



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

# **SEARCH COMMITTEE ORIENTATION PACKET**

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TO: Texas A&M University-Kingsville Employees

FROM: Steven H. Tallant, President

DATE: January 21, 2014

SUBJECT: Reaffirmation of Commitment to Equal Employment Opportunity, Access and Affirmative Action

Texas A&M University-Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. The Chief Executive Officers of the A&M System universities and agencies are responsible for achieving an equal employment opportunity environment, and each System employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Texas A&M University-Kingsville is committed to serving the state's student and citizens through education, leadership development, research and service.

I am committed to meeting these goals through a dynamic and diverse workforce that effectively responds to our constituents. It is my firm commitment to ensure that equal employment opportunity and equal access will be provided to Texas A&M University-Kingsville's students, employees and prospective employees. To achieve this goal, discrimination based on a person's race, color, religion, age, gender, national origin, disability, veteran status or genetic information is strictly prohibited as defined by federal law and state statute.

If you have any questions or concerns related to equal employment opportunity, equal access, affirmative action or requests for disability accommodations, please direct them to Karen B. Royal, Director of Compliance, extension 4758 or email at karen.royal@tamuk.edu. Please join me in this commitment.

## SEARCH COMMITTEE ORIENTATION – HUMAN RESOURCES - TEXAS A&M UNIVERSITY KINGSVILLE

<b>DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>* Objective and job related</li> <li>* No “key marks” etc.</li> <li>* All documentation (reference notes, interview questions, matrix, etc) turned into HR at end of process</li> <li>* e-mails also subject to review</li> </ul>
<b>CONFIDENTIALITY</b>	<ul style="list-style-type: none"> <li>*Discussion and selection limited to Committee, Hiring Mgr., HR, or Compliance Office</li> <li>*Candidate documentation only released to those involved in the individual interview process</li> </ul>
<b>JAVJOBS</b>	<ul style="list-style-type: none"> <li>*Cannot consider an applicant unless they registered through Javjobs</li> <li>*Must follow and enter updates on electronic system</li> <li>*Members of Committee get Guest sign-on at x3704/4861 (HR)</li> </ul>
<b>MATRIX</b>	<ul style="list-style-type: none"> <li>*Evaluate on meeting posted criteria</li> <li>*Do not take beyond first screening if do not meet minimum criteria</li> </ul>
<b>INTERVIEW QUESTIONS</b>	<ul style="list-style-type: none"> <li>*Prepare before you begin to look at candidates files</li> <li>*If you ask of one, you ask of all</li> <li>*Open ended questions versus “Yes” or “No”</li> </ul>
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>*Must have, especially if finalist, and must include one current work reference</li> <li>*Many reluctant to give current work reference</li> </ul>
<b>WORK AUTHORIZATION</b>	<ul style="list-style-type: none"> <li>*If candidate references a Visa, note type and contact HR to review timelines for job start</li> <li>*Cannot discriminate based on national origin</li> </ul>
<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li>*In pre-screening, you may be exposed to information that could be suspect of biasing you (race, sex, disability, etc.) - none of this should impact your recommendation on ability to perform job</li> <li>*In post-interview, limit/minimize communications with applicant relative to interview and/or selection</li> <li>*You can be held liable for what you communicate, orally and/or written</li> </ul>
<b>SALARY / BENEFITS</b>	<ul style="list-style-type: none"> <li>*Do not discuss salary or benefits commitments that would lead applicant to believe they would receive the same</li> <li>*Do not agree to work on their behalf relative to offer or related issues</li> </ul>
<b>EFFECTIVE HIRING PRACTICES</b>	<ul style="list-style-type: none"> <li>*Train Traq required for all Search Committee Chairs</li> </ul>



**SEARCH COMMITTEE ORIENTATION -  
COMPLIANCE OFFICE GUIDEPOINTS**

<p>Reaffirmation of Commitment to Equal Employment Opportunity, Access, and Affirmative Action</p>	<ul style="list-style-type: none"> <li>*System and University Commitment to action and Monitoring</li> <li>*Office of Compliance will assist in providing Affirmative action commitment to reflect availability of applicant pool</li> <li>*Assist in development of interview questions and development of selection criteria if requested as requested</li> </ul>
<p>Americans with Disabilities Act</p>	<ul style="list-style-type: none"> <li>*Understand mobility limitations during interviews and arrange appropriate locations and transportation</li> <li>*Understand impact of food allergies and respond with appropriate locations during interview visit</li> </ul>



## Employee Benefits Summary

This Benefits Summary is to inform potential candidates for employment of what benefits options exist based on their work status and position classification. These include:

