

UNIVERSITY RULE

12.99.99.M1 Faculty Recruitment Procedures

Approved April 9, 1996

1. GENERAL

Successful faculty recruitment at Texas A&M University is critical to the success of the University in meeting its responsibilities in teaching, research, service, patient care, and other missions. The procedures outlined in this document are designed to provide for fairness to candidates in the recruitment process. The procedures included in this document are to be carried out in a manner consistent with applicable Texas A&M University System (TAMUS) Policies and Regulations and Texas A&M University rules. In particular, [TAMUS Policy 33.02, Equal Employment Opportunity](#) which reads, “The Texas A&M University System shall provide equal opportunity to all persons regardless of race, color, religion, sex, national origin, disability, age, or veteran status, and shall strive to achieve full and equal employment opportunity throughout the System for faculty and staff employees” will be observed.

Faculty positions are tenured, tenure-track, or non tenure-track. The procedures stated here apply to all faculty positions except as noted otherwise in the text. Any exception to these procedures requires advance approval of the Dean of Faculties.

2. AUTHORIZATION TO RECRUIT

The recruitment process for tenured or tenure-track faculty is formally initiated by a request to initiate recruitment. This request is submitted by a department head to the college or library dean for approval. The request must include:

- 2.1 The title of the proposed position.
- 2.2 A description of the academic roles and responsibilities. Recruited faculty are expected to achieve effectiveness and excellence in performance. [Attachment B](#) from the University’s Statement on Academic Freedom, Responsibility, Tenure, and Promotion. It represents indicators of excellence and effectiveness in teaching, research and service. Thus, when faculty are recruited, the recruitment committee and administrators involved in the process are making decisions based upon the perceived ability of the person hired to accomplish achievements among those indicators to be fulfilled by the holder of the position (note: this description may be for the initial appointment period; it is recognized that duties may change with time).
- 2.3 Minimum criteria to be required for an applicant to be deemed qualified.
- 2.4 An outline of the search procedure to be used including methods to be used to identify qualified applicants, develop a diverse candidate pool, access appropriate non- traditional recruitment sources, and solicit applications (including draft copies of any advertisements to be used).

2.5 proposed initial monthly salary and initial appointment period.

Only after approval of the dean can the recruitment process begin. For recruitment of non-tenure-track faculty with short-term appointments, for very specific short-term academic duties, or necessitated by emergency situations, a search may not be required. In such cases, approval of the dean may be obtained by a memorandum describing the circumstances.

3. REVIEW OF APPLICATIONS

3.1 Applications shall be reviewed in the department with faculty participation as provided for in department and/or college procedures. Review to determine which applicants are qualified shall involve consistent application of established criteria to all applicants (that is, applied in the same manner to all applicants). Decisions regarding selection of qualified applicants for interviews are to be made based upon comparison of the qualifications of the candidate with academic roles and responsibilities as stated in the request for authorization to recruit (see 2.2 above).

3.2 All faculty appointments are recommended by means of the Approval of Offer form ([Attachment A](#)).

4. DOCUMENTATION

The following information is to be submitted with the Approval of Offer form:

4.1 Summary of academic roles and responsibilities to be fulfilled by the appointee and criteria used for selection (consistent with 2.1 and 2.2 above).

4.2 Description of departmental process for recruitment and selection of the proposed appointee.

4.3 Copies of advertisements for the position and names of outlets where used.

4.4 Explanation of other recruiting channels used. For example, faculty networks, personal contacts, letters to other departments, professional meetings, etc.

4.5 Description of the interview process and list of names of all qualified candidates interviewed.

4.6 Description of specific methods that were used by the search committee or department head to seek out and encourage qualified Black, Hispanic, or female applicants.

4.7 Statement of how many offers for this position were declined before this offer. Statement of how many previous offers were made to Black, Hispanic, or female candidates.

4.8 For tenure-track and tenured hires, data on demography of applicant pool as requested in Part 2 of the Approval of Offer form.

