

# SAP 33.99.01.T0.01 Hiring Faculty and Non-Faculty



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## Procedure Statement

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Tarleton State University (Tarleton) shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants for budgeted positions and allow for uniform reporting procedures.

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## Reason for Procedure

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This SAP ensures compliance with State statutes and The Texas A&M University System (system) policies and regulations concerning employment practices

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## Procedures and Responsibilities

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### 1. REQUIREMENTS

- 1.1. All budgeted vacancies below the level of president (excluding positions that require student status, adjuncts, and visiting faculty and researchers) will be posted by the Employee Services Department to the university's online employment site for a minimum of five days. Vacancies will be posted in one of three (3) ways:
  - 1.1.1. Posting open to all applicants (internal and external).
  - 1.1.2. Posting open only to applicants currently employed at Tarleton (as indicated by assignment to the university's budget).
  - 1.1.3. Posting open only to applicants within a department or defined university area of designation.

- 1.2. Vacancies may also be filled by currently budgeted employees without posting by approved internal promotion or transfer as defined in university SAP *31.01.01.T1.01 Compensation Administration*.
- 1.3. All applicants for a posted budgeted position must apply through the university's online employment site for referral to the hiring manager.
- 1.4. All postings that are listed with the university's online employment site are automatically posted by the Employee Services Department with the Texas Workforce Commission as required by the State of Texas labor code.
- 1.5. 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.
- 1.6. Applicants for positions will not be processed onto the Tarleton payroll unless proper hiring procedures are followed.
- 1.7. Employment decisions that would be counter to this procedure will normally not occur. However, if exceptional situations exist, the hiring supervisor may request approval to hire through the appropriate division vice president to the Employee Services Department. The posting requirement under Section 1.3.2 of System Regulation *33.99.01, Employment Practices* cannot be waived.

## 2. RESPONSIBILITIES

- 2.1. The Employee Services Department will develop, issue, and maintain detailed procedures, instructions, and guides to departments for use in the hiring process.
- 2.2. The Employee Services Department is responsible for:
  - Assisting departments in developing consistent, job-related selection procedures.
  - Posting vacancies.
  - Recruiting, screening, and referring applicants.
  - Conducting criminal history and US degree verification checks as required.
  - Ensuring that Tarleton hiring practices meet the requirements of all federal and state laws and regulations.
  - Informing university personnel of proper hiring procedures through workshops, handbooks, and other methods of communication.
  - Monitoring the hiring of university employees to ensure full support of Tarleton's Affirmative Action Plan.
- 2.3. Hiring Managers are responsible for:
  - Preparing and using job descriptions throughout the hiring process.
  - Developing and following consistent, job-related selection procedures.

- Following university hiring procedures, notifying the Employee Services Department of pending vacancies, and ensuring all applicants are referred by the Employee Services Department through the university's online employment site.
- Hiring qualified applicants based on the parameters established in a comprehensive posting.
- Ensuring all experience (including military experience) used in the hiring decision is verified.
- Ensuring copies of documents related to the hiring process are retained (or provided to the Employee Services Department upon request) per the specified hiring practice for each position listed in accordance with the respective retention periods in the System Records Retention Schedule..
- Conducting appropriate and timely orientation and training for the hired employee, including assignment of training as required by law, system policy or regulation, or university rule.

### 3. POSITION DESCRIPTIONS

- 3.1. The Employee Services Department will ensure each budgeted position (excluding positions that require student status, adjuncts, and visiting faculty and researchers) has an approved position description. Where a position description does not exist, the hiring manager must prepare and obtain approval through the university's performance management and applicant tracking system, before a vacant position can be posted.
- 3.2. New hires must be notified to review and certify their position description within ten (10) business days of hire. The hiring process is considered complete at the point the position description is fully certified.

### 4. JOB POSTINGS

- 4.1. Departments may initiate a request to fill a vacant position by accessing the university's performance management and applicant tracking system and completing and submitting the appropriate request. The action is routed through the department's respective vice president for approval. Upon approval, the Employee Services Department will post the position on university's online employment site.
- 4.2. 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.
- 4.3. Vacancies in non-faculty budgeted positions will post a minimum of five days in accordance with System Regulation 33.99.01, *Employment Practices*. Vacancies in faculty budgeted positions must be posted for a period no less than five days, but additionally in accordance with the needs and requirements of the provost.

#### 4.4. Appropriate Advertising

- 4.4.1. Posted faculty vacancies must be advertised. For tenure-track vacancies, national advertising in one or more higher education listing and/or journals of the field is appropriate. For non-tenure track vacancies, local or regional advertising is appropriate.
- 4.4.2. Posted executive and managerial vacancies must be advertised using the most appropriate form of advertisement that attracts a diverse applicant pool.
- 4.4.3. Advertising for all other posted 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.
- 4.4.4. Serious attempts shall be made to reach minorities, women, veterans and individuals with disabilities with these advertisements.
- 4.4.5. All advertisements must be approved by the Employee Services Department and must carry the federally required affirmative action/equal opportunity employer statement made available by the Employee Services Department through provided hiring manager resources. This applies to all forms of advertising, electronic or print.
- 4.4.6. The Employee Services Department will maintain a comprehensive list of recruitment sources, including organizations representing minorities, women, veterans and individuals with disabilities. Periodically, the Employee Services Department will send a listing of vacancies to relevant sources on the recruitment list.

### 5. SELECTION

#### 5.1. Search Committee

- 5.1.1. A search committee must 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.
- 5.1.2. 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 Employee Services Department. The Employee Services Department reserves the right

to review, approve and/or make recommendations related to the make-up of a committee.

- 5.1.3. 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.