<b>Medical and Basic Life Insurance</b>	<b>State contribution toward the premium cost is provided</b>
<b>*Dental *Vision *Optional Life *Dependent Life * Accidental Death &amp; Dismemberment * Long-term care</b>	<b>Available at group rate cost</b>
<b>Health Care Spending and Dependent Daycare Spending Accounts</b>	<b>Available</b>
<b>Retirement Options: TRS or ORP</b>	<b>*Dependent on position *Employee and A&amp;M System contribute *Contribution amounts set by State Legislature and are subject to change</b>
<b>Employee Assistance Program</b>	<b>Confidential counseling and resource service at no cost to employee and family</b>
<b>Employee Tuition Assistance Scholarship</b>	<b>Available after 3 months of full-time employment</b>
<b>Vacation and Holiday Benefits</b>	<b>Available dependent on position and work status</b>

More detailed information available at <http://www.tamus.edu/offices/benefits> or contacting Human Resources at 361-593-3705

Reference Check Questions -**EXAMPLE**

1. How long have you known \_\_\_\_\_, and in what capacity?
2. This position for which \_\_\_\_\_ is being considered involves the following job responsibilities: teaching full loads (4 courses), conducting a research program with undergraduates, recruiting new freshmen and Junior College transfer students, writing competitive grant proposals, and mentoring faculty and students in the new GIS Center. Based on your knowledge of \_\_\_\_\_ training and experience, what is your opinion regarding \_\_\_\_\_'s ability to successfully perform those duties?
3. How would you rate the performance of \_\_\_\_\_ in his/her current role?
4. Have you observed \_\_\_\_\_ in a teaching setting? What would say are \_\_\_\_\_ strengths as a teacher? What are his/her weaknesses, if any?
5. Did \_\_\_\_\_ engage in research while at your institution? What is your professional opinion regarding the quality of that research?
6. To the best of your knowledge, has \_\_\_\_\_ effectively incorporated undergraduate students in his/her research?
7. What type of professional position did \_\_\_\_\_ hold at your institution?
8. How would you rate the overall performance of \_\_\_\_\_ in that role?
9. Have you experienced any negative working interactions with \_\_\_\_\_? Explain.
10. Working effectively as a team toward goals and objectives defined by the faculty as a whole is critical to the overall effectiveness of our department. Based on your observations, does \_\_\_\_\_ function effectively as a member of a team effort?
11. Given the opportunity, would you rehire or hire this person for a position in your department? If not, why?
12. What are the applicants written and spoken English skills?

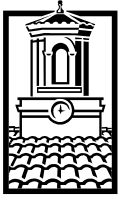
Position: \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_

Date of Committee Appointment: \_\_\_\_\_

### NON-FACULTY SEARCH COMMITTEE CHECKLIST

√	<b>Target Area</b>	<b>PPR</b>
	Distribute Committee Appointment Letter/e-mail from V.P./Provost/Dean/Chair listing each member on the Search Committee	Committee Chair
	Schedule Legal and Process Review with HR and Compliance Office for all Search Committee	Committee Chair
	Commit to <b>Confidentiality</b> in total process – no discussion outside of Search Committee unless need to know	All
	Complete On-line requisition (with Staff Position Description or Faculty Announcement) to HR	Committee Chair
	Complete <i>Effective Hiring Practices</i> course on Train Traq – required for Chair but recommended for all	Chair / Committee
	Prepare Interview Questions – at least 10 for telephone and site interviews	All
	Create javjobs log-in access for Chair and/or Committee members through HR (x4861)	Committee Chair
	Review javjobs applicants and update status during process	Committee Chair
	Create matrix for short lists for telephone interviews, site interviews, and recommendations to Hiring Manager	All
	Review concerns of Affirmative Action commitments with Compliance Office	Committee Chair
	Complete Reference checks for applicants recommended for hire consideration – <a href="http://www.tamuk.edu/finance/hr/hr_pages/employment.html">www.tamuk.edu/finance/hr/hr_pages/employment.html</a>	All
	Complete Criminal Background check on applicants recommended for hire consideration – <a href="http://www.tamuk.edu/finance/hr/documents/background_check.pdf">http://www.tamuk.edu/finance/hr/documents/background_check.pdf</a>	All
	Salary decision and offer done by Hiring Manager or Provost in consultation with HR Director	N/A
	Turn in all documentation (interview questions, matrix lists, interview notes, reference checks notes, etc.) to HR when position filled	Committee Chair
	Review <a href="http://ifss.tamu.edu/">http://ifss.tamu.edu/</a> or contact HR Office reference International applicants to insure legal compliance as certain documentation, notification, and/or fees may be required.	Committee Chair
	Do final update and close-out position on javjobs	Committee Chair
	<b>RETURN THIS COMPLETED CHECKLIST IN WITH ALL RELATED DOCUMENTATION TO HR OFFICE</b>	
		Revised February 2014



