**Faculty Hiring AA/PPS No. 04.01.01**

**Issue No. 5**

**Revised Date: 02/29/2024**

**Effective Date: 01/12/2024**

**Next Review Date: 02/01/2029 (E5Y)**

**Sr. Reviewer: Senior Vice Provost**

**POLICY STATEMENT**

*Texas State University is committed to recruiting and retaining distinguished faculty.*

1. **BACKGROUND**

01.01 The recruitment of new faculty members is among the most important endeavors of Texas State University. To this end, the university is committed to hiring well-qualified faculty members and will take the necessary steps to ensure applicant pools are robust.

01.02 This policy outlines the process followed to secure, with the resources available, the services of the best-qualified persons for faculty vacancies and supports an effective shared governance system. This policy provides guidelines to assist units in developing search committees and conducting and documenting the process leading to the employment of faculty, including both tenure line and academic professional faculty. This policy also covers the hiring process for senior lecturers, clinical faculty, research faculty, and faculty of practice. All searches are implemented utilizing the [Faculty Recruitment Toolbox](https://facultyresources.provost.txstate.edu/recruitment/toolbox.html) developed by Faculty and Academic Resources.

01.03 Additional information regarding hiring and use of temporary part-time and per course faculty may be found in [AA/PPS No. 04.01.02](http://policies.txstate.edu/division-policies/academic-affairs/04-01-02.html), Hiring and Employment of Temporary, Non-Continuing Faculty. For information regarding temporary, non-continuing faculty including lecturers, program faculty, and visiting faculty appointments, see [AA/PPS No. 04.01.20](http://policies.txstate.edu/division-policies/academic-affairs/04-01-20.html), Faculty Responsibilities, Definitions, and Titles.

01.04 The university's recruitment of faculty is processed through the online recruiting and hiring system (online system). This fully automated system includes email notifications, routing, approvals, and document retention. The online system allows for the review and evaluation of applications from any device with internet access.

01.05 Confidentiality is an important factor for ensuring the integrity of the

recruiting and hiring process. Search committee members, along with other faculty, staff, and administrators with any official role in the process, are expected to maintain boundaries of confidentiality and privacy before, during, and after the hiring process is complete. The provost and executive vice president for Academic Affairs (EVPAA), dean, chair or director, and search committee chair are responsible for setting and communicating these expectations.

**\*02. PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES**

02.01 Texas State is committed to assuring all candidates for faculty positions are afforded an equal opportunity for consideration and full compliance with Titles [VI](https://www.justice.gov/crt/fcs/TitleVI-Overview) and [VII](https://www.eeoc.gov/laws/statutes/titlevii.cfm) of the Civil Rights Act of 1964 as amended, [Civil Rights Act of 1991](https://www.eeoc.gov/laws/statutes/cra-1991.cfm), [Executive Order 11246](https://www.dol.gov/ofccp/regs/statutes/eo11246.htm) and its amendments, [Equal Pay Act](https://www.eeoc.gov/eeoc/publications/fs-epa.cfm), [Age Discrimination in Employment Act](https://www.eeoc.gov/laws/statutes/adea.cfm), [Section 503 of the Vocational Rehabilitation Act of 1973](https://www.dol.gov/ofccp/regs/compliance/section503.htm), [Vietnam Era Readjustment Act of 1974](https://www.dol.gov/ofccp/regs/statutes/4212.htm), [Pregnancy Discrimination Act of 1978,](https://www.eeoc.gov/laws/statutes/pregnancy.cfm) [Immigration Reform and Control Act of 1986](https://www.govinfo.gov/content/pkg/STATUTE-100/pdf/STATUTE-100-Pg3445.pdf), [the Americans with Disabilities Act](https://www.eeoc.gov/laws/statutes/adaaa.cfm), and [The Texas State University System (TSUS) Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html) for maintaining and reporting of employees.

**03. PROCEDURES FOR POSITION AUTHORIZATION AND FUNDING**

* 1. All positions, existing and new, are allocated and authorized based on strategic planning goals, departmental needs, and available funding. Funding for all existing positions is authorized through the annual budget cycle.
  2. New multi-year term, tenure-track, or tenured faculty positions are authorized by the provost and EVPAA. Funding for these positions is added to a department’s budget at the time of hire. When a budgeted position becomes vacant, that position and the funding is recaptured by the provost and EVPAA. The department must request approval to retain the position and fill the vacancy ([Request for Authorization of Faculty Position and Salary Funding form](https://facultyresources.provost.txst.edu/hiring-and-retention/hiringprotocol.html)). Temporary replacement funds to cover instructional needs can be requested from the provost and EVPAA while searching to fill the vacancy. Permanent funding for the replacement will be added to the departmental budget at the time of hire.

