to indicated employment websites, newspapers, and the Texas Workforce Commission.
- f. The department receives letters of application and documents from candidates. A folder is created for each candidate to keep materials as they arrive.
- g. The search committee reviews the applications, conducts screening, and develops a short list of candidates. All finalists must meet the minimum academic requirements of the position. Unofficial transcripts may be used to verify academic requirements during the selection and interview phase.
- h. The search committee determines protocol for reference checks, establishes suggested interview questions, assigns reference checks to committee members, and determines timeline for interviews. The committee sends selected finalists' names to the school head for prior approval.
- i. Upon school head approval, the committee chair issues invitations to candidates to interview and works with department's administrative assistant to arrange travel in accordance with university procedures on travel (21.99.99.OO.01).
- j. The committee chair establishes and announces the interview schedule (dates of visit, meetings with committee, school head, department chair, provost and president, and job talk/presentation), establishes suggested questions and prepares evaluation sheets for feedback from those participating in the interview process.
- k. At the conclusion of the interview, candidates will complete and sign the application form (found in PeopleAdmin). If the candidate is currently an employee of the university, no additional background check form needs to be completed.
- l. The department chair will complete a credential evaluation form for the top candidates and forward to the school head.

- m. In consultation with the committee and the department chair, the search committee chair will prepare a list of candidates in order of preference or recommend a single candidate and forward that list to the school head.
- n. The school head reviews the committee report, personally makes reference checks, and confirms that finalists meet requirements before making a recommendation to the Provost.
- o. After receipt of the complete candidates file and with the Provost's approval, the school head will extend a conditional offer of employment to the candidate, have the final candidate complete the Background Check form and forward it directly to HR. If the candidate is a current member of the university faculty and no academic transcript information needs to be updated, then this step may be skipped.
- p. The department head or school chair will forward the completed file to the office of the provost.
- q. Once the candidate accepts the offer of employment, the checklist for faculty searches will be completed and placed into the candidate's file along with original transcripts, three letters of reference, verification of background check, and signed application form. The file will be kept in the office of the provost.
- r. Once the candidate's file is complete, a written contract for employment is issued by the school head and mailed to the candidate for signature. The candidate will sign and return the executed contract to the office of the provost.

3.8.2 Hiring of Foreign Nationals

TAMU-SA must comply with certain requirements related to the hiring of foreign nationals as outlined in System Regulation [33.99.09 Employment of Foreign Nationals](#).

3.8.3 Orientation/Training

New faculty members are expected to attend New Faculty Orientation as scheduled. New faculty members are required to meet with HR to complete all required employment paperwork prior to their first day of employment. They are also required to complete all assigned training via Traintraq or any format on or before the assigned due date.

Process – Hiring Adjunct Faculty and University Supervisors

4.1 Continuation of active part-time faculty

Any active Adjunct Faculty member or University Supervisor may retain active status and be re-appointed without going through the hiring process when a signed letter of appointment is on file with the Office of the Provost.

4.2 Hiring Manager Responsibilities

Due to the temporary employment status of part-time (adjunct) faculty, in most instances, a search committee will not be formed. Instead, the hiring manager will review qualifications of applicants, determine a list of qualified candidates, interview only

qualified candidates to determine whom and how many to hire for each identified academic need, complete reference checks, and maintain required documentation for selected and non-selected applicants. A qualified candidate may be determined based on the specific teaching needs of the department. In all instances, qualified candidates will be deemed as meeting the requirements for the specific content (or sub-content) area required.

4.3 Active Employees (adjunct faculty member)

- a. Any active adjunct faculty member may be offered continued employment within the existing credentialed area without a formal selection process.
- b. If the active adjunct faculty member will be hired for a different area than currently credentialed, updated transcripts must be on file and a new credential evaluation form must be completed to reflect qualifications for the new teaching area.
- c. Terminated adjunct faculty members may be offered employment within the existing credentialed area. The new hire paperwork must be completed in HR prior to their hire date.
- d. A terminated adjunct from the previous semester may be rehired within the existing credentialed area prior to the semester census date without a formal selection process.

Related Policies

System Regulation [33.99.01 Employment Practices](#)
System Regulation [33.99.09 Employment of Foreign Nationals](#)
TAMU-SA University Procedure [21.99.99.00.01 Travel Procedures](#)

Definitions

Hiring Manager – the accountable person overseeing the interviewing and selection process. Hiring manager will be used throughout this procedure to include the Chair of a search committee.

Contact Office

Office of the Provost – (210) 784-1200