



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

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

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP 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 HSCEP OP will be reviewed by November 1 of every even-numbered year (ENY) by the Deans, Assistant Vice President for Human Resources, and the Managing Director of the Office of Equal Employment Opportunity and the Institutional Compliance Officer or designees, with recommendations for revision submitted to the President or designee by December 1.

### **POLICY/PROCEDURE:**

#### **1. Policy.**

##### **a. Policy Statement.**

The mission of TTUHSC El Paso 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 El Paso to identify, recruit, and select highly qualified and diverse faculty.

##### **b. Objective.**

The objective of this policy is to standardize and enforce faculty recruitment processes in order to employ an outstanding and diverse workforce. To accomplish this objective, TTUHSC El Paso shall conduct thorough searches that include the active recruitment of qualified women, minorities, protected veterans, and individuals with disabilities.

##### **c. Legal Basis.**

The task of building a truly diverse community requires a comprehensive Affirmative Action Program (AAP), as do federal mandates. TTUHSC El Paso has developed an AAP that meets the requirements of Executive Order 11246 and Department of Labor's Office of Federal Contract Compliance Program ("OFCCP") Title 41 C.F.R. § 60-2. As a federal contractor and recipient of federal funds, TTUHSC El Paso is subject to the requirements for federal contractors under Executive **Order 11246 and OFCCP implementing regulations.**

##### **d. Postdoctoral Fellows (Postdocs).**

This policy does not apply to hires of Postdocs. Refer to HSCEP OP 70.29, Employment of Postdoctoral Fellows, and HSCEP OP 70.11, Appointments to Non-faculty Positions, for guidance on the hiring process for Postdocs.

#### **2. Definitions.**

a. Diversity.

The term diversity includes the traditional categories of race, gender, persons with disabilities and other non-traditional categories. In the latter, diversity could mean hiring individuals with different degrees, college affiliations, and education both from within and outside the University's workforce

b. Underrepresented Minority.

Underrepresented minority (URM) means those groups that are insufficiently or inadequately represented at TTUHSC El Paso relative to their numbers in the relevant applicant pool.

c. Equal Employment Opportunity.

In compliance with state and federal law, TTUHSC El Paso will not discriminate against any applicant for employment because of race, ethnicity, color, religion, sex, national origin, age, disability, genetic information, or status as a protected veteran.

d. Affirmative Action.

As a federal contractor, TTU System and its covered components are mandated to eliminate discrimination in its selection and hiring practices. As such, TTUHSC El Paso has adopted this goal and through its comprehensive AAP, TTUHSC El Paso has standardized and enforced its steadfast commitment to a faculty recruitment and hiring process that ensures the richness and diversity that characterize the demography of our State. However, TTUHSC El Paso will not accomplish this goal by using "quotas" or adopting any process or practice that contradicts or violates the spirit of its EEO policies. As an EEO/AA/Vets/Disability employer, TTUHSC El Paso instead will meet its goals by using all reasonable efforts to increase the number of qualified URM or otherwise diverse applicants in its hiring pools. From that process, TTUHSC El Paso will select the most qualified applicant for the academic position without regard of race, ethnicity, color, religion, sex, national origin, age, disability, genetic information, or status as a protected veteran.

e. Faculty Search.

The search process includes all activities used to hire faculty at TTUHSC El Paso; including advertisement of the position, applicant screening, selection, and hire.

f. Search Chair.

The Chair acts as the committee's facilitator and official spokesperson and liaison to the hiring official. The Chair establishes the overall plan for the search and articulates expectations to the search committee. The Chair leads the development of the recruiting plan, manages the search process, and is responsible for ensuring the search follows EEO and TTUHSC El Paso policies and procedures.

g. Search Coordinator.

If necessary, the Coordinator serves as the administrative support to the search committee and Chair. The Coordinator, in coordination with the Chair, ensures all processes are followed in accordance with TTUHSC El Paso administrative guidelines; completes all paperwork associated with the search and manages record retention. The Coordinator takes the minutes of all search committee meetings and advises the

committee about recruiting sources and serves as the Human Resources (HR) point of contact. 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 chair of the search and search coordinator from each school, must have completed training on TTUHSC El Paso recruitment and hiring policy, process 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 reviewed by the hiring authority.

*As a federal contractor, Texas Tech University Health Sciences Center El Paso is charged to monitor and analyze employment activity regarding its affirmative action plans and programs. The Applicant Job Website for El Paso is designed to collect the necessary data. Reports are maintained by the local HR office.*

- 3) If the position already exists, then a requisition for posting the position is submitted via the Applicant Job Website for El Paso (<http://elpasojobs.ttuhsoc.edu>). All faculty positions will have a recruitment period of at least 10 working days. All applicants must complete a faculty application on Careers at Texas Tech.
- 4) If the position is a new position or a reclassification of a position, a *Request for Approval and Review - New Position/Reclassifications* form is to be completed and submitted to the HR office. The form is available at <http://www.ttuhsoc.edu/hr/forms/Classifications.pdf>. The position number assigned to each vacancy will allow for the applicant pool to be tracked and must appear on all search forms and records. Once all approvals have been received, a requisition is submitted via the Applicant Job Website for El Paso. All applicants must complete a faculty application on the Applicant Job Website for El Paso.