**04. PROCEDURES FOR SELECTION OF THE SEARCH COMMITTEE**

04.01 When approval has been granted for a faculty search process, the chair or director or other administrator with primary responsibility for the search will appoint a search committee from among faculty members in the relevant department, school, or college. The composition of each search committee must be diverse. To ensure diversity on a search committee, the dean and chair or director may elect to appoint committee members who are outside of the department, school, or college for the committee, including members of the university’s affinity groups.

04.02 Each chair or director is responsible for appointing one or more search committees charged with recruiting applicants, reviewing applications, and recommending final candidates. The chair or director may appoint one search committee to review applications for multiple vacancies in the department or school or establish separate search committees for individual vacancies. Departments will ensure departmental personnel committee and faculty and staff involvement in the hiring process.

**05. INITIAL COMMITTEE RESPONSIBILITIES**

05.01 During the first two meetings of the search committee, the following should be accomplished:

1. determine how the preparation of materials and correspondence will be managed;
2. draft a tentative schedule that permits conclusion in a timely manner;
3. develop the position description;
4. develop a list of evidence-based required and preferred qualifications consistent with the academic unit’s faculty qualifications policy.
   1. If the academic program requires the faculty member to have a current job-related state, federal, or university license, certification, or other credentials (LCC), this must be stated in the required qualifications of the job posting utilizing the guidance found in the [Faculty Recruitment Toolbox](https://facultyresources.provost.txstate.edu/recruitment/toolbox.html).
   2. If the position is open to multiple ranks, there must be separate required and preferred qualifications for each rank.
5. define the items/documents required (e.g., letter of intent, curriculum vitae, unofficial transcripts of highest degree earned, evidence of teaching experience, evidence of scholarly activity, and reference letters) for a complete application that will allow the search committee to objectively evaluate each application;
6. develop a hiring matrix aligned with evidence-based required and preferred qualifications, including any scoring and weighting criteria, using the guidance from [Faculty Recruitment Toolbox](https://facultyresources.provost.txstate.edu/recruitment/toolbox.html); and
7. finalize job posting that clearly describes the position, identifies the required and preferred criteria that an applicant is expected to meet to qualify for the position, identifies items/documents required for a complete application, includes hiring matrix, approved Authorization of Faculty Position and Salary Funding form, and anticipated salary (if required by outside outlet).

05.02 The search committee, in consultation with the chair or director and departmental personnel committee, is responsible for ensuring that the job posting reflects the faculty qualifications policy of the hiring unit, including any required LCCs.

**06. PROCEDURES FOR SUBMITTING A JOB POSTING**

06.01 The posting must be reviewed and approved by the department/school personnel committee, chair or director, college dean, talent acquisition, and the assistant provost. Approval must be secured at each level prior to the review and approval from the assistant provost.

06.02 Job posting approvals are initiated at the chair or director’s level through the online system.

06.03 Once approved, a posting number will be assigned by the online system. The posting will be automatically available on the university’s recruitment website. Postings typically allow 30 days or more between first publication and closing or initial review date of applicants.

**07. RECRUITING AND ADVERTISING PROCEDURES**

07.01 Positions will be automatically advertised on the following sites: [*The Chronicle of Higher Education*](https://www.chronicle.com/), [HigherEdJobs](https://www.higheredjobs.com), [Inside Higher Ed](https://www.insidehighered.com/), and the [Texas Workforce Commission](https://twc.texas.gov/).

07.02 The search committee chair is responsible for submitting additional advertisements to appropriate media and professional organizations.

07.03 To ensure applicant pools are diverse, advertising is recommended as follows:

1. In one or more of the following:
2. Diverse Issues in Higher Education;
3. outlets focused on underrepresented faculty;
4. Austin and San Antonio news outlets;
5. colleges and universities with underrepresented student enrollment and with graduate programs in the discipline;
6. professional journals, newsletters, or publications; and
7. university placement services.
8. Committee and department members will be encouraged to inform outstanding candidates of the availability of the position via professional meetings, conferences, and other avenues.

All positions that may result in the hiring of a non-resident alien must be advertised in a national medium, which is met through automatic advertising by Faculty and Academic Resources.

**08. PROCEDURES FOR SELECTING THE INTERVIEWEES**

08.01 Regardless of the initial review date or full consideration date, all applicants must be assessed by the search committee until the position is closed to additional applications. Search committee chairs may email Talent Acquisition to close searches.