## **Texas A&M University-Kingsville Guidelines for Full-time Faculty Searches**

1. \_\_\_\_ Chair completes and submits Faculty Position Request form to the dean, who submits it to the provost for consideration -- <http://www.tamuk.edu/academicaffairs/forms/>
2. \_\_\_\_ If the position is approved by the provost, the dean, in consultation with the department chair, appoints a search committee and committee chair (the committee chair may be the department chair). Committee appointment letter and search committee membership is sent to Human Resources (HR). Committee chair arranges for representative from HR and the Director of Compliance to attend the first search committee meeting to explain the hiring process, guidelines of the search, and requirements of confidentiality.
3. \_\_\_\_ Committee develops advertisement to be placed by the department except where stated below.
4. \_\_\_\_ Committee chair and/or hiring authority completes online requisition <https://javjobs.tamuk.edu/hr> which will route through the proper channels through Javjobs.

*When approved, HR will distribute the ad to the Texas Employment Commission, Historically Black Institutions, and Hispanic Serving Institutions.*

5. \_\_\_\_ Committee reviews applications and documents online, conducts screening, and develops list of candidates.
6. \_\_\_\_ Committee determines protocol for reference checks, establishes suggested interview questions, assigns reference checks to committee members, and determines time line for reference checks. If deemed necessary by the Committee, the Committee also establishes questions for candidate phone interviews and conducts candidate phone interviews. Committee selects top finalists.



7. \_\_\_\_\_ Committee chair and/or hiring authority issues invitations to candidates to interview and makes travel arrangements for finalists.

*Use State approved travel agencies; do not allow candidate to purchase tickets; use university credit card.*

8. \_\_\_\_\_ Committee establishes interview schedule (dates of visit, meetings with committee, dean, faculty, etc.), establishes suggested interview questions, and prepares evaluation sheets for feedback from those participating in the interview process (strengths, weaknesses, additional comments).

9. \_\_\_\_\_ Committee chair distributes evaluation sheets to those participating in the interview process with set date for return of the evaluation sheets to chair of search committee and then collects evaluation sheets by set date. Committee considers all input, deliberates as necessary, and then votes on each finalist. Finalists will be rated as acceptable or unacceptable. Strengths and weaknesses should be identified, and finalists will not be ranked. The committee chair submits results to the department chair who then submits results and her/his recommendation to the Dean. If the search is for a department chair, then the committee results are submitted directly to the Dean.

10. \_\_\_\_\_ Dean reviews committee and department chair recommendations, confirms that the selected finalist meets all SACS requirements before making a recommendation to provost. Summary of interview processes and procedures is submitted to HR. Dean informs search committee chair of her/his recommendation. Dean reminds finalist that official transcripts must be on file in the Office of the Provost (see below). The Criminal Background Check must be completed before a hire is made. The form may be obtained at -- [www.tamuk.edu/hr](http://www.tamuk.edu/hr) under "Employment."

*In order to complete an employment agreement, official transcripts from each degree-granting institution must be on file in the Office of the Provost and Vice President for Academic Affairs. However, for review of application, applicants may submit unofficial transcripts from each institution of higher education attended directly to the search committee chair.*

*If transcripts are from an international institution, it is the responsibility of the prospective faculty member to have the transcripts translated and evaluated by an approved credential evaluator such as AACRAO (American Association of Collegiate Registrars and Admission Officers).*

11. \_\_\_\_\_ Dean negotiates specifics of appointment with finalist. Provost decides on any prior service credit that is requested, salary (if different from what has been previously approved), and any other special conditions prior to issuing a letter of appointment.

12. \_\_\_\_\_ Dean verifies that all official transcripts have been received by the Provost's Office.

*Non-resident candidates are responsible for obtaining and maintaining their H1B status. In accordance with **System regulation 33.99.09**; sponsorship for Nonimmigrant (OPT, H1, J1 or O1) is an employer driven process. These petitions require employer sponsorship and the filing of a written petition and supporting documentation.*

*Sponsorship for Immigrant (Permanent Residency) petitions is also an employer driven process. However sponsorship for Permanent Residency is not an entitlement. A member (University) will only consider sponsoring positions for Permanent Residency if the position are eligible for such a sponsorship and it is clearly demonstrated to be in the best interest of the member (University) to do so. Each member will determine in its sole discretion whether or not to sponsor a foreign national and file an employer-sponsored Immigrant (Permanent Residency) petition.*

*All visa-related questions should be addressed to the Human Resource Office.*

13. \_\_\_\_\_ Dean submits letter of appointment to provost, along with completed Credential Evaluation Summary form (<http://www.tamuk.edu/academicaffairs/forms>).

