



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 (TTUHSC El Paso) Operating Policy/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, the Assistant Vice President for Human Resources (AVPHR), the Managing Director of the Office of Equal Opportunity and the Institutional Compliance Officer, with recommendations for revision submitted to the President by December 1.

POLICY/PROCEDURE:

I. 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. 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.

II. Definitions

A. Diversity

The term diversity includes the traditional categories of race, sex, 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 (EEO)

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

D. Affirmative Action

As a federal contractor, TTUHSC El Paso is 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 may 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 Chairperson

The chairperson acts as the committee's facilitator and official spokesperson and liaison to the hiring official. The chairperson establishes the overall plan for the search and articulates expectations to the search committee. The chairperson 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 chairperson. The coordinator, in coordination with the chairperson, 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.

III. Procedure

A. Prior to Initiating Search

1. Within two years prior to opening a search, the chairperson 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.
3. If the position already exists, then a requisition for posting the position is submitted via the Applicant Job Website for El Paso (<https://elpasojobs.ttuhs.edu>). Federal law requires that ALL faculty positions have a recruitment period sufficient to recruit a diverse applicant pool or to establish that reasonable efforts to do so have been made. This requirement is separate from and in addition to state law requirements that all state positions be posted for a minimum of ten business days, and in most circumstances will require a much longer recruitment period. All applicants must complete a faculty application on the Applicant Job Website for El Paso.
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 (<https://portal.texastech.edu/documents/11076/0/Review+and+Approval-New+Pos-Reclass+06-2018/0846f490-a78b-43de-98e9-16595836c6de> insert). 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 BrassRing/Kenexa hiring manager portal. 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 chairperson 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.
2. Before screening begins, the search committee constructs a matrix (sample in Attachment B or available at) 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. After an initial review of applications and prior to scheduling interviews, the *Faculty Search Affirmative Action In-Progress Review* form (Attachment C) must

be completed and sent to the HR office. The fillable *Faculty Search Affirmative Action In-Progress Review* form is located within the requisition, BrassRing/Kenexa hiring manager portal, Forms Tab.

5. The HR office will forward the *Faculty Search Affirmative Action In-Progress Review* 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. If required information is supplied, this review should take no more than five business days.

C. Prior to Hire

1. It is the responsibility of the department chairperson 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.
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. A 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. For internal candidates, request for employment is initiated by the hiring department via an Electronic Personnel Action Form (ePAF), and for external candidates, the ePAF is generated by the applicant tracking system. 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 chairperson, 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.
3. It is the responsibility of the department chairperson to which the faculty member is appointed to obtain the official transcripts, curriculum vitae, letters of reference, and other credentialing information from the faculty member. In accordance with the State of Texas Records Retention Schedule and legal guidelines, applications, resumes, transcripts, letters of reference, and similar documents must be retained on file in the hiring department for three years. These recruitment records will include the position requirements, applicant's qualifications, screening matrices, the *Faculty Search Affirmative Action In-Progress Review* and the *EEO/Affirmative Action Recruitment Summary* forms, voting results, if any, and reasons for the ranking or rejection of potential candidates, etc.

E. Exception to the Search Process

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. 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, is to be routed to the Dean, the AVPHR, the Equal Opportunity Office, and ultimately to the President for approval before any offer of employment may be extended.

[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](#)