



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 60.09, **Faculty Recruitment Procedure**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy/Procedure (HSCEP OP) is to standardize processes and reinforce faculty recruitment strategies to employ a highly qualified workforce.

REVIEW: This HSCEP OP will be reviewed in November of every odd-numbered year (ONLY) by the Deans, the Vice President for Faculty Success, Vice President of Human Resources, the Office of Equal Opportunity, and the Institutional Compliance Officer, with recommendations for revision submitted to the President.

POLICY/PROCEDURE:

I. Policy

A. Policy Statement

The mission of TTUHSC El Paso is to provide excellence in the education of health care professionals to serve the West Texas region, the state of Texas, and the nation through innovations in technology research and patient care. To realize these goals, it is the policy of TTUHSC El Paso to identify, recruit, and select highly qualified faculty who exemplify its Values Based Culture.

B. Objective

The objective of this policy is to standardize processes and reinforce faculty recruitment strategies in order to employ a highly qualified workforce who live TTUHSC El Paso's Values and to ensure that all applicants have received fair consideration during the recruitment process.

C. Postdoctoral Fellows (Postdocs)

This policy does not apply to hires of postdocs. Refer to [HSCEP OP 70.29, Employment of Postdoctoral Fellows](#), and [HSCEP OP 70.11, Appointments to Non-faculty Positions](#), for guidance on the hiring process for postdocs.

II. Definitions

A. Equal Employment Opportunity (EEO)

In compliance with state and federal law and TTUHSC El Paso policy, the University does not discriminate against any employee or applicant for employment because of sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information, or any other legally protected category, class, or characteristic. As a federal contractor, TTUHSC El Paso takes action to employ and advance employment to qualified protected veterans and individuals with disabilities, as required by federal and state law. See [Texas Tech University System \(TTUS\) Regulation 07.09](#) (Equal Employment Opportunity Policy) and [TTUS Regulation 07.10](#) (Non-Discrimination and Anti-Harassment Policy and Complaint Procedure).

B. Faculty Search

The search process includes all activities used to hire faculty at TTUHSC El Paso, including advertisement of the position, applicant screening, selection, and hire.

C. Search Committee Chair

The search committee chair acts as the search committee's facilitator, official spokesperson and liaison to the hiring official. The search committee chair establishes the overall plan for the search and articulates expectations to the search committee. The search committee chair leads the development of the recruiting plan, manages the search process, and is responsible for ensuring the search follows TTUS Regulations and TTUHSC El Paso policies and procedures.

D. Search Coordinator

If necessary, the coordinator serves as the administrative support to the search committee and chair. The coordinator, in coordination with the chair, ensures all processes are followed in accordance with TTUHSC El Paso administrative guidelines, completes all paperwork associated with the search, and manages record retention. The coordinator takes the minutes of all search committee meetings and advises the committee about recruiting sources and serves as the departmental point of contact and liaison with Human Resources (HR) and the Office of Faculty Affairs. The coordinator has no voting rights on candidate decisions.

E. Hiring Official

The hiring official is responsible for upholding the integrity of the hiring process and search procedures. The hiring official determines the position description and appoints a search committee, designating a search committee chair. The hiring official communicates all requirements and expectations to the search committee chair. The hiring official ensures all required training is completed prior to search participation. The hiring official has final decision-making authority in the faculty search process in the selection of finalist(s) to recommend to the dean for hiring. Only the president or school's dean may extend an offer of faculty employment.

III. **Procedure**

A. Prior to Initiating Search

1. Within two years prior to opening a search, the search committee chair and coordinator must have completed documented training on TTUHSC El Paso recruitment and hiring policy, process and procedures directly with the Office of Faculty Affairs staff.
2. Position descriptions are prepared or revised by the hiring official and reviewed by the Office of Faculty Affairs. Advertisements are prepared by the search committee chair and reviewed by the Office of Faculty Affairs.
3. If the position already exists, then a requisition for posting the position is submitted via the BrassRing/Kenexa hiring manager portal.
4. If the position is a new position or a reclassification of an existing vacant position, the request must be submitted electronically through the [PASS system](#). The position number assigned to each vacancy will allow for the applicant pool to be tracked and must appear on all search forms and records. Once all approvals have

been received, a requisition is submitted via the BrassRing/Kenexa hiring manager portal.

