

STANDARD ADMINISTRATIVE PROCEDURE

33.99.01.M0.01 Hiring of Non-Faculty Positions

Approved February 12, 1996

Revised September 17, 1997

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SAP Statement/Reason for SAP

Texas A&M University shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants for budgeted and wage positions, allow for uniform reporting procedures, and comply with System Policies and federal and state laws and regulations.

Procedures and Responsibilities

1. VACANCY ANNOUNCEMENTS AND EMPLOYMENT OFFERS

- 1.1 All budgeted and wage vacancies, with the exception of faculty-equivalent research positions, will be listed with the Human Resources Department's Recruitment and Workforce Planning unit (Employment Office) for a minimum of five days. They will be posted in one of three (3) ways:
 - 1.1.1 Posting open to all applicants (internal and external).
 - 1.1.2 Posting open only to applicants currently employed at Texas A&M University (as indicated by an assigned 02 adloc).
 - 1.1.3 Posting open only to applicants currently employed by the Texas A&M University System (System).
- 1.2 Faculty-equivalent research positions will be posted in one of two (2) ways:
 - 1.2.1 Following one of the three options listed above; or
 - 1.2.2 Submitting a [Research Position Posting Request Form](#) to the Division of Research to be posted with the Texas Workforce Commission.
- 1.3 Vacancies may also be filled by currently budgeted employees without posting by approved internal promotion or transfer as defined in University Rule 31.01.01.M7 Employee Compensation Administration and University SAP 31.01.01.M7.03 Internal Promotions & Transfers of Non-Faculty Employees.
 - 1.3.1 Vacancies which will be filled by returning employees who had filled the exact same position, have been on the assigned break from service as

specified for their specific position (i.e. nine (9) month employees such as Transit Drivers) may be filled without posting.

- 1.3.2 Wage positions may be filled without posting if the position will be filled by a current employee in the same department.
 - 1.4 All applicants for a posted vacant budgeted or wage position must apply through the Employment Office or other listed method as noted on the posting for possible referral to the hiring supervisor.
 - 1.5 All postings that are listed with the Employment Office are automatically posted with the Texas Workforce Commission.
 - 1.6 Student positions (undergraduate and graduate level) are excluded from posting requirements. In addition, departments may directly transfer a student employee into a wage position without posting the wage position under the following circumstances:
 - 1.6.1 The student employee can no longer be employed in a student title due to a graduation or other circumstances that prevent a student title from continuing to be used, and
 - 1.6.2 The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
 - 1.6.3 The employment is in a wage position not to exceed a duration of 4.5 months, usually within the same fiscal year.
 - 1.7 Offers of employment will be contingent upon:
 - 1.7.1 The hiring department's compliance with employment policies and procedures and all applicable federal and state laws and regulations; and
 - 1.7.2 The applicant's meeting at least the minimum qualifications for the vacant position.
 - 1.8 Applicants for positions will not be processed onto the Texas A&M payroll unless proper hiring procedures are followed.
 - 1.9 Employment decisions that would be counter to this procedure will normally not occur. However, if exceptional situations exist, the hiring supervisor may request approval to hire through the Vice President, through the Human Resources Department to the President. The posting requirement under Section 1.3.3 of System Regulation 33.99.01 Employment Practices cannot be waived.
2. RESPONSIBILITIES
- 2.1 The Human Resources Department will develop, issue, and maintain detailed procedures, instructions, and guides to departments for use in the hiring process.
 - 2.2 The Human Resources Department is responsible for:

- 2.2.1 Assisting departments in developing consistent, job-related selection procedures;
 - 2.2.2 Posting vacancies;
 - 2.2.3 Conducting criminal history, US degree verification/professional license checks as required;
 - 2.2.4 Ensuring that Texas A&M hiring practices meet the requirements of all federal and state laws and regulations;
 - 2.2.5 Informing Texas A&M personnel of proper hiring procedures through workshops, handbooks, and other methods of communication; and
 - 2.2.6 Monitoring the hiring of Texas A&M employees to ensure full support of the Texas A&M University Affirmative Action Plan.
- 2.3 Texas A&M departments are responsible for:
- 2.3.1 Preparing and using job descriptions throughout the hiring process;
 - 2.3.2 Developing and following consistent, job-related selection procedures;
 - 2.3.2.1 Additional guidelines and information on selection procedures are available in: the Hiring Supervisor’s Workbook and the [Search Committee Guide for Non-Faculty Positions](#).
 - 2.3.3 Following Texas A&M hiring procedures, listing vacant positions with the Employment Office or through the Division of Research (if applicable) and ensuring all applicants are referred by the Employment Office or as noted in the posting;
 - 2.3.4 Hiring qualified applicants based on the parameters established in a comprehensive posting by:
 - 2.3.4.1 Ensuring all experience (including military experience) used in the hiring decision is verified.
 - 2.3.4.2 Ensuring that any preference(s) claimed (veteran’s/former foster child) and used as part of the hiring decision is/are verified.
 - 2.3.4.3 Ensuring degrees/licenses are checked as required as described in Standard Administrative Procedure 33.99.01.M0.02, Credential Verification for Non-Faculty Employees.
 - 2.3.5 Ensuring copies of documents related to the hiring process have been provided to Human Resources or to the Division of Research (if applicable) per the specified hiring practice and system for each position listed in accordance with the respective retention periods in the System Records Retention Schedule.
 - 2.3.6 Conducting appropriate and timely orientation and training for the hired employee, including assignment of training as required by law, system policy or regulation, or university rule.

Related Statutes, Policies or Requirements

[System Regulation 33.99.01: *Employment Practices*](#)

[System Regulation 31.01.01: *Compensation Administration*](#)

[System Regulation 33.99.04: *Promotion, Transfer and Voluntary Moves*](#)

[System Regulation 33.05.02: *Required Employee Training*](#) (the requirements are on the table on last page)

[System Regulation 33.99.14 *Criminal History Record Information Employees and Applicants*](#)

[University Rule 33.99.14.M1 *Criminal History Record Information-Employees and Applicants*](#)

[University Rule 31.01.01.M7 *Employment Compensation Administration*](#)

[University SAP 33.99.01.M0.02 *Credential Verification for Non-Faculty Employees*](#)

[University SAP 31.01.01.M7.03 *Internal Promotions & Transfers of Non-Faculty Employees*](#)

[University SAP 33.99.14.M1.01 *Criminal History Record Information- Nonfaculty Employees and Applicants*](#)

[Texas A&M Information Security Control AT-2 Security Awareness and Training](#)

Contacts

For more information or clarification for this rule, contact Recruitment and Workforce Planning at (979) 845-5154 or email at employment@tamu.edu.

For questions regarding hiring of faculty-equivalent research personnel, contact the Division of Research at (979) 845-1882 or rpa-form@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)