AFFIRMATIVE ACTION GUIDELINES

1 Complete Recruiting Plan for Faculty Vacancy and Position Vacancy Announcement. When approved, the position may be advertised.

2 The Faculty Records Office will send the posting number to the Search Committee Chair, the department and the college dean as appropriate.

3 Prepare address labels for those who have applied. Labels should be sent periodically to the Faculty Records Office. A cover letter attached to the labels should indicate the posting number. Labels for all applicants should be given to the Faculty Records Office within one working day after the closing date. Faculty Records sends a Confidential Faculty Applicant Data Form to each applicant.

4 Equal Employment Opportunity and Affirmative Action Policy and goals are discussed at a committee meeting. No one will be denied a position because of race, color, age, sex, religion, socioeconomic status, national origin, veteran status or disability.

5 After the closing date, the completed Applicant Log Form should be sent through for interview approvals.

6 If an affected class applicant appears to be equal or exceed the credentials of an applicant who is being asked to interview, the Affirmative Action Officer or the VPAA will discuss the situation with the Dean, and may request an additional interview.

7 After a person is selected for hire, the Faculty Applicant Log must be completed and submitted along with hiring documents for approval.

8 Applicant files and information documenting the interviewing and hiring process must remain on file for three years from the date of hire for the position after which they are archived according to the State of Texas Records Retention Schedule.