#### b. Conducting the Search.

- 1) For every open vacancy, the chair of the search committee completes a copy of the *Faculty Recruitment Procedure Guidelines* (Attachment A) to ensure that all applicants have received fair consideration during the recruitment process. The department is to retain a copy of the completed form, along with all other recruitment documents, for every open position. Departments must keep documents for the search accessible for at least five years after each completed search to support institutional or external reviews.
- 2) Before screening begins, the search committee constructs a matrix (sample found in Attachment B or also available online at <http://www.ttuhsoc.edu/hr/documents/matrixtemplate.xls>) or similar tool 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 it is necessary and appropriate, the scores applied to each qualification may be weighted. A sample of the matrix and other information for assistance in completing a fair and effective search process is available on the HR website, each individual school website, and will be presented in faculty search training sessions.

- 3) During the screening process, the search committee must carefully review its procedures to ensure that all applicants have received fair consideration.
  - 4) Prior to scheduling interviews with candidates, the EEO office certifies the search process. Administrative certification is a review of search efforts to recruit qualified URM and other diverse applicants to apply for the open position.
    - a) The faculty search committee, after the first screening of applications, completes a copy of the *Faculty Search - Affirmative Action In-progress Review* form (Attachment C) demonstrating that reasonable efforts to diversify the applicant pool have been attempted. Please provide a copy of each advertisement with this form.
    - b) A copy of the completed form is submitted to the local HR office.
    - c) HR will then forward the form to the EEO office for certification.
    - d) Once received in the EEO office, the certification process should not take more than five working days to complete.
- c. Prior to Hire.
- 1) It is the responsibility of the department chair and committee, or the office of the Dean, to review the employment application, curriculum vitae, and other professional information submitted to ensure minimum requirements of the position are met. Such information, in accordance with the State of Texas Records Retention Schedule, is retained on file in the office of the relevant Dean for a minimum of five years after termination of employment.
  - 2) Before a selection is made, each committee carefully reviews its procedures to ensure that all applicants have received fair consideration during the interview process.
  - 3) Background check is initiated after an offer of employment is accepted. Refer to [HSCEP OP 70.20](#) for information regarding pre-employment background screening.
- d. After the Search.
- 1) Request for employment is initiated by the hiring department via an Electronic Personnel Action Form (ePAF), and the *Faculty Recruitment Procedure Guidelines* (Attachment A) must be referenced in relation to each open position.
  - 2) Once a selection and hire is made, the search chair, with the assistance of the Coordinator, completes the EEO/Affirmative Action Recruitment Summary form (Attachment D), summarizing the search process and forwards the completed form to the local HR office. The HR office forwards the completed form to the EEO office.
  - 3) It is the responsibility of the department chair to which the faculty member is appointed to obtain the official transcripts, curriculum vitae and other credentialing information from the faculty member. Such information, in accordance with the State of Texas Records Retention Schedule, is retained on file in the office of the relevant Dean for a minimum of five years after termination of employment.

- 4) Annually, the Institutional Compliance office will review a random sample of faculty search processes to assess compliance with EEO and TTUHSC El Paso policies and procedures. The outcome of the review will be presented to the respective Dean of the School and Chair of the respective department, and the AVP of Human Resources.
  - 5) The Office of the Dean or hiring department retains all records of faculty recruitment activities for a minimum of five years from the time of appointment. These recruitment records will include the position requirements, applicants' qualifications, screening matrices, the *Faculty Search Affirmative Action In-Progress Review forms*, voting results, if any, and reasons for the ranking or rejection of potential candidates.
- e. Exception to the Search Process.

On a limited occasion, there are times when an opportunity arises 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 or waive the search process. The opportunity may be evident during a regular search, through professional channels, or from the individual expressing an interest. In such cases, the request will need to be substantiated by providing convincing information as to the candidate's qualifications and accomplishments. The written request and supporting documentation are to be routed to the Dean, the Assistant Vice President for Human Resources and ultimately to the President for approval.

[Attachment A: Faculty Recruitment Procedure Guidelines](#)

[Attachment B: Sample Candidate Evaluation Matrix- Faculty Recruiting Form](#)

[Attachment C: Faculty Search Affirmative Action In-Progress Review Form](#)

[Attachment D: EEO/Affirmative Action Recruitment Summary Form](#)