Faculty Recruitment & Selection Quick-Reference Guide
TABLE OF CONTENTS

INTRODUCTION & EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION ....................... 3
ONLINE FACULTY SEARCH CHEKLIST ........................................................................... 4
SEARCH AD TEMPLATE ........................................................................................................ 5
SAMPLE HIRING MATRIX ..................................................................................................... 6
ONLINE APPLICANT SYSTEM (WORKDAY) ......................................................................... 7-10
VETERAN PREFERENCE INFORMATION PAGE ................................................................. 11-12
RELEASE APPLICANTS IN WORKDAY ............................................................................... 13
SAMPLE REFERENCE CHECK QUESTIONS ......................................................................... 14-16
SAMPLE INTERVIEW QUESTIONS ....................................................................................... 17-21
QUESTIONS NEVER TO ASK .............................................................................................. 22-23
TAMUCC POLICY 12.99.C0.01 .......................................................................................... 24-27
Introduction

The Faculty Recruitment & Selection Quick-Reference Guide provides a brief overview on the search process for faculty recruitment and selection procedures for faculty positions in conjunction with TAMUCC rules, TAMUS Policy & Regulations, state and federal law. All academic departments will follow the faculty recruitment and selection procedures and obtain necessary approvals to hire for all faculty positions.

Equal Opportunity and Affirmative Action

Texas A&M University-Corpus Christi is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity. In accordance with System Policy 08.01, Civil Rights Protections and Compliance, Texas A&M University-Corpus Christi will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and members are encouraged to develop and maintain programs for building diversity in potential candidate pools. Equal opportunity results when all applicants are treated consistently and when policy is applied equally to all applicants at each stage of a search.
Online Faculty Search
Documentation & Compliance Checklist

1. Required documentation:

   Phase I (Post & Open Search)
   a. _____ Budget approval on position & search request assigned reference #
   b. _____ Posting/Ad (Email ad to Debbie Linares to enter in the online system)
   c. _____ Search Committee Chair briefed on search process
      (Contact Debbie to schedule appointment)

   (*All postings must have a close date or remain open until a finalist is selected)

   Phase II (Interviews)
   d. _____ Search Committee Evaluation (Rubric/Hiring Matrix)
   e. _____ Telephone Interview Questions (Sent prior to interviewing)
   f. _____ Campus Interview Justification
   g. _____ Campus Interview Questions
      (If applicable, required prior to campus interview approval)
   h. _____ Reference Checks
      (Required prior to campus interview approval)

   **Please note campus interviews must be approved before arrangements can be made.

   Phase III (Finalist/Recommended Hire)
   i. _____ Updated Hiring Matrix/Rubric
   j. _____ Finalist Justification
   k. _____ All written communication associated with the search must be sent to
      Debbie Linares, Corpus Christi Hall, Room 126.

   ***Please note a verbal offer must not be made before the finalist has been officially approved.

   ****Notice of Appointments (hire letters) will not be approved or sent to the candidate until the
   search process has been officially completed and approved through the online system.
Position
Information on the position

The College of (_____ ) invites applications for a (position):

Department
Information about the department

Required Qualifications:

Preferred Qualifications:

TO APPLY: http://hr.tamucc.edu/careers

To be considered for the position, all required documentation must be submitted.

A completed application will include:
1. A letter of application addressing qualifications listed including a statement of teaching/research philosophy,
2. A curriculum vitae,
3. Three professional references including name, address, title, telephone number, and email addresses, and
4. Copies of transcripts of graduate coursework.

Open/Closing Information

Open until a finalist has been selected OR a closing date.

**Please note, once a posting has closed, it cannot be reopened. Additionally, we cannot close a job posting that is open until a finalist has been selected until the committee has completed campus interviews and selected the finalist.

Texas A&M University-Corpus Christi is a vibrant, Hispanic Serving Doctoral Research Institution that proudly provides a solid academic reputation, renowned faculty and highly-rated degree programs since 1947. The University has a heritage of teaching excellence with innovation in research and community engagement as part of the distinguished Texas A&M System. With palm tree-lined pathways throughout the campus, nearby natural wetlands, a scenic hike-and-bike trail and a university beach, Texas A&M University-Corpus Christi is the only university in the nation located on its own island, at the heart of the Texas Gulf Coast.

