**RECRUITMENT PROCESS FOR FACULTY**

Before a faculty search may begin, the Department Chair/Associate Dean/Administrative support will submit the request through Oracle iRecruitment. If the search is to fill an existing position, a letter of resignation should be attached to the Vacancy form.  Any deviation from this policy must be approved by the Office of Human Resources.  NOTE:  In unusual circumstances the University has the right to do a search on a prospective position opening.

1. The Search Committee will review the job description, create an advertisement, and develop and implement a recruitment plan.  Advertisement must be approved by Recruitment Personnel in Human Resources prior to advertising.  Human Resources will place the ads on the TWU website, HigherEdJobs and Texas Workforce Commission at no cost to the department; additional ads in other websites or specialized publications will be at the expense of the hiring department.
2. Job notices will have a ten (10) day minimum posting to include one weekend for greater recruiting exposure.
3. Search Committees not satisfied with applicant quality may request to repost and revise the job posting.
4. All qualified applicants will submit their vitae/CV, unofficial transcripts and any other documentation requested in the job description to facultyjobs@twu.edu.  Faculty Search Committees will have permission to review these resumes in the Public folders stored in Outlook at the following location: Public Folders/All Public Folders/HR Employment File/Faculty Jobs. A public folder will be created for current faculty searches by department/position/job code and campus.
5. **Employment Preferences**

**Veteran’s Employment Preference**

In accordance with Texas Government Code, Section 657.002 individuals that qualify are eligible for a Veteran’s Employment Preference. Qualifying individuals are veterans, veterans with a disability whose disability is service connected, a veteran’s surviving spouse who has not remarried or an orphan of a veteran if the veteran was killed while on active duty.

The required preference does not compel Texas Woman’s University to appoint an individual who qualifies for a Veteran’s Employment Preference. Individuals who qualify for a Veteran’s Employment Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. If Veteran’s Preference is granted, the qualifying individual would be required to produce verifying documentation as proof of eligibility prior to an offer of employment.

Veteran’s preference affects the interview 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.

Review all vitae’s/CV’s or application materials. Use this chart as a reference for applying this standard to your applicant pool if it has applicants who self-identify as eligible for Veteran’s Preference:

|  |  |
| --- | --- |
| # of  Individuals  Selected for Interview | Minimum # of individuals to interview with Veteran’s Preference (required) |
| 1-6 | 1 |
| 7 | 1  (20% of 7 = 1.4, round down to 1) |
| 8 | 2  (20% of 8 = 1.6, round up to 2) |
| 9 | 2 |
| 10 | 2 |

 **Employment Preference for Former Foster Youth**

Texas Government Code Section 672.002 requires an employment preference to be extended to an applicant that is 25 years of age or under and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services as a foster youth on the day preceding their 18th birthday. Such preference is to be granted over other applicants who do not have a greater qualification.

The required preference does not compel Texas Woman's University to appoint an individual who qualifies for a Former Foster Youth Preference. Individuals who qualify for a Former Foster Youth Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. The position of private secretary or deputy of an official or department; or an individual holding a strictly confidential relation to the employing officer are excluded from this preference. If a Former Foster Youth Employment Preference is granted, the qualifying individual would be required to produce required verifying documentation as proof of eligibility prior to an offer of employment.