## 5.2. Applications

- 5.2.1. Applicants for a posted job vacancy shall submit a Tarleton employment application through the university's online employment site. 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 online employment application for all job postings.
  - 5.2.2. For applicants to be considered, applications must be received by the Employee Services Department before a job posting is removed from the university's online employment site.
  - 5.2.3. The Employee Services Department will ensure applications are screened for all job postings for each applicant's qualifications meeting basic minimum requirements as posted. 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 the university's online employment site.
  - 5.2.4. 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.
- 5.3. In accordance with System Regulation 33.99.01, *Employment Practices*, the hiring manager, or other appropriate committee designee, 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.
  - 5.4. The final hiring decision for all vacancies rests with the hiring manager. Hiring managers should secure all appropriate approvals to hire before extending an offer.
  - 5.5. Final candidates not meeting the minimum qualifications for the position must be justified in writing and approved up through the Employee Services Department

and the appropriate vice president prior to extending an offer and in accordance with SAP 31.01.01.T1.01, *Compensation Administration*.

## 6. JOB OFFERS

### 6.1. Faculty

- 6.1.1. All appropriate approvals to hire must be secured before an offer can be extended. Approval of offers for faculty appointments proceed from the department head to the dean, and from the dean to the provost. Where the position requires a joint appointment in different departments, approval must be secured by both the primary and secondary appointment authorities.
- 6.1.2. Additionally, before approval to hire is sought and offer extended, the department head must ensure that all wage commitments are consistent with SAP 31.01.01.T1.01, *Compensation Administration* which includes a salary review for equity by the Employee Services Department to meet the university's commitment to its Affirmative Action Plan.
- 6.1.3. To comply with system regulations and university rules and procedures certain disclosures and contingencies must be included in every offer-to-hire letter. In general, these disclosures and contingencies address, but may not be limited to, matters such as final administrative approval before the offer is effective, employment eligibility verification, criminal background check, degree verification and access to official transcripts
- 6.1.4. Department heads shall ensure that offer letters are worded with the appropriate disclosure and contingency language and that such language is used in every offer letter to tenure-track and non-tenure-track faculty. This language can be found in the hiring guidelines made available by the Employee Services Department.
- 6.1.5. 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 Employee Services Department.
- 6.1.6. Upon receipt of written acceptance, the provost prepares and signs the official appointment letter which is sent to the candidate. This letter reaffirms the appointment and clearly indicates the precise terms of the appointment as described in section 6.1.2, 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. If any discrepancies exist between the offer letter and official appointment letter, the academic affairs appointment letter should be considered the official document.

6.1.7. The department head will complete the faculty selection process by changing the applicant statuses within the university's applicant tracking system and preparing a hiring proposal on the final candidate. The applicant tracking system generates an automated electronic notification to rejected applicants.

## 6.2. Non-faculty

6.2.1. All appropriate approvals to hire must be secured before an offer can be extended. Approval of offers for non-faculty appointments proceed from the hiring manager through the department head to the respective divisional vice president. Where the position requires a joint appointment in different department's approval must be secured by both the primary and secondary appointment authorities.

6.2.2. Generally, written job offers are not required for non-faculty positions except for executive or managerial job offers. To comply with system regulations and university rules, certain disclosures and contingencies must be included in every required offer-to-hire letter. In general, these disclosures and contingencies address, but may not be limited to, matters such as final administrative approval before the offer is effective, employment eligibility verification, criminal background check, degree verification and access to official transcripts

6.2.3. Additionally, before approval to hire is sought and offer extended, the hiring manager must ensure that all wage commitments are consistent with SAP *31.01.01.T1.01, Compensation Administration* which includes a salary review for equity by the Employee Services Department to meet the university's commitment to its Affirmative Action Plan.

6.2.4. The hiring manager will complete the non-faculty selection process by changing the applicant statuses within the university's applicant tracking system and preparing a hiring proposal on the final candidate. The applicant tracking system generates an automated electronic notification to rejected applicants.

## 7. CRIMINAL RECORD CHECK

7.1. After an offer is extended and accepted, the Employee Services Department 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.

## 8. HIRING OF FOREIGN NATIONALS

8.1 Tarleton shall comply with certain requirements related to the hiring of foreign nationals as outlined in System Regulation *33.99.09, Employment of Foreign Nationals*.

## 9. RECORDKEEPING

- 9.1. Interview notes, selection documentation, job advertisements, reference checks, and all correspondence related to a hire will be compiled by the hiring department ( and promptly provided to the Employee Services Department) per the specified hiring practice for each position listed in accordance with the System Records Retention Schedule.
- 9.2. Electronic applications will be retained in the university's applicant tracking system in accordance with the System Records Retention Schedule.
- 9.3. Job vacancy files will be kept within the Employee Services Department in accordance with the State of Texas Retention Schedule and the System Records Retention Schedule, usually two years.

## 10. ORIENTATION/TRAINING

- 10.1. New employees are expected to report to the Employee Services Department orientation on or before their date of hire as prescribed by a specified schedule to complete required documentation related to employment with Tarleton.
- 10.2. New faculty are expected to attend New Faculty Orientation as scheduled, and to participate fully in the First Year Faculty program, and subsequent follow up programming.

## **Related Statutes, Policies, or Requirements**

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[System Regulation 31.01.01, Compensation Administration](#)

[System Regulation 33.99.01, Employment Practices](#)

[System Regulation 33.99.09, Employment of Foreign Nationals](#)

[System Regulation 33.99.14, Criminal History Record Information Employees and Applicants](#)

[Tarleton Standard Administrative Procedure 31.01.01.T1.01, Compensation Administration](#)

## **Contact Office**

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Employee Services Department  
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