Procedure Statement

Texas A&M University-Texarkana complies with federal and state laws in addition to Texas A&M University System Regulations and Policies. This procedure establishes the hiring process, the use of search committees, and the steps taken to hire full time staff and faculty positions as required by System Regulation 33.99.01, Employment Practices.

Reason for Procedure

University Procedure 33.99.01.H0.01, Employment Practices complies with requirements outlined in System Regulation 33.99.01, Employment Practices.

Procedures and Responsibilities

1. VACANCY ANNOUNCEMENTS

1.1 All vacancy announcements adhere to the conditions stated in System Regulation 33.99.01, Employment Practices.

1.2 The Board of Regents authorizes the President to employ personnel. The President may delegate that authority. The appropriate Hiring Authority is responsible for the process of filling vacancies and makes the ultimate hiring decision. The Hiring Authority for Executives and Administration is the President of the University, for faculty positions, the President may delegate to the Provost, and for staff positions, the President may delegate to the appropriate Vice President. A Hiring Authority may delegate activities, but retains the ultimate hiring decision. Executive and Senior Administration hires are provisional until approved by the Texas A&M University System Board of Regents.

1.3 A non-faculty staff vacancy may not be posted until the Hiring Authority completes the following steps.
1.3.1 All non-faculty staff vacancies require the hiring authority to submit a job description to the Director of Human Resources (HR) for review and assignment of title, Fair Labor Standards Act (FSLA) status, salary grade, and classification.

1.3.2 Following the Director of HR review of the job description, the hiring authority shall submit a completed Request for Authorization to Conduct a Search form to Human Resources (HR). The hiring authority will have determined and secured adequate funding to cover the vacancy’s potential salary range prior to submitting the form by so indicating on the form.

1.3.3 HR shall route the Request for Authorization to Conduct a Search form to the appropriate entities for approvals and notifications.

1.3.4 After appropriate approvals are made to authorize the search, HR will notify the Hiring Authority and begin the search process.

1.4 A faculty vacancy may not be posted until the Hiring Authority completes the following steps.

1.4.1 The Hiring Authority shall submit a completed Request for Authorization to Conduct a Search form to HR. Accompanying the form will be the Position Vacancy Announcement form. The Hiring Authority will have determined and secured adequate funding to cover the vacancy’s potential salary range prior to submitting the form by so indicating on the form.

1.4.2 HR shall route the Request for Authorization to Conduct a Search form to the appropriate entities for approvals and notifications.

1.4.3 After appropriate approvals are made to authorize the search, HR will notify the Hiring Authority and begin the search process.

1.5 An Executive or Senior Administration vacancy may not be posted until the Hiring Authority completes the following steps.

1.5.1 The hiring authority shall submit a completed Request for Authorization to Conduct a Search form to HR accompanied by the job description. The Hiring Authority will have determined and secured adequate funding to cover the vacancy’s potential salary range prior to submitting the form by so indicating on the form.

1.5.2 HR shall route the Request for Authorization to Conduct a Search form to the appropriate entities for approvals and notifications.

1.5.3 After appropriate approvals are made to authorize the search, HR will notify the Hiring Authority and begin the search process.

2. EMPLOYMENT SEARCH COMMITTEES

2.1 For tenure-track and non-tenure-track faculty positions, staff positions at Director level and above, and all executive level administration positions, a search committee is required. For all other vacancies, the search shall be conducted by the Hiring Authority or delegated to the Director; no committee shall be used.
Anytime a duty or requirement by a search committee is mentioned hereafter it applies to the Director conducting a search also.

2.2 The Hiring Authority shall establish the Search Committee and determine the charge given the committee. The charge to the committee shall contain all of the following:

2.2.1 The job description and/or the position vacancy announcement for the position.

2.2.2 The salary parameters for the position.

2.2.3 The scope of the search (local, regional, or national).

2.2.4 The due date for completing the search.

2.2.5 The format of the committee's recommendations.

2.2.6 The source of support services and detailing what those support services roles will be to the committee (i.e. administrative clerical, securing travel arrangements, search consultants, etc.).

2.3 The Hiring Authority shall appoint committee members and select the Chairman.

2.3.1 The Chairman of the Search Committee shall be at the same level or above the position being filled, unless approved by the President.

2.3.2 Committee members may be selected from a group that represents a cross section of interested parties in the position. Faculty positions may have tenured, tenure-track, and non-tenure-track members on the committee. Committee members may be retirees, community members, support staff, direct reports, or students.

2.3.3 The Chairman must have served previously on a search committee and all committee members must have successfully taken Effective Hiring Practices, Course #2111264, via TrainTraq within the past year.

3. RECRUITING STRATEGY

3.1 The Search Committee shall set a first meeting for all members, including the Hiring Authority, to discuss the charge from the Hiring Authority, determine a schedule of events and meetings, and discuss with HR all pertinent laws, procedures and policies. A member of HR must attend the first meeting.

3.2 The Search Committee shall develop a recruiting strategy consistent with the expectations of the position as determined from the job description.

3.3 The University's Affirmative Action Plan shall be consulted to determine if alternative or additional recruitment efforts are needed.

3.4 By Texas state law, all postings shall be made with the Texas Workforce Commission. In addition HigherEdJobs.com, gettingshired.com, and/or the Texas A&M University-Texarkana website may be used. Any other venues of
advertisement may be deployed dependent on the experience of the committee or circumstances of the position.

3.5 The Search Committee shall forward the recruiting strategy to the Hiring Authority for approval, then to HR and authorize the posting of the position on the A&M System's employment posting system.