08.02 Each member of the search committee, working independently, reviews and rates the applicants on required and preferred qualifications using the committee’s documented acceptable evidence. This review may result in the need for preliminary screening interviews to determine the finalists for campus interviews.

08.03 Prior to selecting candidates for any type of interview, the search committee chair will consult with Talent Acquisition to determine if there are any veterans in the pool who are requesting veteran’s preference. In compliance with [Chapter 657 of the Texas Government Code](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.657.htm), Texas State is committed to providing a preference in employment to eligible veterans, disabled veterans, surviving spouse of veteran, and orphan of veteran applicants who meet the required qualifications for the position. Verified veterans who request veteran’s employment preference and meet the required qualifications for the posting must be interviewed in accordance with the [veteran’s preference in employment](https://facultyresources.provost.txstate.edu/recruitment/toolbox/search-committee/veterans-preference.html).

08.04 Through a series of meetings and phone or online interviews, as appropriate, the list of initial applicants will be narrowed down to the top three or four candidates to be interviewed on campus using the required and preferred qualifications in the job posting, interview questions should focus on objective, job-related criteria, and provide evidence of applicants’ knowledge and competencies to perform effectively in the position. The [Faculty Recruitment Toolbox](https://facultyresources.provost.txstate.edu/recruitment/toolbox.html) provides guidance on developing interview questions. The interview questions, scores, and notes must be retained by the search committee chair per the [University Records Retention PER 150-Employment Selection](https://alkek.library.txstate.edu/scripts/rrs/index.php?tsus=&series=PER150).

08.05 It is the responsibility of the search committee to assess the faculty qualifications of each candidate selected for interview, including academic credentials and, if applicable, the required state, federal, or university LCC.

**09. CAMPUS INTERVIEW PROCEDURES**

09.01 After consultation with chair or director/dean the committee may conduct campus interviews in one of two ways:

a. interview the top two, three, or more candidates; or

b.interview one candidate at a time, reaching a decision about whether to recommend for hire after each interview.

09.02 Campus interviews should involve the personnel committee, the chair or director, the search committee, and other faculty and staff. The dean, or designee, will interview all candidates. All campus interviews must be structured identically to ensure equitable treatment of all candidates. In planning the interview, departments may ask candidates about interest in meeting with additional campus groups and resources, such as International Affairs, affinity groups, employee benefits, Division of Research, and others, which enrich the candidate’s experience on campus.

09.03 Each candidate’s itinerary, vitae or resume, and application materials, excluding references, transcripts, and documents containing sensitive information, should be made available for review by all participants in the interview process. All information should be treated as confidential and not shared with individuals outside of the interview process before, during, and after the hiring process concludes.

09.04 The department will pay eligible expenses for candidates approved for campus interviews.

09.05 Using the required and preferred qualifications in the job posting, interview questions and agendas should focus on objective, job-related criteria, and provide evidence of applicants’ knowledge and competencies to perform effectively in the position. The [Faculty Recruitment Toolbox](https://facultyresources.provost.txstate.edu/recruitment/toolbox.html) provides guidance on developing interview questions. The interview questions, scores, and notes must be retained by the search committee chair per the [University Records Retention PER 150-Employment Selection](https://alkek.library.txstate.edu/scripts/rrs/index.php?tsus=&series=PER150).

09.06 The committee chair will request all participants in the interview process to provide feedback on each candidate for later use in the selection process.

09.07 Prospective faculty should, in the judgment of the chair or director and dean, possess the ability to communicate and comprehend spoken and written English appropriate to the classroom setting prior to hire. The chair or director is responsible for ensuring the successful candidate meets the requirements, as outlined in [AA/PPS No. 04.01.11](http://policies.txstate.edu/division-policies/academic-affairs/04-01-11.html), Clear English Requirements.

09.08 All interviewees must be informed that the provost and EVPAA must approve salary and applicable research start-up funding offers (see [AA/PPS No. 03.01.10](http://policies.txstate.edu/division-policies/academic-affairs/03-01-10.html), Start-Up Funds).

**10. PROCEDURES FOR SELECTION OF THE FACULTY MEMBER**

10.01 After the conclusion of interviews, the search committee will meet to determine which candidates, if any, are deemed acceptable to recommend for hire. Feedback from all participants in the interview process will be considered by the search committee in making its recommendation. The search committee chair will forward the recommendation and hiring matrix to the chair or director.

10.02 The chair or director will secure the advice of the personnel committee regarding the search committee’s recommendation. The chair or director may also consult with other faculty in the department. After consultations, the chair or director will forward the recommendations of the search committee, the personnel committee, and the chair or director to the dean.