4.9 Statement on the basis for evaluation of candidates interviewed. Statement of why the successful candidate was selected. This statement shall be primarily based on the roles, responsibilities and criteria stated in 3.1 above. The academic department shall maintain (in the context of the state records retention schedule) documentation of comparisons of interviewed candidates based upon meeting of minimum criteria and prospect of performance of academic roles and responsibilities.

5. ROUTING OF APPROVAL OF OFFER FORM

5.1 Approval of Offer forms for faculty appointments proceed from the department head to the dean and from the dean to the Dean of Faculties.

5.2 For appointments at the Associate Professor or Professor rank with tenure recommended, the Provost's approval is required.

OFFICE OF RESPONSIBILITY: [Dean of Faculties](#)

Attachment A

APPROVAL OF OFFER TO PROSPECTIVE FACULTY MEMBER (Prepare Original and Two Copies)

All offers for positions with the rank of Associate Professor or above must have the approval of the Dean of Faculties. For all offers, this form (with reverse side completed in cases of tenured or tenure track hires) and requested documentation must be forwarded to the Dean of Faculties for review. In addition, this form must be accompanied by a copy of the offer letter and a letter describing the process which resulted in the selection of this individual and summarizing the reasons for this selection. This letter must specifically address the following questions:

1. What specific methods were used by the search committee or department head to seek out and encourage qualified Black, Hispanic, or female applicants?
2. How many offers for this position were declined before this offer? Of these previous offers, how many were made to Black, Hispanic, or female candidates (attach supporting documentation, including copies of offer letters).

The Department of _____ requests authorization to make an offer of employment.
The effective date of employment is _____.

1. Name and address (attach copy of resume or vita) _____
2. Ethnic Classification (please check): White (not of Hispanic origin) _____
Black _____ Hispanic _____ American Indian or Alaskan native _____
Asian or Pacific Islander _____ Other _____ Unknown _____
3. Gender: Male _____ Female _____
4. Social Security Number _____
5. U.S. Citizen _____ Permanent Resident _____ Other (specify and indicate alien status or immigration classification, if known) _____
6. Position: Rank: _____
Salary: \$ _____ FTE/Mo. (Specify monthly FTE rate only)
Percent time: _____ Employment period: _____ to _____
- 6a. Complete this if person has been employed by TAMU at any time during the 12 month period preceding the effective date of this appointment.
Position: Rank: _____
Salary: \$ _____ FTE/Mo. (Specify monthly FTE rate only)
Percent time: _____ Employment period _____ to _____
Department (if other than your own) _____
7. Appointment is (check one):
_____ with tenure
_____ without tenure (probationary period of _____ years)
_____ not in tenure track.
8. (Do not complete if this is a rehire of a person previously hired after 9/94):
Terminal degree granting institution/date of degree _____
Address of Institution _____
Name of faculty member while at institution if different from above. _____
(Complete other side also)

APPROVAL RECOMMENDED

APPROVED

Department Head

Dean of Faculties

Dean or Director of Library

ATTACHMENT A: PART 2

Position _____ Department of _____

APPLICANT ANALYSIS
(Please supply numbers for the following categories)

Total Applicants for This Position

<u>U.S. Citizens or Permanent Residents</u>	<u>Others</u>
Male _____ Female _____	Male _____ Female _____
White (Not of Hispanic Origin) _____	White (Not of Hispanic Origin) _____
Black _____ Hispanic _____	Black _____ Hispanic _____
American Indian or Alaskan Native _____	American Indian or Alaskan Native _____
Asian or Pacific Islander _____	Asian or Pacific Islander _____
Unknown _____	Unknown _____

Qualified Applicants for This Position

<u>U.S. Citizens or Permanent Residents</u>	<u>Others</u>
Male _____ Female _____	Male _____ Female _____
White (Not of Hispanic Origin) _____	White (Not of Hispanic Origin) _____
Black _____ Hispanic _____	Black _____ Hispanic _____
American Indian or Alaskan Native _____	American Indian or Alaskan Native _____
Asian or Pacific Islander _____	Asian or Pacific Islander _____
Unknown _____	Unknown _____

Cultivated Applicants

Those applicants actively sought out by the search committee or department head utilizing individual contact.