Texas A&M Corpus Christi is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.
Hiring Matrix Development

The hiring matrix is used in the evaluation and ranking of candidates to assist in the selection process for the interview phase, finalist phase, and non-selection of candidates. The selection criteria on the matrix must include the required qualifications and preferred qualifications listed on the position announcement and may be customized with additional specific needs of the department.

Before reviewing applications, the search committee must identify the qualifications, skills, experience, and knowledge required to successfully perform the job.

- Distinguish between required qualifications and preferred “desirable” or “plus-factors” and make these distinctions prior to reviewing any applications.
- Determine the relative importance of each of your required and preferred criteria i.e., the weight to be given to research versus teaching experience.

Below is a sample hiring matrix listing the required and preferred qualifications.
Online Applicant System (Workday)

Log in to Workday through SSO and enter the requisition number (R#) in the search bar on the top left-hand side provided to view the position. Be sure to click on “All of Workday” on the menu on the left-hand side to expand the search parameters.

You may add the requisition as a “Favorite” so you do not have to enter the requisition number each time you login. Click on Actions -> Favorite -> Add. You should have a Favorite module on your home dashboard.
To view application materials, click on the Candidates tab. This will take you to the list of all the candidates in the pool. Click on the applicant and select Screening on the left-hand side. All the application materials are under the second questionnaire on Screening tab.
You may also Select All under the Candidates tab to “Bundle Resumes.” However, this sometimes does not pull all of the application materials for everyone and only pulls CVs. If it appears an applicant has an incomplete application, please be sure to check the Screening tab as they may all be in this section. Below is an example of the screen to bundle resumes.
If there are specific applicants you need to review, you may click on the Job Application header and select Filter and enter the names of the applicants under Value. You may enter multiple names. Click Filter and this will narrow the list of candidates. To remove the filter, click on Job Application and select Remove Filter.
Veteran Preference Information Page

Veterans Information

Veteran’s Preference

Effective September 1, 2015 the Military Veterans’ Full Employment Act, SB 805 (Link) was amended. A veteran qualifies for a veteran’s employment preference if the veteran:

1. Served in the a) army, navy, air force, coast guard, or marine corps of the United States or the United States Public Health Service under of b) the Texas Military Forces, Texas National Guard, Texas State Guard, and any other military force organized under state law); or c) an auxiliary service of one of those branches of the armed forces; and
2. Honorably discharged from the branch of the service in which the person served.
3. Additionally, a veteran’s surviving spouse who has not remarried or an orphan of a veteran qualifies for a veteran’s employment preference.

How does veteran’s preference correlate with the Texas A&M University – Corpus Christi recruitment process?

- If six or fewer applicants are chosen for an interview, a qualified veteran’s preference applicant from the pool must be interviewed.
- If more than six are interviewed, 20% of the number interviewed that are qualified veteran’s preference applicants must be interviewed.
- If there are no veteran’s preference applicants in the qualified applicant pool, this guideline does not apply.
- If the pool does not have any applicants who self-identify as eligible for veteran’s preference, this interview requirement does not apply to the hiring process for that vacancy.

What does veteran’s preference mean to the Texas A&M University–Corpus Christi hiring process?

- Veteran’s preference means if two applicants are finalists for a position, and equal in all respects, the veteran would be offered the job.
- If the veteran’s preference is granted, the veteran or surviving unmarried spouse/orphan would be required to produce DD Form 214 or similar documentation at the point of hire to verify eligibility.

Additional Legislation:

- Equal Opportunity for VEVRAA Protected Veterans - 41 CFR Part §60-300.5 (Link)
• Jobs for Veterans Act (VEVRAA) – 38 U.S.C. §4212 (Link)
• Veteran; Disabled Veteran; Preference Eligible - 5 U.S.C. §2108 (Link)

Veterans & Hiring Managers Resources: (Links)

• VA Guide to Hiring Veterans
• Women Veterans Fact Sheet, 2015
• Texas Veterans Commission (TVC) Hiring Managers Guide
• TVC Directory
• Department of Defense (DOD) 2013 Demographic Report
• DOD Dictionary of Terms

TAMUCC Campus Resources for Veterans:

