

Procedures for Staff Search Committees

A. Search committees are normally used only for administrative officer and director positions.

- 1) If an applicant for a position outside the division of Academic Affairs is to be considered for a concurrent faculty appointment, the appropriate vice president should consult with the appropriate dean or chair to determine what steps are to be followed in addition to those in this UPPS. If an applicant for a position within the division of Academic Affairs is to be considered for a concurrent faculty appointment, the Provost may, where appropriate, authorize the use of alternate procedures outlined in AA/PPS 7.01, Hiring of Deans and Chairs; or AA/PPS 7.02, Faculty Hiring, in lieu of procedures outlined in this UPPS.
- 2) Each vice president has the responsibility for determining when a search committee will be used for vacancies within his or her division. The president or designee will determine when a search committee will be used for vacancies within his or her division. The membership of search committees will include minorities, women, and other often under-represented groups as appropriate.
- 3) In most instances, current Texas State employees may participate in any search committee. However, a hiring manager, with the appropriate vice president or presidential approval, may select a non-Texas State employee to participate in a search committee.

B. The appropriate vice president, president, or his or her designee, will notify the Chief Diversity Officer and Director, Equity and Access in writing of the plan to use a search committee.

C. The appropriate vice president, or his or her designee, and the Committee will prepare the following:

- 1) A position requisition – The requisition must include instructions telling Human Resources in which newspapers and publications the announcements are to be placed.
- 2) A job vacancy announcement to be included in the job posting section of the position requisition for advertising. The job vacancy announcement should contain, at a minimum:
 - a) a description of the position, including required knowledge, skills, and abilities,
 - b) statement of salary
 - for classified, post hiring rate or hiring range
 - for unclassified and administrative, post hiring rate, hiring range, or statement indicating that salary will be commensurate with qualifications,
 - c) the proposed starting date, and
 - d) deadline for accepting applications or date application review will begin.
- 3) (Optional) The job vacancy announcement may be sent to various recruiting sources and must state that applications must be completed via the regular employment application process.
- 4) A plan citing specific efforts to be made to obtain a diverse applicant pool.

D. The Chief Diversity Officer and Director, Equity and Access will:

- 1) work with individual department heads or hiring managers to ensure that appropriate recruitment activities are carried out;
- 2) review the composition of search committees to ensure diversity and review the recruitment efforts that were carried out by the respective departments. Specifically, the following will be reviewed:
 - a) Dissemination and posting of job announcements.
 - b) Advertising.
 - c) Follow-up letters of recommendation.
 - d) Additional efforts the University can reasonably make to secure applicants.
- 3) serve as advisor to the search committee; and
- 4) visit with the search committee chairs and provide necessary information and training on recruitment techniques before the search begins.

E. Applicant Screening

- 1) Initial screening of applicants will be accomplished by the Committee. In the case of a search committee, the initial screening group or individual will forward a prioritized list of the top candidates (normally no more than ten) via the Chief Diversity Officer and Director, Equity and Access to the appropriate vice president. The applicant's files will need to be forwarded to Equity and Access if they are not accessible via the EASY system.
- 2) Final screening will be performed by the appropriate vice president or his or her designee. This screening will normally reduce those to be interviewed to no more than five.

F. Interview Schedule

- 1) The chair of the Committee will develop an interview schedule, coordinating it with the vice president's or his or her designee's schedule.
- 2) The chair of the Committee will inform interviewees of the schedule. In certain cases candidates for major administrative positions may be paid travel expenses (see "Texas State Travel Regulations"). The hiring manager responsible for the vacant position is responsible for completing required travel forms while the candidate is on campus.
- 3) Applicant will provide written approval by signing an Employment Background Check form at the time of the interview and request submitted for driving record check.

G. Veteran's Employment Preference

- 1) Before a hiring selection is made, the hiring manager will select the final top candidate(s) for the open position. If two or more candidates are equally qualified, the hiring manager will open the requisition in the EASY system and determine if any of these candidates are entitled to a veteran's preference. If so, the candidate with the veteran's preference will be offered the position.

- 2) In addition to a veteran, candidates who are eligible to receive a Veteran's Employment Preference also include a veteran's surviving spouse who had not remarried and an orphan of a veteran if the veteran was killed while on active duty, served in the military for not less than 90 days during a national emergency, and the spouse or orphan is competent.

H. Selection – The appropriate vice president or his or her designee will make the final selection, after consulting with the President, if appropriate, and will extend a job offer after all appropriate paperwork has been submitted and approved (see Section 07.03i.1) and 07.03 i.2)). Upon acceptance, the appointee will be sent a letter of appointment (in duplicate) by the vice president or his or her designee. The appointee should sign and return one copy.

I. Appointment Forms

- 1) The chair of the search committee will complete the employment history verification tab via the EASY system on the selected applicant, and obtain from the applicant copies of transcripts, certifications, and affiliations.
- 2) As soon as the selection process is complete, the appropriate vice president or his or her designee will ensure that the completed and approved selection matrices, the electronic applicant log and the employment history tab are completed, as well as any other approved screening mechanisms are sent via the EASY system to the Office of Equity and Access for review and approval. Approval of the selected applicant by the Chief Diversity Officer and Director, Equity and Access is required before an offer of employment can be extended and the appointing PCR can be processed by Human Resources.
- 3) The administrative head to whom the "new hire" reports will submit a Personnel Change Request (PCR) putting the individual on the payroll. The PCR should be submitted as soon as possible after the hiring process is complete and must be approved through proper administrative channels before the "new hire" reports to work. The hiring manager will also notify Human Resources-Benefits Section of the date for New Employee Orientation (NEO) attendance.

J. New employee processing – the hiring supervisor must send the selected applicant to new employee orientation in accordance with the provisions of [UPPS No. 04.04.15](#).