<u>U.S. Citizens or Permanent Residents</u>	<u>Others</u>
Male _____ Female _____	Male _____ Female _____
White (Not of Hispanic Origin) _____	White (Not of Hispanic Origin) _____
Black _____ Hispanic _____	Black _____ Hispanic _____
American Indian or Alaskan Native _____	American Indian or Alaskan Native _____
Asian or Pacific Islander _____	Asian or Pacific Islander _____
Unknown _____	Unknown _____

Applicants Interviewed on Campus

<u>U.S. Citizens or Permanent Residents</u>	<u>Others</u>
Male _____ Female _____	Male _____ Female _____
White (Not of Hispanic Origin) _____	White (Not of Hispanic Origin) _____
Black _____ Hispanic _____	Black _____ Hispanic _____
American Indian or Alaskan Native _____	American Indian or Alaskan Native _____
Asian or Pacific Islander _____	Asian or Pacific Islander _____
Unknown _____	Unknown _____

ATTACHMENT B

EXAMPLES OF CRITERIA THAT MAY BE EMPLOYED IN EVALUATION OF FACULTY

TEACHING

Indicators of Excellence

- Selection for a University, college, or professional society outstanding teacher award
- Evidence of courses taught at a rigorous and challenging level
- Publication of widely adopted or acclaimed instructional materials
- Outstanding teaching performance evaluations
- Development of innovative pedagogical methods and materials
- Chair of doctoral research committees
- Publications in refereed education journals

Indicators of Effectiveness

- Development of new courses or major revision of existing courses
- Member of graduate student advisory committees
- Evidence of high quality in class preparation, interaction, and accomplishments
- Coordination of multi-section courses
- Service as departmental undergraduate or graduate advisor
- Significant self-development activities leading to enhanced teaching effectiveness

CREATION AND DISSEMINATION OF NEW KNOWLEDGE AND OTHER CREATIVE ACTIVITIES

Indicators of Excellence

- Publications in leading refereed journals
- Receiving major fellowship or research awards
- Frequent citation of publications
- Publication of scholarly book(s)
- Editor or member of editorial board of a major journal
- Publication of peer-reviewed fiction
- Juried works in plastic, performing, or diverse arts
- Receiving nationally-approved patents
- Member of review panel for National research organization
- Presentation of invited papers at international and national meetings
- Receiving significant external funding for research

Evidence of creative professional practice

Indicators of Effectiveness

Publications in refereed journals

Service as a reviewer for major refereed journals or as an ad hoc reviewer for national research organizations.

Publication of a chapter in a scholarly book

Presentation of papers at national meetings of appropriate disciplines

Publications in proceedings of conferences and professional meetings

Publications in non-refereed but widely recognized journals

Continued public activity in plastic, performing, or diverse arts

Significant self-development activities, such as a Faculty Development Leave, that lead to increased research and publication effectiveness

SERVICE

Indicators of Excellence

Officer in a national professional organization

Service on a major governmental commission, task force, or board

Administrative leadership role at Texas A&M University

Program chair or similar chair at a national meeting

Officer in Faculty Senate

Chair of major standing or ad hoc Texas A&M University committee

Evidence of excellence in veterinary patient management and diagnostic support

Indicators of Effectiveness

Committee chair of national professional organization

Officer in regional or state professional organization

Program or local arrangements committee chair for regional or state professional organization meeting

Service as an active member of the Faculty Senate

Service on University, college, and department committees and task forces

Service as consultant to business or governmental agencies

Advisor to student organizations

Administrative roles within the department

Evidence of satisfactory performance in veterinary patient management and diagnostic support

Significant self-development activities that lead to enhanced service effectiveness.