<table>
<thead>
<tr>
<th>Services:</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Affairs Office</td>
<td><a href="http://vets.tamucc.edu/index.html">http://vets.tamucc.edu/index.html</a></td>
</tr>
<tr>
<td>Career Services</td>
<td><a href="http://career-services.tamucc.edu/">http://career-services.tamucc.edu/</a></td>
</tr>
<tr>
<td>Veterans returning to college</td>
<td><a href="http://counseling.tamucc.edu/information/for-veterans.html">http://counseling.tamucc.edu/information/for-veterans.html</a></td>
</tr>
<tr>
<td>Important Resources for Veterans</td>
<td><a href="http://counseling.tamucc.edu/information/important-resources-for-veterans.html">http://counseling.tamucc.edu/information/important-resources-for-veterans.html</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Individuals Selected for an Interview</th>
<th>Minimum # of individuals to interview with Veteran’s Preference (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>1</td>
</tr>
<tr>
<td>7 or more</td>
<td>2 (20% of 7 = 1.4, round up to 2)</td>
</tr>
</tbody>
</table>
Releasing Applicants in Workday

Please note the email that the applicant receives does NOT state the exact reason why they were released from the pool; only that their application was reviewed and they are not moving forward in the search process. This is for internal use only.

The only exception is if they meet the minimum job qualifications.*

At Review Step (For candidates that DID NOT receive an interview.)

1A Candidate withdrew
1B Does not meet the minimum job qualifications*
1C Less relevant education than other candidates
1D Less relevant experience/skills than other candidates

At Interview Step (For candidates that DID receive an interview- Phone/WebEX or Campus.)

2A Candidate Withdrew
2B Less effective interview
2C Less preferred qualifications
2D Less relevant education than other candidates
2E Less relevant experience/skills than other candidates
2F Unable to meet work schedule for position
Reference Check

CANDIDATE’S NAME:_____________________ DATE CHECK:_____________________
CONDUCTED BY:________________________ DEPARTMENT:____________________
POSITION TITLE:______________________ PHONE NUMBER/EMAIL:_________
PERSON SUPPLYING THE REFERENCE:_______________________________________

INSTRUCTIONS: Please complete this form when you check a candidate’s references.

BACKGROUND: How long have you known [Candidate’s Name]?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
How do you know [Candidate’s Name]? What is your relationship with him/her?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
How often do you interact with the applicant each week or month?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

STRENGTHS AND WEAKNESSES: Describe his/her strengths and areas in need of improvement.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Have you had the opportunity to see this person interact with students/faculty/staff in a face-to-face setting? If so, describe the experience.

________________________________________________________

________________________________________________________

________________________________________________________

Do you think this person will be good for the position leading and providing professional development? Why or why not?

________________________________________________________

________________________________________________________

________________________________________________________

INTERPERSONAL SKILLS: How well did he/she get along with his/her supervisor? With colleagues? With students?

________________________________________________________

________________________________________________________

________________________________________________________

MANAGEMENT STYLE PREFERENCE: Could you describe his/her management or leadership style?

________________________________________________________

________________________________________________________

________________________________________________________

ATTITUDE: How would you describe his/her reaction to difficult or stressful situations?

________________________________________________________

________________________________________________________

________________________________________________________
REASON FOR LEAVING: Do you know why he/she is interested in a new position?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Is the candidate eligible for rehire? Would you rehire the candidate?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Is there anything else you would like to add that we haven’t touched on?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

COMMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Thank you for your time and candor.
INTERVIEW QUESTIONS

If you are involved in the interview process, it is important to understand that there are questions that can and cannot be asked of applicants. Below is a listing of such questions.

Note: If you have questions regarding interviewing techniques and best practices, please contact your human resources department.

Questions You CAN Ask During an Interview

INTRODUCTORY QUESTIONS

What five adjectives describe you best?
How would you describe your character?
Why should I consider you for this position?
What can you do for us that someone else can't?
Tell me about a work achievement in which you take pride.
Tell me about a bad decision you have made on the job.
What personal qualities do you think are necessary to be successful in this job?
What would you say are the major qualities this job demands?
How would you describe your ideal job?
What are your top three strengths?
What are your top three weaknesses?

