

STANDARD ADMINISTRATIVE PROCEDURE 33.99.01.T1 HIRING FACULTY AND NON-FACULTY

Supplements System Regulation 33.99.01, Employment Practices
Effective 9-20-2004; Revised 8-5-2008

1. GENERAL

Tarleton State University shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants for budgeted positions, allow for uniform reporting procedures, and comply with System Policies and federal and state laws and regulations.

2. REQUIREMENTS

2.1 All budgeted vacancies below the level of President (excluding positions that require student status, adjuncts, and visiting faculty and researchers) will be listed with the Department of Human Resources.

2.2 All applicants for a vacant budgeted position must apply through Tarleton Connection, Tarleton's on-line applicant tracking system, for referral to the hiring manager.

2.3 Offer of employment will be contingent upon: (1) the hiring department's compliance with employment policies and procedures and applicable federal and state laws and regulations; and (2) the applicant's meeting at least the minimum qualifications for the vacant position.

2.4 Any exceptions to these requirements must be justified in writing, reviewed by Human Resources, and routed for approval through the appropriate vice president/executive director.

3. RESPONSIBILITIES

The Department of Human Resources will develop, maintain, and issue detailed procedures, instructions, and guides to departments for use in the hiring process.

The Department of Human Resources is responsible for:

(1) Assisting department in developing consistent, job-related selection procedures; listing vacancies; and identifying qualified applicants.

(2) Recruiting, screening, and referring applicants.

(3) Ensuring that Tarleton State University hiring practices meet the requirements of all federal and state laws and regulations.

(4) Informing University personnel of proper hiring procedures through workshops, handbooks, and other methods of communication.

(5) Monitoring the hiring of University employees to ensure full support of the University Affirmative Action Plan.

3.3 Hiring Managers are responsible for:

(1) Preparing and using job descriptions throughout the hiring process.

(2) Developing and following consistent, job-related selection procedures.

(3) Following University hiring procedures, listing vacant positions with the Department of Human Resources, and ensuring all applicants are referred by the Department of Human Resources.

(4) Hiring qualified applicants based on the parameters established in the position description.

(5) Retaining audit copies of interview notes, selection documentation, job advertisements and all correspondence related to a hire for a period of two

years.

4. POSITION DESCRIPTIONS

4.1 The Department of Human Resources will ensure each budgeted position (excluding positions that require student status and adjuncts) has an approved position description. Where a position description does not exist, the hiring manager must prepare, and obtain approval, of one through Tarleton Connection, Tarleton's web based applicant tracking and performance management system, before a vacant position can be posted.

4.2 New hires and their respective supervisors (hiring manager), must review and certify the position description within 10 business days of hire. The hiring process is considered complete at the point the position description is fully certified.

5. JOB POSTINGS

5.1 Departments may initiate a request to fill a vacant position by accessing Tarleton Connection and completing and submitting the appropriate request. The action is routed through normal channels to the President for approval. Upon approval, the Department of Human Resources will post the position on Tarleton Connection and the Employment Bulletin Board in Human Resources. All budgeted vacancies are also listed with the Texas Workforce Commission.

5.2 Job postings will document if the position is subject to a criminal background check. Postings will also include Tarleton's Affirmative Action statement and selective service requirements.

5.3 Vacancies will post a minimum of five working days in accordance with System Regulation 33.99.01.

5.4 Appropriate Advertising

5.4.1 Faculty vacancies must be advertised. For tenure-track vacancies, national advertising in one or more journals of the field is appropriate. For nontenure track vacancies, local or regional advertising is appropriate.

5.4.2 Executive and managerial vacancies must be advertised using the most appropriate form of advertisement that attracts a diverse applicant pool.

5.4.3 Advertising for all other position vacancies is highly encouraged and should be utilized in situations where positions require a specialization or a specific skill, or where availability is limited.

5.4.4 Serious attempts shall be made to reach minorities and women with these advertisements.

5.4.5 All advertisements must be approved by the Department of Human Resources and must carry the affirmative action/equal opportunity employer statement, which states,

“Tarleton State University, an Equal Employment Opportunity and Affirmative Action Employer and Education, is committed to excellence through diversity.”

This applies to all forms of advertising, electronic or print.

5.4.6 The Department of Human Resources will maintain a comprehensive list of recruitment sources, including organizations representing minorities, women and individuals with disabilities. Periodically, Human Resources will send a listing of vacancies to all sources on the recruitment list.

6. SELECTION

6.1 Search Committee

6.1.1 A search committee should be formed for positions of director and above and for all tenure-track faculty positions. Searches for other professional staff may also use a committee if desired. The committee will recruit, screen applicants, check references, interview candidates and submit a list of recommendations to the hiring manager who is responsible for making the final selection.

6.1.2 The committee members shall represent the constituencies of the group most closely associated with the position. The committee shall further reflect the status of the position, and reflect the diversity of the University by gender and ethnicity. The hiring manager generally selects the committee chair followed by the selection of others to serve. The search committee membership should be reported to and documented with the Department of Human Resources. The Department of Human Resources reserves the right to make recommendations related to the make-up of a committee.

6.1.3 A search committee is subject to all the same requirements as a hiring manager as outlined in System Policies and in federal and state laws and regulations.

6.2 Applicants for a posted job vacancy shall submit a Tarleton State University employment application through Tarleton Connection. Other supporting materials may be required such as resumes, vitas, transcripts, or letters of reference. In no case, however, shall a resume or vita be accepted in lieu of an employment application for all job postings.