1. Applicants who are called for an on-campus interview by the Search Committee **must** complete the **TWU employment application**. The current TWU employment application can be found at: <https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=31062> (Recruitment/TWU Employment Application).
2. Search Committees will have the option to email the application packet to applicant(s) before the on-campus interview, or the candidate can complete the application in the hiring department before the interview. (We recommend 30 minutes before the start of the interview.)  The Voluntary Request for Affirmative Action Data will be sent to the candidate via electronic format by the Office of Human Resources in compliance of the Internet Applicant Law.
3. HR has developed a Notification and Authorization to Obtain (NAO) information liability release form (included in the application packet) for employment information gathered during the background and selection process for all applicants.
4. The Search Committee will inform candidates that unofficial transcripts of all academic work will be expected at the time of the on-campus interview, if not previously provided as mentioned above.  The Search Committee will complete any verification of an applicant’s educational credentials. An applicant can satisfy this requirement by providing copies of all transcripts and diplomas.  Otherwise the Search Committee will verify the applicant’s educational credentials using the pre-signed NAO authorization.
5. A minimum of three (3) work related references are required to be contacted for the final selected candidate, by the Search Committee.  The work related references should be documented and remain in the hiring file.
6. A minimum criminal background check (information already available in the public domain) will be completed by Human Resource employment personnel on the final selected candidate, **prior** to making an offer to the candidate.  Please note: out of state background checks may take up to 3 days to complete.  Out of state background checks are required for all candidates that have lived in states other than Texas within the last 7 years.
7. HR has developed a guide sheet on employment criteria for applicants with criminal records.  This guide sheet is publicized on the Recruitment webpage and HR employment personnel will have the sole responsibility in determining an applicant’s employment eligibility.
8. The Search Committee will complete the [*Request to Appoint Regular Faculty*](https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=31062)form (under recruitment tab) and forward with the recommendation and the complete search file to the Department Chair.  With the file, the Search Committee will forward the blank [*Faculty Applicant Selection Matrix*](https://servicecenter.twu.edu/TDClient/Shared/FileOpen?AttachmentID=%7b621E6822-862E-4B88-93FA-4FF5D9A486AD%7d&ItemID=34028&ItemComponent=26) with the names of the candidates interviewed on campus. Please see the Faculty Search Checklist.
9. The Department Chair will review Search Committee recommendation, make a recommendation to the Dean, and forward the *Request to Appoint Regular* form (under Recruitment tab) and the **complete search file** to the Dean.
10. The Dean will forward the complete search file to the Office of Human Resources for approval.
11. The Office of Human Resources will review the file for completeness, order the background for the selected candidate, remove the vacancy from the TWU website and HigherEdJobs and forward the file to Academic Resources and Budgets for review. If approved, the file will be forwarded to the Office of the Provost, who will approve or deny the request to hire.
12. The Dean will make a verbal offer to the candidate selected, and remind the candidate of need for official transcripts from all colleges/universities attended.
13. The Dean will then notify the Provost, Academic Resources and Budgets (AFS) and Recruitment Personnel in Human Resources in writing if the candidate verbally accepts or declines.
14. The Provost will handle all Employment Offer Letters (EOL) for faculty positions and will send an official letter offering appointment.
15. The EOL and Job Description (JD), if applicable, will be required to be acknowledged and accepted with required applicant signatures.
16. Once the candidate returns the signed acceptance of offer, the Department Chair will mail a TWU Welcome Packet.
17. The Department Chair/Dean will notify HR Recruitment Personnel that the position has been filled.
18. The selected candidate will complete a new hire packet and submit to the Office of Human Resources on or before the 1st day of hire.
19. The faculty hiring files will be kept in the Office of Academic Resources and Budgets.

**ESTABLISH THE SEARCH COMMITTEE**

Identifying Search Committee Members

Search committees are often used for positions of campus-wide significance with major decision-making responsibilities, or positions of unique titles and duties. Bringing a wide spectrum of backgrounds to such a search committee can serve to better identify the most qualified person for the position. Some things to consider when appointing a committee include:

1. The committee should be diverse in race and gender.
2. The committee may seek representation from other campus sites.
3. The committee should be broadly representative of the faculty/staff/students who will work with this position to accomplish the associated tasks. Committee members should be knowledgeable of position duties, represent different experience 1evels, and be seen as stakeholders in the decision.
4. Committee members should exhibit good judgment, personal integrity, independence of view, and devotion to institutional goals. Avoid anyone known to be incapable of maintaining confidentiality.
5. Most committees have five to six members. A larger committee (7-9 members) is sometimes used for positions of sweeping responsibilities.
6. The chairperson should have experience with search committee procedures. Duties will include working collaboratively to establish posting with the Office of Human Resources (for staff position) or Academic Affairs; monitoring committee meetings and interviews; making budgetary decisions; and reporting proceedings to administration as necessary.
7. Office support should be provided for the committee. The appointed staff person can give assistance with scheduling meetings and interviews, corresponding with applicants as needed, and maintaining all legal records.
8. Detailed information should be provided to the search committee including: the job description; outline of committee tasks and related time of completion; scale of the search; evaluation tools; defined scope of the committee decision (advisory/decision making).
9. Committee members should be made aware of the legal and regulatory requirements that surround their work. Copies of this hiring guide and other relevant federal, state, and university employment guidelines should be made available by HR Recruitment personnel.