

TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER EL PASO FACULTY RECRUITMENT PROCEDURE GUIDELINES

A. Authorization and Preparation

- Authorization from the dean to fill a faculty vacancy
- If new position or a reclassification of a position, a Request for Approval and Review of New Position/Reclassification form has been completed.
- Search committee chair contacts Human Resources office for necessary training and updates
- Human Resources will provide committee chairs assistance with proper advertisement of the position

B. Recruitment

Prepare position description for the specific position:

- Requirements are directly job related
- Minimum requirements-education, experience, skill, and others clearly and measurably expressed
- Additional desirable requirements, if any, clearly identified and justifiable
- Consistent with equivalent positions in the university

Advertising the vacancy to broaden the applicant resource pool (each advertisement or letter must direct the applicant to the Careers at Texas website):

- Professional journals for the specific discipline
- Letters to institutions and colleagues, including those institutions known to have significant numbers of minority faculty in the area of the vacancy
- Letters to other sources-industries, institutes, agencies which have significant numbers of women, minorities or other protected groups
- Contacts made to other schools and departments
- Position requisition posted on the Careers at Texas Tech website; includes the EEO/AA statement of compliance: *TTUHSCEP is an Equal Employment Opportunity/ Affirmative Action / Protected Veterans / Individuals w/Disability Employer*

C. Screening of Applications

- Full and equal consideration was given to each applicant who possessed minimum qualifications listed in the position description
- Weights, if used, are justifiable and were uniformly applied
- Desirable requirements are in alignment with responsibilities of the job
- Candidates were dispositioned on the Careers at Texas Tech website

D. Certification of the search process

- The Faculty Search Affirmative Action In-progress Review form (Attachment C) should be completed after the first screening and sent to the local HR office.
- Certification of the search process completed

E. **Interview**

- Questions are related to the job and other policies established for employment at TTUHSCEP
- Same set of core questions
- Applicants interviewed updated in Careers at Texas Tech

F. **Selection / Disposition of Applicants**

- Selectee satisfies minimum requirements of position description
- In a situation involving applicants with generally equal qualifications, full consideration was given to the equal employment opportunity objectives
- Salary and rank offerings are the same for all applicants and generally consistent with salary/rank of similar positions. If discrepancies exist, be prepared to articulate your reason for the basis of desirable requirements listed in position description, experience, references/recommendations, previous salary of applicant, etc.
- The selectee's official transcripts, curriculum vitae and other credentialing information has been obtained and reviewed for required qualifications
- Background check completed (after offer is accepted but before start of employment)
- Applicants are dispositioned on the Careers at Texas Tech Website
- Electronic Personnel Action Form (ePAF) completed
- Complete all new employee paperwork and provide appropriate documents(s) proving identity and work authorization. I-9 form received in the local HR office

G. **Record Keeping**

Retain following records in department for five years:

- Copy of position description
- Explanation of screening process-factors, weights, etc.
- Records of interviews of all applicants interviewed, including core questions
- Final report and reasons for the specific selection
- Reasons for rejections by applicants of position offer
- Copy of the selection matrix used to evaluate candidates

H. **The EEO / Affirmative Action Recruitment Summary (Attachment D) form sent to the Local HR office.**