When approved, Provost's Office sends original letter and one copy to the finalist. Finalist signs and returns letter of appointment to the Provost's Office.

*Dean or committee chair notifies all applicants about the results of the search.*

14. \_\_\_\_\_ Provost's Office distributes copies of signed letter of appointment to department chair, dean and HR. Search is closed.

15. \_\_\_\_\_ Update and close Javjobs file and provide HR with all search committee documentation (interview notes, selection notes, etc.) for position files. This documentation is subject to Public Information requests.



Date: \_\_\_\_\_

### EMPLOYMENT OFFER CHECKLIST

New Employee: \_\_\_\_\_

Title: \_\_\_\_\_ (X\_ at \$ \_\_\_\_\_)

Immediate Supervisor Name/Title: \_\_\_\_\_ / \_\_\_\_\_

(v)

- \_\_\_\_\_ For Staff positions, extend the verbal offer and notify Human Resources (x4861) of the acceptance (and of the agreed on start date). HR will prepare and send the Letter of Confirmation. Faculty offers will receive an Appointment Letter from the office of the Provost.
- \_\_\_\_\_ Confirm that all appropriate reference and criminal background checks are done.
- \_\_\_\_\_ Begin processing the EPA immediately upon acceptance to insure timely salary processing.
- \_\_\_\_\_ The New Hire must complete the Form I-9 on or before the first scheduled day of work but not after. This can be completed in the Human Resources Office.
- \_\_\_\_\_ Provide HR copies of all selection related documentation including telephone screening questions and responses, site interview questions and responses, selection matrix, etc. This documentation will be maintained in HR in compliance with System Policy and availability for Public Information requests.
- \_\_\_\_\_ Provide a listing, contact information, and documentation of reference information obtained from all references contacted relative to this selection.
- \_\_\_\_\_ If a degree is required for this position, a copy of the degree granting transcript must be provided for the employee's personnel file within 10 days of the employment start date.
- \_\_\_\_\_ Please return this completed Checklist to HR for the Job Posting file.

Checklist completed and submitted to HR by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TAMUK HIRING PROCESS

March 3, 2014

AVP/ VP/ Dean	Dept Head/ Dept. Chair	Hiring Authority	HR	Budget Office	Sr. VP Fiscal & Student Aff. (Staff) or Provost/VP Academic Aff. (Faculty)	Comment (s)
		Provides approved and revised Position Description (PD) for rating and/or classification				
			Classification/Reclassification completed and evaluation letter and with recommended salary range prepared and provided to Hiring Dept			May request completion of Reclassification Analysis Form if major revisions evident Faculty postings normally begin here with Provost Approval
<b>POSTING STAGE</b>		Submits Online javjobs requisition on javjobs				
			Performs initial review and enters into javjobs for review			
				via javjobs: review and approves funding source/availability		
	via javjobs: reviews and approves posting					
via javjobs: reviews and approves posting						
					via javjobs: reviews and approves posting	
		via javjobs: final review and submits to HR for posting				
			via javjobs: posts and also posts on TWC website			
		Arranges Selection Committee Training with HR & Compliance Offices				
		Screening Process: *telephone interviews *on-site interviews *reference and criminal background checks *employment reecommendation				
<b>SELECTION STAGE</b>		Review of employment salary with HR if above entry; at mid-point or above requires President				
		Verbal Offer extended and HR advised of acceptance and proposed start date				
			HR sends Letter of Confirmation and schedules New Employee Orientation date and link to New Hire Packet. Faculty Appointment Letters sent by Provost Office.			
		EPA is initiated at least 2 weeks prior to employee start date				
		javjobs posting is closed out and all interview documentation is provided to HR				
<b>ON BOARDING STAGE</b>			Works with New Hire to insure completion of Form I-9 prior to or before start date			
		Insures New Hire completes Form I-9 on or before start date and attends New Employee Orientation before starting work				

NOTES:

- \* Any Break In Service requires a new Form I-9
- \* All positions must be posted in javjobs (Staff and Faculty)
- \* New Hire must provide Drivers License and Social Security Card to HR at least 5 days in advance of start date to insure UIN is created in timely manner