4. DUTIES OF COMMITTEE

4.1 The Chairman of the Search Committee shall be in charge of the committee activities and the communicator on behalf of the committee with the Hiring Authority. The Chairman will use the Search Procedure Checklist to monitor progress and tasks performed by the Committee.

4.2 Based on the job description and/or the position vacancy announcement and the experience of the committee members, the committee shall develop a matrix of job related screening criteria to provide a numerical ranking of candidates based on application related materials. Additionally, the committee shall develop, based on job related criteria, interview questionnaires to be used for all interviews conducted during the search process. The questionnaires must be constructed in a way to numerically rank the candidates answers. The matrix and questionnaire must be approved by HR and the Hiring Authority before access to any applications may be made.

4.3 Once the selection criteria have been approved by the Hiring Authority and HR, the committee may begin screening applicants. After the posting has closed, the committee shall determine the ranking of the candidates and provide a list of potential interviewees.

4.4 The Chairman of the committee shall submit the list of candidates to the Hiring Authority to determine an adequate, broad, pool of candidates has been reviewed and vetted. Once the Hiring Authority approves the list, HR must approve going forward with interviews.

4.5 Interviews are conducted by the Search Committee. Interviews shall be telephonic or video conferencing interviews. The selected interview method must be the same for each candidate's interview.

4.6 Once interviews have concluded, the committee shall outline the candidates' strengths and weaknesses and submit the candidates to the Hiring Authority.

4.7 After review of the committee's recommendations, the Hiring Authority may elect to interview candidates through an on-campus interview, ask for consideration of additional candidates, or reject the list from the committee for the committee to further review the candidate pool to provide another list.
4.8 If the Hiring Authority elects to interview a candidate on-campus, the committee shall arrange the travel and the setting of the interview process according to the Hiring Authority's previously agreed format from the charge.

4.9 Once finalists are determined, the Hiring Authority (or Committee Chairman) will have the finalists complete and sign a *Degree Verification Authorization* form and *Criminal Background Check* form when they arrive for on-campus visits and submit to HR.

4.10 The Committee shall perform a reference check on the finalists prior to any conditional or verbal offer and complete the *Reference Check* form. Two references are required, including at least one supervisor. If the committee is unable to contact a supervisor, contact Human Resources for assistance.

4.10.1 If reference checks are conducted before interviews, a reference check must be completed on all interviewees. Two references are required, including at least one supervisor.

4.11 After an offer letter is generated and accepted, the committee shall submit within five (5) days all search committee materials to HR. This includes; job applications, matrix, questionnaires, committee notes, applicant rankings, reference checks, search procedure checklist, and recommendation letter.

5. **DUTIES OF HUMAN RESOURCES**

5.1 The HR department shall act as the liaison with the Hiring Authority and the selection process, whether it is through the Search Committee or a Director. The HR department shall maintain the posting authority with the System's job posting website and supply access as needed for the selection process.

5.2 HR will be the single source of selection documents following the conclusion of the search process. During the search process, HR shall accumulate documents as the process generates them.

5.3 The HR department (or the Associate Provost’s Office in the case of Faculty searches) shall conduct the degree verification and the HR department shall conduct a criminal background check on the finalist in accordance with *System Regulation 33.99.14, Criminal History Record Information-Employees and Applicants*. Every offer of employment shall be conditioned on receipt of an acceptable criminal history and record information check.

5.4 Once a finalist has been selected, HR will generate the offer letter for all vacancies for staff and Executive or Senior Administrative. The Provost's office will generate the appointment (offer) letter for Faculty positions according to terms specified in *System Policy 12.01, Academic Freedom, Responsibility and Tenure*. 
6. JOB OFFER PROCESS

6.1 For non-faculty vacancies, a verbal offer may not be extended by the Hiring Authority until the following steps are completed.

6.1.1 Review the Guidelines for Salary Offers to Proposed Non-Faculty Employment Candidates.

6.1.2 Consult with the Director of HR in determining the appropriate salary offer.

6.1.3 Complete the Checklist for Non-Faculty Salary Offers including the required signature by the Chief Financial Officer.

6.2 After the verbal offer has been made, the HR department, or the Provost’s office for Faculty, shall generate the offer letter and send it to the candidate. The offer letter must contain position title, start date, annual salary, confirmation of at-will status, and a reference to the essential elements of the job. Additional appropriate language shall be used in both staff offer letters and faculty appointment letters such as:

"Also, this offer is contingent upon your ability to show proof of eligibility for employment in the United States within three days of employment at A&M - Texarkana and your understanding that proof of eligibility is solely your responsibility. You are required to maintain such eligibility during your entire term of employment with Texas A&M University - Texarkana."

6.3 Once the prospective employee has agreed to the offer as indicated by signing and returning offer letter, HR shall arrange with the new hire all pre-employment activities such as new hire orientation, new employment paperwork, and other required forms.

6.4 New employee's first day begins by reporting to HR for processing.

6.5 Hiring Authority shall ensure the hiring department executes an Employee Payroll Action (EPA) by 2nd day of employment notifying payroll of new hire.

Related Statutes, Policies, or Requirements

System Regulation 33.99.01, Employment Practices
System Regulation 33.99.14, Criminal History Record Information-Employees and Applicants
Appendix

Request for Authorization to Conduct a Search (contact HR)
Guidelines for Salary Offers to Proposed Non-Faculty Employment Candidates (contact HR)
Checklist for Non-Faculty Salary Offers (contact HR)

Contact Office

Office of Human Resources
903.223.3012