

TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER EL PASO

FACULTY RECRUITMENT PROCEDURE

A. Authorization and Preparation

- Obtain written authorization from the Dean to fill a faculty vacancy
- Submit a Position and Salary System (PASS) transaction if a new position or a reclassification of a vacant position is needed
- Contact the Office of Faculty Affairs for any required search committee chair and/or search coordinator training

B. Position Description

- Prepare a faculty position description for review by the Office of Faculty Affairs:
 - All minimum/“required” and preferred/“desired” qualifications must be job-related
 - Minimum requirements — education, experience, skills, etc. — should be clearly expressed and measurable
 - Any additional desirable requirements should be listed as preferred/ “desired” qualifications and must be clearly identified and justifiable
 - Qualifications and job functions should be consistent with equivalent positions at the university
 - All required qualifications outlined in the Pay Plan for the position title must be included in the job posting; they may not be removed or disregarded

C. Job Posting / Recruitment

- Submit job requisition through Kenexa/Brass Ring hiring manager portal
- Post job posting with requisition number on the TTUHSC El Paso Careers website for a minimum of 10 (ten) business days with the required EEO statement:
All qualified applicants will be considered for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, genetic information or any other legally protected category, class or characteristic.
- Faculty requisitions may remain open for a period not to exceed two (2) years
 - Requisitions that have reached the 2-year posting limit will be closed
 - Hiring departments may re-open a new search for the same position by complying with all requirements specified in HSCEP OP 60.09
 - The Hiring Official may submit a written request to the Vice President for Faculty Success and the Dean to extend the 2-year posting period for an open requisition. Any approvals must be in writing

D. Advertising and Candidate Sourcing

- Prepare draft advertisement and submit for review by the Office of Faculty Affairs. Advertisements must direct the applicant to the TTUHSC El Paso Careers job posting and include the required EEO statement (see C above)
- Advertise the vacancy to broaden the applicant pool through **at least two advertising or candidate sourcing efforts**:
 - Advertisements in professional journals or online career job boards for the specific discipline
 - Outreach to professional training programs, academic institutions, schools, departments, or colleagues, including those institutions known to have significant numbers of faculty or graduating trainees in the area of the vacancy

- Outreach to industry groups or professional associations, institutes, agencies, etc.
- Direct mail or email marketing campaign to potential candidates within the specific discipline
- Digital media campaign such as social media ads, online display ads, video ads, or search engine marketing (SEM) targeting potential candidates
- Booth/table exhibiting job posts or ads at national or state level professional organization meetings

E. Screening of Applications

- Prior to screening, develop an Applicant Review Matrix to include all minimum/“required” and preferred/“desired” qualifications from the position description
- Applicants who do not meet minimum qualifications must be dispositioned as such
- Grant full and equal consideration to each applicant who possesses the minimum qualifications listed in the position description
- If weighting is used, apply weights uniformly to all applicants and ensure weighting is justifiable
- Disposition candidates who are not selected for an interview through the BrassRing/Kenexa hiring manager portal; be mindful of timing as this will result in an e-mail notification of their non-selection for the position

F. Interview

- Develop interview questions that are related to the job and adhere to policies established for employment at TTUHSC El Paso
- Use the same set of core interview questions for all applicants
- Maintain records for each interview conducted; Comments should reflect only job-related assessments and adhere to employment policies at TTUHSC El Paso
- Update the status of applicants interviewed through the BrassRing/Kenexa hiring manager portal

G. Selection / Offer

- Confirm that selectee satisfies **all** minimum requirements of the position
- Obtain selectee’s official transcripts, curriculum vitae and other required credentials
- Determine proposed salary and rank offering consistent with equally qualified applicants and generally consistent with salary/rank of similar positions. Any significant discrepancies must be substantiated based on a legitimate, non-discriminatory business need such as preferred requirements listed in the position description, experience, references/recommendations, previous salary of applicant, research portfolio, market considerations, etc.
- Initiate faculty appointment process per school’s requirements
- Initiate clinical credentialing/privileging process per school’s requirements, if applicable
- Obtain the Letter of Offer (LOO) and Physician Employment Agreement (if applicable) issued by the Dean and/or President
- Submit a PASS transaction, if necessary, to ensure position E# matches rank and FTE on LOO
- Submit the offer outline form in Kenexa/BrassRing through the hiring manager portal

H. Pre-Employment Processing

- Ensure the selectee promptly addresses the following to prevent a delayed hire date:
 - Accepts offer of employment via Kenexa/BrassRing
 - Submits consent to criminal background check (after offer is accepted but before start of employment) via link from HireRight

- Completes faculty appointment and academic credentialing requirements
- Completes clinical credentialing/privileging processes at TTUHSC El Paso and affiliated hospitals, if applicable
- Obtains authorization for employment in the U.S., if applicable

I. Closing the Search

- Attach the completed Applicant Review Matrix to the requisition through the Kenexa/BrassRing hiring manager portal
- Complete the *Faculty Search Summary Form* through the Kenexa/BrassRing hiring manager portal for review by the Office of Faculty Affairs
- Disposition remaining candidates through the Kenexa/BrassRing hiring manager portal

J. Onboarding

- Confirm required clearance by Visa & Immigration, Credentialing Office, and any other employment contingencies required by the school to secure date of hire with Human Resources
- Ensure new hire completes all electronic onboarding forms in Kenexa/BrassRing
- Complete Electronic Personnel Action Form (ePAF)
- Complete identity and work authorization documentation (I-9 form) before or within the first three (3) days of employment
- Obtain eRaider access, e-mail, keys, ID badge, office/research space and other onboarding requirements per position/school requirements
- Complete mandatory training

K. Record Keeping

Retain the following records in hiring department for five (5) years after termination of employment (for new hire) and two (2) years for all other candidates:

- Authorization to hire
- Copy of position description
- Applicant review matrices
- Any documentation relating to or supporting the interview and selection processes
- Records of interviews of all applicants interviewed, including core questions