
33.99.01 K2 Employment Rule - Faculty

1. GENERAL:

The Human Resource Office or the Affirmative Action Officer will assist Departments in the recruitment, screening and selecting process for all new faculty employees. Specific responsibilities must be accomplished in the recruiting process as outlined below.

2. RECRUITING

2.1 SEARCH COMMITTEE:

2.1.1 A search committee is formed for most faculty positions. The committee recruits, screens applicants, checks references, and interviews and submits a list of recommendations to the appropriate dean who is responsible for making the final selection. The office of the appropriate dean or department head should post every position on the Internet and in required and self-designated recruitment sources.

2.1.2 The committee members represent the constituencies of the group most closely associated with the position. The committee further reflects the status of the position, reflects the diversity of the University by sex and race, and includes individuals with and without recruitment committee experience. The appropriate administrator selects the committee chair first followed by the selection of others to serve on the committee. The chair will receive guidelines on ethical hiring practices from Human Resources. Once the members are chosen, the chair briefs the committee on institutional rules, budgetary resources, timeline requirements and legal requirements of the committee. **All outcomes and discussions of the Selection Committee must be kept confidential. Candidate ranking for preference should be accomplished by secret ballot vote.**

2.1.3 The Committee Orientation will consist of the following. A complete description of the position requirements and the short and long term expectations of the position, salary parameters, copies of all relevant laws, a date by which the committee should fill the position, and a format which the committee will use for the final recommendations (selection log).

3. APPLICANT SCREENING:

- 3.1 Applicants for employment at TAMUK are defined as individuals who complete a formal application during the posting period for a position currently available. A separate application must be completed for each position at the time of campus interview. Retention of applications is necessary in order to comply with job candidate tracking requirements mandated by federal law.
- 3.2 The Affirmative Action Office will be the designated repository site for faculty candidate applications at the end of the hiring process.
- 3.2 The committee should review all applications received and will select the top candidates to interview based on the qualifications outlined in the position announcement. An applicant tracking log must be complete on all applications received as well as candidates interviewed or tested.
- 3.4 Telephone interviews may be conducted on candidates during the screening process as long as they are completed on all candidates and are documented.

4. REFERENCE CHECKS

Departments are encouraged to make reference checks on those individuals to be interviewed. Caution should be taken; however, to insure questions asked do not refer to those areas protected by the EEOC (race, color, religion, age, sex, national origin, disability, marital status or veteran status). Questions should be limited to the applicant's qualifications and ability to perform the job. Reference check guidelines are available in the Human Resource Office and the Affirmative Action Office.

5. NEPOTISM

Employees who exercise the line of authority to hire, terminate or promote are prohibited from hiring or promoting any person related to them within the third degree by consanguinity (blood) or within the second degree by affinity (marriage) when the salary or compensation for such person is to be paid from public funds. Relatives within the third degree by consanguinity include and employees parent child, grandparent, sibling, grandchild, great-grandparent, uncle, aunt, nephew, niece and great-grandchild. Relatives within the second degree of affinity include the employee's spouse; the spouse's parents, grandparents and siblings; the employee's son or daughter-in-law; and the employee's grandchild's spouse. Employment under these conditions may be authorized only by the chief executive officer (See SAGO policy 33.03).

6. JOB OFFERS

- 6.1 When departments have made a hiring decision, the hiring authority may make the formal job offer. Faculty job offers require the approval of the respective dean provost and the Affirmative Action Officer. All applications, resumes and other paperwork should be returned to the Affirmative Action Office for file.
- 6.2 It is the responsibility of each candidate, if not a resident of the United States, to obtain and maintain their H1B status. The University will **not** sponsor any employee and will approve the visa status for one year only. Foreign Nationals (all non-United States citizens not holding permanent resident visas) will be considered for employment with TAMUK only when United States citizen of equal training, experience and competence are not available (SAGO policy 33.99.09). In addition, there are certain limitations concerning residents of Iran. All questions should be addressed to the Human Resource Office.

7. NEW EMPLOYEE ORIENTATION

Federal and Texas law requires specific information from all employees on their first day of employment. Employees are therefore required to attend orientation **before** commencing work. The hiring department must submit an approved Form 500 to Human Resources by noon Friday in order for an employee to begin the following Monday. Orientation will begin at 8:30 a.m. each Monday, or on Tuesday if Monday is a holiday.