5. Faculty positions must be posted on the Applicant Careers Website for TTUHSC El Paso (<http://ttuhscep.edu/elpasocareers>). State law requires that all state positions be posted for a minimum of ten business days. All applicants must complete a faculty application through the BrassRing gateway via the Applicant Careers Website for TTUHSC El Paso.

B. Conducting the Search

1. For every open vacancy, the search committee members will review the *Faculty Recruitment Procedure Guidelines* (Attachment A).
2. Before screening begins, the search committee constructs the Applicant Review Matrix or similar tool to be used to compare each candidate's qualifications to those stated in the position description. Each of the stipulated qualifications should be represented, and, if the search committee determines that it is necessary and appropriate, the scores applied to each qualification may be weighted. A matrix template and other information for assistance in completing a fair and effective search process are available on the Faculty Affairs website and will be presented in faculty search training sessions.

C. Prior to Hire

1. It is the responsibility of the hiring official and search committee, or the Office of the Dean, to review its procedures in conjunction with the employment application, curriculum vitae, and other professional information submitted to ensure minimum requirements of the position are met. Additionally, the hiring official is responsible for obtaining letters of recommendation and/or conducting appropriate reference checks. See [HSCEP OP 70.20](#).
2. Before a selection is made, the search committee should carefully review its procedures to ensure the interview process follows the procedures for all applicants.
3. The *Faculty Search Summary* form (Attachment B) must be completed by the search chair, with the assistance of the search coordinator, and submitted via the BrassRing/Kenexa hiring manager portal to confirm compliance with applicable federal and state laws, TTUS Regulations, and TTUHSC El Paso operating policies and procedures.
4. An *Offer Outline* in Kenexa/BrassRing must be completed by the search coordinator before an electronic offer is extended to the candidate through the BrassRing system. The offer must be electronically accepted by the candidate in the BrassRing system to proceed with the onboarding process.
5. A background check is initiated after a conditional offer of employment is accepted. Refer to [HSCEP OP, 70.20](#) for information regarding pre-employment background screening.

D. After the Search

1. All candidates (internal and external) are to be moved through the required workflow in the applicant tracking system.

- a. Internal candidates: ePAF is initiated electronically by the hiring department.
 - b. External candidates: the ePAF is generated electronically by the applicant tracking system.
2. It is the responsibility of the hiring official to which the faculty member is appointed to obtain the official transcripts, current curriculum vitae, and if necessary, additional credentialing information such as professional licenses and certifications from the faculty member. For all degrees earned outside the United States, U.S. degree equivalency must be established through a course-by-course evaluation conducted by a foreign transcript evaluation service approved by the National Association of Credential Evaluation Services (NACES), or by a comparable agency such as the Educational Commission for Foreign Medical Graduates (ECFMG).
3. In accordance with the State of Texas Records Retention Schedule and legal guidelines, applications, resumes, letters of reference, and similar documents must be retained on file in the hiring department for two years for applicants not hired and for five years after hired applicants are terminated. These recruitment records will include the position requirements, applicant's qualifications, screening matrices, the voting results, if any, and reasons for the ranking or rejection of potential candidates.

E. Exception to the Search Process

On very limited occasions, an opportunity may arise to hire an extraordinarily talented faculty member (typically one who is a nationally recognized scholar in his or her field), therefore presenting a need to truncate the search process. The opportunity may be evident during a regular search, through professional channels, or from the individual expressing an interest.

In such cases, the request will need to be substantiated by providing convincing information as to the candidate's qualifications and accomplishments. The written request and supporting documentation, is to be routed to the Dean, the Vice President of Human Resources, the Vice President for Faculty Success, and ultimately to the President for approval before any offer of employment may be extended.

[Attachment A: Faculty Recruitment Procedure Guidelines](#)
[Attachment B: Faculty Search Summary Form](#)