NEW GRADUATE QUESTIONS

What extracurricular activities were you involved in?
Did you hold any leadership positions in student organizations?
What classes did you enjoy the most? The least?
Why did you choose your major?
If you could start again, what major would you choose?
Why are you applying for a job in a field other than your major?
What did you learn from your summer jobs?
In what courses did you get the worst grades? Why?
Are your grades a good measure of your ability?
Give me an example of a problem you've had at school and how you solved it.
Tell me about an educational achievement in which you take pride.
**GENERAL PAST JOB PERFORMANCE**

Tell me about your last position—what you did; people you worked for; etc.
Tell me about the last time you made a mistake at work.
Tell me about the last time you made a good decision at work.
Did you develop or implement new procedures in your previous positions? Tell me about them.
Of all the work you have done, in what areas have you been most successful?
Give me an example of when you've demonstrated your customer service skills.
Tell me about a time that you had a difficult situation with a coworker.

**TECHNICAL QUESTIONS**

Tell me about the types of computer programs you used in your last job.
What would you say are the major technical skills needed for this position?
What was more important on your job, written or oral communication?
What types of equipment do you think you will need to do this job?
What kind of on-the-job training did you receive at your last job?
What certifications/classes have you completed this last year?
Describe the types of documents you deal with on a daily basis.
What software programs do you use most often in your current position?
What software programs are you familiar with and how would you rate your skill levels on a 1-10 basis?

**GOALS**

What do you want to be doing five years from now?
Tell me what "success" means to you.
What does "failure" mean to you?
What was your favorite job? Why?
You've stayed with the same organization for years. Why have you decided to leave?
What do you do when you have a difficult job task?
What do you know about our company/organization?
What interests you most about this position?
What kind of job-related professional development are you engaged in? (books, articles, organizations, seminars/training, etc.)
What would you change about your current job?
What do you like best about this job? Like least?
What do you consider your greatest strength?
How do you set goals for yourself?
Why do you want this job?
What motivates you to do your best at work?
### SUPERVISORY QUESTIONS

Tell me about the people you have supervised in the past.
How do you motivate people?
Have you ever fired anyone? Why?
Have you ever hired anyone? Why did you choose that person?
What do you do when you’re having trouble with your employees?
Have you ever had to make unpopular decisions? How did you communicate it to your workers?
What type of supervisory training have you completed in the last two years?
Tell me about a difficult situation that you have had with an employee. How did you handle it?

### PERFORMANCE QUESTIONS

What were your most memorable accomplishments at your last job?
What is the biggest failure you’ve had in your career?
How do you go about making important decisions?
Give me an example of a time you found a unique solution to a problem.
Tell me about the last time you found a cost-effective solution to a problem.
What aspects of your job do you like the least? The best?
What kinds of things bother you most about your job?
What were your three most important responsibilities in your last job?
What was the most important project you worked on in your last job?
Tell me about a time you worked on a difficult project.

### FLEXIBILITY

Tell me about the last change that occurred in your office. How did you handle it?
I'm interested in hearing about the last time you took a work related risk. Was it the right decision?
How important was communication and interaction with others on your job? How many departments did you deal with? What problems occurred?
What level of management are you most comfortable with?
Tell me about a time when an emergency caused you to reschedule your work/projects.
When did you go above and beyond the call of duty to get your job done?
This job occasionally involves overtime and weekend work. Can you be available if necessary?
This job occasionally involves travel. Would you be able to meet this requirement?
### STRESS

Tell me about a deadline you had to meet. How did you plan for it?
Tell me about the last time pressure led you to a poor decision or mistake on the job.
How do you generally handle conflict?
What do you do when you're burned out?
You have worked in a fast-paced environment. How do you handle the stress?
You work in a "customer is always right" environment. How do you handle the stress?
What kinds of decisions are most difficult for you?
What is the most difficult work situation you have faced? What stress did you feel?
What do you do when you have a great deal of work to accomplish in a short period of time?
What is the most frustrating thing about your current position?

### ORGANIZATION/TIME MANAGEMENT

Tell me about the last time you failed to complete a project on time.
What do you do when you're having trouble solving a problem?
What do you do when things are slow?
What do you do when things are hectic?
What do you do when you have multiple priorities?
Tell me about your typical day. How much time do you spend on the phone? In meetings? Etc.
Your supervisor left you an assignment, and then left for a week. You can't reach him and you don't fully understand the assignment. What would you do?
What aspects of your job would you consider the most critical?
How do you organize and plan for major projects?
How many projects do you like handling at one time?
Describe a project that required a high amount of energy over an extended period of time.
How do you organize yourself for day-to-day activities?
Tell me about a task you started but just couldn't seem to get finished.
**COOPERATION WITH CO-WORKERS**