\*10.03 After discussion with the chair or director, the dean will review the recommendations. If the dean does not concur with the recommendations, they will consult with the chair or director and personnel committee. If the dean concurs with the recommendations, the dean, or designee, will submit the salary recommendation to the senior vice provost for approval, as needed. If salary is within 10 percent of the available CUPA median for the rank/discipline, salary negotiations may move forward without senior vice provost approval. Guidelines for salary offers are available on the [Faculty Searches and Negotiations website](https://facultyresources.provost.txst.edu/hiring-and-retention/hiring.html). Requests for start-up funds are made via the process outlined in [AA/PPS 03.01.10](https://policies.txst.edu/division-policies/academic-affairs/03-01-10.html), Start-Up Funds.

10.04 If a mutually acceptable offer cannot be reached between the candidate and chair or director, discussions with the next acceptable candidate will begin.

10.05 The search committee chair is responsible for moving applicants to the appropriate state in the online system (e.g., Recommended for Hire, Interviewed Not Selected, Not Hired). The search committee chair should consult with the chair or director before moving candidates to Recommended for Hire or Interviewed Not Selected. Once the search committee chair moves the selected applicant into the Recommend for Hire state, a link to begin the hiring proposal will be available at the chair or director level.

10.06 The search committee chair is responsible for communicating with candidates interviewed at any stage within the recruitment process. The online system will notify candidates moved to the state ‘Not Hired’ at the conclusion of the search process when the posting is marked filled or closed-no hire.

10.07 The department will submit the hiring proposal through the online system with the required new hire documents attached. The hiring proposal will be sent from the chair or director via the dean and Talent Acquisition to the Faculty and Academic Resources office.

**11. HIRING APPROVAL AND HIRING PROPOSAL**

11.01 Final approvals for salary, start-up packages, and related issues, including credit for prior service, academic rank, and/or tenure status, for the selected candidate must be obtained from the senior vice provost prior to submitting the hiring proposal in the online system.

11.02 Once the informal offer is accepted, the chair or director user group will initiate the hiring proposal by selecting the “Start Hiring Proposal” link located on the applicant’s job application.

11.03 The department will collect the required new hire documents, as required by the [Faculty Packet Checklist](https://facultyresources.provost.txst.edu/forms.html), from the selected candidate. The hiring proposal will be submitted through the online system with the required new hire documents attached within 15 days of a candidate’s acceptance.

11.04 The hiring proposal includes the finalized hiring matrix, scored interview questions, [English Proficiency form](http://gato-docs.its.txstate.edu/jcr:b7c78aa7-746c-4791-bd29-3c908dea1594/English%20Proficiency%20Form.doc), Contract Offer Recommendation, and two letters of recommendation. Timely submission of the hiring proposal is important to efficient and effective faculty onboarding, including contract completion.

11.05 Faculty are required to provide official transcripts from all degree granting institutions to comply with credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). [Guidelines for Accepting Transcripts](https://facultyresources.provost.txst.edu/forms.html) are available from Faculty and Academic Resources.

11.06 An [Employment Justification form](https://facultyresources.provost.txst.edu/forms.html) must be submitted for any selected candidate that does not meet the faculty qualifications policy of the hiring unit. The justification must provide clear evidence of the academic coursework, expertise, related work experiences, licensure, awards, or other qualifications that qualify the prospective faculty member to teach particular courses in the department. When determining acceptable qualifications for faculty employed under an employment justification, a department may not rely primarily or solely on “continuous documented excellence in teaching.” Requests for approval are made on a course-by-course basis.

11.07 The final matrix will be attached to the hiring proposal for Talent Acquisition’s review. If not approved, Talent Acquisition will contact the hiring department. All the posted required qualifications must appear as initial screening criteria on the matrix.

11.08 After receipt of all required documents, Faculty and Academic Resources will prepare a contract for signature. Any special conditions of employment, including hire with tenure, are subject to the final approval of the provost and EVPAA, the president, the chancellor, and the TSUS Board of Regents.

11.09 Following approval and signature by the provost and EVPAA, the contract will be emailed by Faculty and Academic Resources to the candidate, unless directed otherwise. The contract will be subject to the stated deadline for acceptance.

