



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 32.16: Faculty Recruitment Procedure**

**DATE:** June 14, 2007

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to standardize faculty recruitment processes at Texas Tech University.

**REVIEW:** This OP will be reviewed in November of even-numbered years by the vice provost for faculty affairs (VPFA) with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by December 31.

#### **POLICY/PROCEDURE**

Affirmative action and equal employment regulations require accountability in faculty employment practices. The following procedures help departments to keep the search process transparent and efficient.

##### **1. Before the Search**

- a. At the beginning of a dean-authorized faculty search, the department's dean or dean's assistant requests a position vacancy number from the Office of the PSVPAA. The position vacancy number allows each vacancy and applicant to be tracked and must appear on all search forms and records.
- b. The search committee chairperson then submits position descriptions and advertisements to the Office of the PSVPAA for review before posting vacancy advertisements to the university's online employment system.
- c. The search committee chairperson contacts the Office of the PSVPAA for a briefing on affirmative action and equal employment opportunity (EEO) procedures.
- d. The Office of the PSVPAA sends a university-wide list of vacancies to the EEO Office and to the special assistant for diversity in the Office of the President.
- e. The search committee completes and maintains a copy of the *Faculty Recruitment Procedure Checklist* (Attachment A) for every open position. Departments should keep position checklists accessible for at least three years after each completed search to support institutional or external reviews.
- f. The search committee then constructs a screening matrix that will compare each candidate's qualifications with those stated in the position description (see example at <http://www.depts.ttu.edu/personnel/hiringmatrix.aspx>). Attachment C is a sample selection matrix. Each stipulated qualification for the position should appear on the matrix, and scores

for each qualification may be weighted if the search committee determines that weighting is appropriate.

## 2. **During the Search**

- a. After the first screening round but before scheduling interviews, the search committee completes the *Faculty Searches Affirmative Action In-progress Review* form (Attachment B) and sends a copy of that form to the appropriate dean and to the EEO Office.
- b. The committee monitors materials posted online and carefully reviews its search procedures to ensure that applicants from all groups have been fairly considered.
- c. During the selection period, the committee schedules interviews between potential professor-ranked faculty members and a representative of the Office of the PSVPAA.

## 3. **After the Search**

- a. The department chairperson requests the successful candidate's employment by submitting a *Personnel Action Form* (PAF) and the search committee's completed *Faculty Recruitment Procedure Checklist* (Attachment A) to the Office of the PSVPAA.
- b. The appointment request may then be recommended by the dean of the instructional school or college and, hence, by the graduate dean. In the case of research personnel, the principal investigator will recommend the appointment to the department chairperson.
- c. The appointee's department chairperson or area coordinator is responsible for obtaining and verifying official transcripts and vitae for new faculty appointees. The department submits these documents to the Office of the PSVPAA, which then forwards them electronically to the Personnel Department.
- d. By the time of appointment, the Personnel Department must have received the appointee's official transcripts, curriculum vitae, and proof of authorization to work in the United States, along with the PAF. Official transcripts for all tenure-track and tenured faculty must be filed in the university's Personnel Department.
- e. Search committees must retain all records of faculty recruitment activities for three years from the time of appointment. These recruitment records will include the position requirements, applicants' qualifications, voting results, if any, and reasons for the ranking or rejection of potential candidates.
- f. Attachment D should be completed and forwarded to the VPFA if a candidate rejects an offer of employment and the reason for that decision is known.

[Attachment A: Faculty Recruitment Procedure Checklist](#)

[Attachment B: Faculty Searches Affirmative Action In-progress Review](#)

[Attachment C: Sample Hiring Screening Matrix](#)

[Attachment D: Memo to the Vice Provost for Faculty Affairs re: Affirmative Action Information](#)

For Search Committee Reference:

[List of Predominantly Black Colleges & Universities and Hispanic Student Serving Institutions](#)

Access to [Southwestern University Database](#) —Contact the Office of the PSVPAA for the most current passwords and information