Tell me about the types of people you have trouble getting along with.
What types of people have trouble getting along with you?
Do you prefer to work by yourself or with others?
Tell me about the last time you had a conflict with a coworker.
How would your coworkers describe you?
What do you see as your role as a group member?
What kind of people did you have contact with on your previous jobs?
What kind of person do you get along with the best?
What difficulties have you had to tolerate on your previous jobs?
Tell me about an occasion when, in difficult circumstances, you pulled a team together.
What do you find most challenging in working with coworkers?
Please provide at least one example of a time when you altered or changed your practice because of the diversity of the group with which you were working. What change did you make? What did you learn from this experience?

**MANAGEABILITY**

Tell me about your best and worst bosses.
What do you do when you’re having trouble with a boss?
What do supervisors tend to criticize most about your performance?
Your supervisor tells you to do something in a way you know is dead wrong. What do you do?
If your supervisor unfairly criticized you, what would you do?
Would you like to have your boss’s job? Why or why not?
How does your boss get the best out of you?
Tell me about a time when your manager was in a rush and didn’t give you enough attention.
What are some of the things about which you and your boss disagreed?
What are some of the things your boss did that you dislike?
In what areas could your boss have done a better job?
I would be interested to hear about an occasion when your work or an idea was criticized.
How well do you feel your boss rated your performance?
Describe the best manager you ever had. The worst.
**NEVER Ask These Questions in a Job Interview!**

### QUESTIONS ON AGE
- How old are you?
- When did you graduate from high school? College?
- How much longer do you plan to work before you retire?

### QUESTIONS ON PERSONAL LIFE
- Do you have a boyfriend/girlfriend?
- Are you married?
- Do you intend to get married?
- Do you have children?
- Are you a single parent?
- Do you practice birth control?
- Do you live by yourself?
- How many people live in your household?
- Do you have someone who can take care of your children when they are sick?
- What's your sexual orientation?
- Are you straight?
- Do you have a maiden name?
- Where does your spouse work?
- What community organizations do you belong to?

### QUESTIONS ON ETHNIC ORIGIN/RACE
- What's your nationality?
- Where are you from?
- Where are your parents from?
- What languages do your parents speak?
- Are you bilingual? (unless job-related)
- What language do you speak at home?
- What's the origin of your name?
### QUESTIONS ON RELIGION/POLITICAL BELIEFS
- What church are you a member of?
- Can you work Sundays? Saturdays?
- Are you a member of a religious group?
- With what political party are you affiliated?
- Are you involved in political activities?

### QUESTIONS ON DISABILITIES
- What health problems do you have?
- Do you have any back problems?
- When were you in the hospital last?
- How much sick leave did you take at your current/last job?
- Have you ever taken FMLA?
Procedure Statement

Academic departments at Texas A&M University-Corpus Christi will follow faculty recruitment and selection procedures for faculty positions and will obtain the necessary approvals to hire for all faculty positions.

Reason for Procedure

This procedure provides guidance to academic departments on the process and requirements for recruiting, selecting and appointing individuals for faculty positions in conjunction with TAMU-CC rules, TAMUS Policy & Regulations, state and federal law. Sound, consistent, fair search practices enable the University to attract and employ a more diverse and highly qualified faculty.

Procedures and Responsibilities

1. **DELEGATION OF AUTHORITY TO APPROVE FACULTY APPOINTMENTS**

   System policy permits the President of the University to delegate the authority to approve specific personnel actions to other administrators while retaining overall responsibility for these actions. Accordingly, the President has delegated the authority to approve faculty appointments to the Provost and Vice President for Academic Affairs.

2. **REQUESTS TO RECRUIT AND APPOINT FACULTY MEMBERS**

   All requests to recruit and appoint full-time faculty members will originate with the Dean of the academic unit (e.g., colleges, library) in which the vacancy exists and will be forwarded to the Provost and Vice President for Academic Affairs for review and approval. The request should include a written justification for the continuance of an existing position or the creation of a new position, a recommended rank and salary, and a recommended appointment date. The recommended rank should be commensurate with the qualifications and duties
required for the position. Qualifications for each faculty rank are detailed in the University Procedure 12.01.99.C0.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty and University Procedure 12.07.99.C0.01 Full-Time Non-Tenure Track Faculty Positions. Exceptions to these qualifications may be made with the approval of the Provost and Vice President for Academic Affairs when they are clearly in the best interest of the University.