**12. PROCEDURES FOR ONBOARDING NEW FACULTY**

12.01 Each chair or director is responsible for:

1. communicating start dates, teaching schedules, office and classroom assignments, computer access, provisions for start-up accounts, pre-semester orientation, and events;
2. setting expectations for teaching, research, scholarly, and creative activities, and service responsibilities and workload;
3. explaining policies and procedures and mandatory training;
4. providing guidance on faculty development, Division of Research, support services, affinity groups, and opportunities related to the successful integration of the new faculty member in the university, college, and department; and
5. as applicable, ensuring affected faculty seek formal guidance from International Affairs on immigration-related matters as soon as the selection process concludes. Timely communication with International Affairs is critical to effective and efficient faculty onboarding.

12.02 Each chair or director is also responsible for notifying new faculty members that they are expected to attend New Faculty Orientation sessions at the beginning of the fall or spring semester based on date of hire. If the benefits eligible faculty member will begin employment out-of-cycle (i.e., other than the 9/1 or 1/16 semester hire dates), they should attend [New Employee Welcome (N.E.W.)](https://www.hr.txst.edu/New-Employee-Welcome/orientation-training.html) to enroll in benefits.

**13. PROCEDURES FOR CLOSING OR REAUTHORIZING A SEARCH**

13.01 In the event a search for a position does not produce a qualified candidate or a candidate who accepts the offer, the search may be closed and reposted within the academic year or closed without hire by sending request to Talent Acquisition via the chair or director, dean, and Faculty and Academic Resources.

13.02 To reauthorize a search in a new fiscal year, the provost and EVPAA must authorize the position per the Faculty and Academic Resources [Hiring Protocol](https://facultyresources.provost.txstate.edu/hiring-and-retention/hiringprotocol.html).

**14. SUMMARY OF RESPONSIBILITES**

|  |  |  |
| --- | --- | --- |
| **Action Step** | **Responsible Party** | **Policy Guidance** |
| **Pre-Posting Process** |  |  |
| Gain approval for faculty search | Chair/Director | Section 03.02 |
| Create search committee | Chair/Director | Section 04.01-04.02 |
| Develop position description, required and preferred qualifications, application documents, and hiring matrix for the job posting | Search committee | Section 05.01 |
| Approve the job posting | Search committee, Personnel Committee | Section 06. |
| Submit and approve job posting in PeopleAdmin | Chair/Director, Dean, Talent Acquisition, and assistant provost | Section 06. |
| **Recruiting and Advertising** |  |  |
| Post position in appropriate media and professional organizations | Search committee | Section 07. |
| **Applicant Review** |  |  |
| Review applicants and identify candidates for further consideration. | Search committee | Section 08.01-08.05 |
| Ensure action on Veteran’s Employment Preference (If applicable) | Search committee chair/ Faculty and Academic Resources | Section 08.03 |
| **Campus Interview Procedures** |  |  |
| Conduct interviews | Search committee, Personnel Committee, Chair/Director, other faculty/staff | Section 09.01-09.06 |
| Clear English Requirements | Chair/Director or Dean | Section 09.07 |
| Inform interviewees about approval for salary/start-up funds | Chair/Director | Section 09.08 |
| **Selection of Faculty Member** |  |  |
| Determine candidate to recommend for hire | Search committee, Search chair | Section 10.01 |
| Confer with other stakeholders | Chair/Director | Section 10.02 |
| Send recommendation to the dean | Chair/Director | Section 10.03 |
| Review of recommended candidate | Dean | Section 10.03 |
| Dispense remaining applicants | Search committee chair | Section 10.05 |
| Contact interviewed applicants that were not selected | Search committee chair | Section 10.06 |
| **Hiring Approval and Hiring Proposal** |  |  |
| Obtain final approval | Chair/Director or Dean | Section 11.01 |
| Initiate hiring proposal | Chair/Director | Section 11.02 |
| Collect documents for Faculty Packet Checklist | Department/school | Section 11.02-11.04 |
| Final matrix review | Talent Acquisition | Section 11.05 |
| Prepare and send contract to candidate | Faculty and Academic Resources | Section 11.06 |
| **Onboarding New Faculty** |  |  |
| Communicating duties and responsibilities | Chair/Director | Section 12.01-12.02 |
| **Closing or reauthorizing a search** |  |  |
| Close a search | Chair/Director, Faculty and Academic Resources, Talent Acquisition | Section 13.01 |
| Reauthorize search | Chair/Director,  Faculty and  Academic  Resources | Section  13.02 |

**15. REVIEWERS OF THIS PPS**

15.01 Reviewer of the PPS includes the following:

Position Date

Senior Vice Provost February 1 E5Y

**16. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Senior Vice Provost; senior reviewer of this PPS

Provost and Executive Vice President for Academic Affairs