6.3 For applicants to be considered, applications must be received by the Department of Human Resources before a job posting is removed or the job is filled.

6.4 The Department of Human Resources will screen applications for all classified job postings and for non-classified job postings where a search committee has not been named and approved. Applicants qualifying for a job posting will be forwarded to the hiring manager for further consideration. Applicants not qualifying for a job posting will be notified of their non-qualification by an automatic electronic notification generated by Tarleton Connection.

6.5 The Hiring Manager and/or the Search Committee is responsible for the consistent application of established criteria to applicants. Hiring managers and search committees should review applications received and select the top candidates to interview based on the qualifications outlined in the position description and announcement. The evaluation of applicants may include assessment of their application forms, vitae, credentials and reference checks; telephone interviews, and face-to-face interviews with applicants on campus, at conventions, or elsewhere; and for faculty vacancies, monitoring their teaching of a class.

6.6 According to System Regulation 33.99.01, Employment Practices, the hiring manager, or other appropriate person, should verify references, previous employment and other job-related credentials before an offer of employment is made. Information collected should be documented and retained in the department hiring record for two years.

6.7 The final hiring decision of all vacancies rests with the hiring manager. Hiring managers should secure all appropriate approvals to hire before extending an offer.

6.8 Final candidates not meeting the minimum qualifications for the position must be justified in writing and approved up through Human Resources and the appropriate vice president/executive director prior to extending an offer.

7. JOB OFFERS

7.1 Faculty

7.1.1 All appropriate approvals must be secured before an offer can be extended. Where the position requires a joint appointment in different departments (such as athletic coaches), approval must be secured by both the primary and secondary appointment authorities.

7.1.2 In accordance with System Policy 12.01, Academic Freedom, Responsibility and Tenure, offer letters should include the following components.

(a) Position title

(b) Hire date

(c) Annual salary

(d) Term and FTE

(e) Essential job functions, including but not limited to; teaching responsibilities, responsibilities for advising students, independent and/or collaborative research responsibilities, engaging in patient care, committee assignments, conditions imposed by external accrediting agencies, conditions for holding a named professorship or endowed chair, or a position that combines academic and administrative duties (such as department heads and coaches), and any other specific essential functions for the position in question.

(f) Tenure status

(g) Criminal record statement: "This offer is contingent on receipt of an acceptable criminal history record information check."

7.1.3 The letter of offer becomes a mutually binding agreement if the applicant communicates an acceptance in writing, provides the university with official transcripts in a timely manner, and completes all necessary hiring paperwork with the Department of Human Resources.

7.1.4 Upon receipt of written acceptance, the Provost and Vice President for Academic Affairs prepares the official appointment letter, which is signed by the President and then sent to the candidate. This letter reaffirms the appointment and clearly indicates the precise terms of the appointment as described in section 7.1.2, of this procedure. If the appointment is of a tenure-accruing nature, the length of the period of probationary service at Tarleton is indicated, as well as, credit for appropriate service at other institutions.

7.1.5 The hiring manager will complete the faculty selection process by changing the applicant statuses within Tarleton Connection and preparing a hiring proposal on the final candidate. Tarleton Connection generates an automated electronic notification to rejected applicants.

7.2 Non-faculty

7.2.1 All appropriate approvals must be secured before an offer can be extended. Where the position requires a joint appointment in different departments (such as athletic coaches), approval must be secured by both the primary and secondary appointment authorities.

7.2.2 Generally, written job offers are not required for non-faculty except for executive or managerial job offers. When written job offers are used, the offer letters should contain the following components.

(a) Position title

(b) Hire date

(c) Annual salary

(d) Term and FTE

(e) Essential job functions as listed in the position description

7.2.3 All verbal and written offers should include the statement "This offer is contingent on receipt of an acceptable criminal history record information check."

7.2.4 Salary offers should be made in accordance with Tarleton Rule and Procedure 31.01.01.T1, Compensation Administration.

7.2.5 The hiring manager will complete the non-faculty selection process by changing the applicant statuses within Tarleton Connection and preparing a hiring proposal on the final candidate. Tarleton Connection generates an automated electronic notification to rejected applicants.

8. CRIMINAL RECORD CHECK

8.1 After an offer is extended and accepted, the Department of Human Resources will conduct a criminal record check on the finalist in accordance with System Regulation 33.99.14, Criminal History Record Information-Employees and Applicants. Hiring managers will only be notified if the criminal record check produces a negative result.

9. HIRING OF FOREIGN NATIONALS

9.1 Tarleton State University must comply with certain requirements related to the hiring of foreign nationals as outlined in System Regulation 33.99.09, Employment of Foreign Nationals.

10. RECORDKEEPING

10.1 Audit copies of interview notes, selection documentation, job advertisements, reference and background checks, and all correspondence related to a hire will be kept in the hiring department for a period of two years.

10.2 Electronic applications will be kept in Tarleton Connection at least two years from the date of last activity.

10.3 Job vacancy files will be kept within the Department of Human Resources in accordance with the State of Texas Retention Schedule, usually two years.

11. ORIENTATION/TRAINING

11.1 New employees are expected to report to the Department of Human Resources on or before their date of hire to complete required documentation related to employment with Tarleton State University.

11.2 New faculty are expected to attend New Faculty Orientation as scheduled. New Non-faculty are expected to attend orientation held the last Tuesday of every month or as scheduled by Human Resources Training and Development.

CONTACT OFFICE: Human Resources