3. SEARCH PROCEDURES AND RELATED MATTERS

In recruiting and hiring candidates to fill approved positions, the University will comply with System Regulation 33.99.01, Employment Practices. Additionally, positions will be filled in compliance with the University's Equal Employment Opportunity and Affirmative Action Program/Plan. Under normal circumstances, the Dean of the academic unit will appoint a search committee from among the academic unit and departmental faculty to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation. The Faculty Recruitment and Records Coordinator will advise academic unit search committees and administrators and provide them with written guidelines for conducting searches. Positions will be advertised to assure the wide distribution of the position announcement and the compliance with the spirit and intent of the affirmative action plan. Advertisements will be reviewed in advance by the Provost and Vice President for Academic Affairs and the Director of Employee Relations and Compliance Services or their designees.

4. ROUTING OF RECOMMENDATIONS, APPROVAL OF APPOINTMENTS, AND ISSUANCE OF NOTICES OF APPOINTMENT

4.1 The recommendations of the academic unit's search committee will be submitted electronically through the University’s faculty recruitment system for routing to the Department Chair or direct supervisor. The Department Chair supervisor will add their recommendations and route it via the recruitment system to the Dean of the academic unit. The Dean, in turn, will submit a recommendation via the recruitment system to the Director of Employee Relations and Compliance Services for review and approval. The Director of Employee Relations and Compliance Services will review and submit to the Provost and Vice President for Academic Affairs for final approval.

4.2 At each phase in the recruitment and approval process, required documentation will be submitted electronically prior to the initiation of the next phase. Failure to submit documentation will result in a delay in processing approvals. The Faculty Recruitment and Records Coordinator will verify that all documentation has been submitted and approved prior to the preparation of a notice of appointment.

4.3 The Faculty Recruitment and Records Coordinator will send a notice of appointment to the prospective faculty member upon approval by the Director of Employee Relations and Compliance Services and the Provost and Vice President for Academic Affairs. The notice of appointment will include the terms of appointment, notify the
prospective faculty member of policies governing the appointment, and state whether
the appointment is a tenured, tenure-track, or non tenure-track appointment and the
rank of the faculty member.

5. MAINTENANCE OF DOCUMENTATION ON HIRING ACTIONS

Upon completion of the hiring process, the Faculty Recruitment and Records Coordinator
will maintain all documentation on the hiring action for two years (or the greater period
required by either federal or state law). Documentation on the hiring action, includes (but
may not be limited to) vitae, hiring matrix, reasons for selection or non-selection, reference
checks, and other relevant data, for all job applicants.

6. MAINTENANCE OF OFFICIAL FACULTY FILES

The Office of Assessment, Accreditation, and Compliance will maintain the official
personnel files on all individuals hired for faculty positions. All files will be retained for five
years beyond the date of separation or the greater period required by either federal or state
law.

7. WAIVERS

All searches conducted for faculty members must be advertised with the Texas Workforce
Commission for at least five (5) business days as required by law. In general, all searches are
advertised widely for no less than 30 days. However, in exceptional circumstances additional
advertising/recruiting procedures may be waived by the Faculty Recruitment and Records
Coordinator with concurrence by the Director, Employee Development & Compliance
Services and the approval of the Provost and Vice President for Academic Affairs. Favorable
interest will be given where circumstances demonstrate good reasons for a waiver and where
the department has a successful EEO utilization record.

Related Statutes, Policies or Requirements

System Policy 08.01, Civil Rights Protection and Compliance
System Policy 12.01, Academic Freedom, Responsibility and Tenure
System Regulation 25.07.01, Contract Administration Procedures and Delegations
System Regulation 33.99.01 Employment Practices
System Regulation 33.99.14 Criminal History Record Information-Employees and Applicants
University Rule 33.99.14.C1, Criminal Background Checks
University Procedure 12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-
Track Faculty
University Procedure 12.07.99.C0.01, Full-Time Non-Tenure Track Faculty Positions

This procedure supersedes:
- 12.99.99.C1.01, Recruitment and Appointment of Faculty
Contact Office

Provost and Vice President for Academic Affairs (361) 825-2722