

FACULTY RECRUITMENT PROCEDURE CHECKLIST

Vacant Position Title _____ Position Vacancy # _____

Department/Unit _____ Initiation Date _____

1. Before the Search

Authorization and Preparation

- a. Department received dean authorization to fill a faculty vacancy
- b. Obtained position vacancy number from Office of the PSVP
- c. Designated an individual to serve as search committee chairperson
_____ (name)
- d. Selected Search Committee (at least three faculty members)
 - includes at least one woman
 - includes at least one URM (from within or outside of department)
- e. Committee prepared position description/job announcement for the specific position to the following standards:
 - (1) Requirements all directly job-related
 - (2) No requirements omitted that will be used later in the selection process
 - (3) Minimum requirements—including education, experience, and skill level—clearly and measurably expressed
 - (4) Additional desirable requirements, if any, clearly identified and justifiable
 - (5) Requirements consistent with equivalent positions at TTU
 - (6) Included language regarding obligations to seek outside research funding and provide service to the department, TTU, and the community.
 - (7) Included required EEO/AA language.
- f. Search committee chairperson submitted position description and job announcement to the Texas Tech Careers website for review and approval by the Office of the PSVP and the EEO Office
- g. Received EEO procedural briefing from the Office of the PSVP
- h. Established file for the vacancy, and kept filed information and application available only to those involved in the search process
- i. Constructed a hiring screening matrix for comparing applicant qualifications to requirements listed in job advertisements

2. During the Search

a. Recruitment

- Advertised the vacancy to broaden the applicant pool:
 - (1) Placed ads in two appropriate and widely circulated information sources
 - (2) Sent letters/e-mails to institutions known to have significant numbers of underrepresented minority (URM) faculty and students (attach list of institutions)
 - (3) Sent letters/e-mails to other sources—industries, institutes, agencies that have significant numbers of women, URM, or other protected groups (attach list)

- (4) () Listed vacancy on websites from the Resources for Broadening the Faculty Candidate Field (list websites)
- (5) () Attempted to search for candidates through The National Registry of Diverse & Strategic Faculty, as well as other databases listed on the Resources for Broadening the Faculty Candidate Field (list names of other databases)

b. Screening

- (1) () Used hiring screening matrix to guide application evaluation process
- (2) () Gave full and equal consideration to each applicant who possessed minimum qualifications listed in the position description
- (3) () Justified and uniformly applied any weights
- (4) () Did not use any “hidden factors”
- (5) () Prepared Committee matrix, identifying candidates to be invited to campus for interviews, for review by the vice president for institutional diversity, equity & community engagement and the EEO Office.

c. Certification of Search Process

- (1) () Included information on Search Committee membership, databases referenced, and websites/publications where job ads were placed, along with screening matrix, on the Texas Tech Careers website for the vice president for institutional diversity, equity and community engagement and the EEO Office to review the applicant pool.
- (2) () Upon determining that all qualified candidates were properly considered for the position, the vice president for institutional diversity, equity & community engagement and the EEO Office certified the search; or
- (3) () If the search efforts did not produce sufficient numbers of any qualified URM applicants, demonstrated that the committee exhausted all reasonable efforts to diversify the applicant pool before selected candidates are invited to campus for interviews.

d. Interview

- (1) () Asked only questions that were job-related, limited to the position description, and neutral in character
- (2) () Asked each applicant the same set of questions
- (3) () Informed applicants that they will be notified of the selection process result
- (4) () Identified applicants whose native language is English through country of origin, academic training in English, or other credible means
- (5) () Ensured that applicants whose native language is not English demonstrated proficiency in use of the English language through satisfactory scores on the Test of Spoken English by the Educational Testing Service or by meeting language-training requirements set by the Texas Legislature

e. Selection

- (1) () Did not consider factors unlisted in the position description during selection
- (2) () Did not give undue weight to applicant over-qualification or exceeding minimum and desirable requirements

- (3) () In a situation involving applicants with generally equal qualifications, gave full consideration to equal employment opportunity objectives
- (4) () Selected applicant that satisfied minimum requirements of position description
- (5) () Selected applicant that possessed balanced profile regarding desirable requirements (if in the position description)

- (6) () Salary and rank offerings were equal for all applicants and generally consistent with the salary and rank of similar positions. If discrepancies existed, committee is prepared to defend its actions on the basis of desirable requirements listed in position description, experience, references and recommendations, applicant's previous salary, and other relevant factors.

3. After the Search

Record Keeping

- a. () Committee will retain following records in department for three years following appointment:
 - (1) () CV of successful candidate
 - (2) () Copy of job description/position requirement
 - (3) () Copy of interview questions/itinerary
 - (4) () Copy of completed Evaluation Matrix/Voting results
 - (5) () Copy of final offer letter/rejection letter, as appropriate
 - (6) () Copy of completed Checklist (Attachment A), and
 - (7) () Reasons for the ranking/rejection of potential candidates, if applicable.

- b. () Department will retain records of applicants as references during subsequent vacancy searches.
- c. () Department chairperson and dean follow procedures for obtaining, verifying, and filing faculty appointees' transcripts and other official records

- () Have explained any deviations or exceptions to the above on added sheets

Date Completed: _____