

## STANDARD ADMINISTRATIVE PROCEDURE

### 12.99.99.M0.04 Faculty Employment Practices

*Approved April 9, 1996*

*Revised December 12, 2011*

*Revised July 6, 2021*

*Revised March 3, 2023*

*Revised March 13, 2023*

*Next scheduled review: March 13, 2028*

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#### Standard Administrative Procedure Statement

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Academic departments at Texas A&M University will follow faculty hiring procedures for positions and will obtain the necessary approvals to hire for said faculty positions.

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#### Reason for Procedure

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This procedure provides guidance to academic departments on the appropriate process and necessary requirements for hiring individuals for faculty positions. This procedure is intended to supplement [System Regulation 33.99.01 Employment Practices](#).

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#### Official Procedure and Responsibilities

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##### 1. GENERAL

- 1.1 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. These procedures are designed to provide guidance on the employment practices to hire a faculty member.
- 1.2 In accordance with [System Policy 08.01 Civil Rights Protections and Compliance](#), Texas A&M University will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.

1.3 Faculty positions are tenured, tenure-track (untenued), non-tenure track (academic professional track), or temporary/visiting positions. The procedures stated here apply to all faculty positions except as noted. Any exception to these procedures requires approval of Faculty Affairs.

1.4 Texas A&M University faculty job searches are managed through Interfolio Faculty Search. All competitive and non-competitive searches for faculty must be administered through this system. Faculty job hires are managed through Faculty Affairs Hiring Portal. All faculty hires must be administered through this system.

## 2. WAIVER OF NORMAL POSTING AND RECRUITMENT

2.1 Position vacancies for external candidates must be posted with Texas Workforce Commission (TWC) as per Section 1.3.3 of [System Regulation 33.99.01 Employment Practices](#). However, waiver of the normal posting and recruitment as described in Section 1.4 of [System Regulation 33.99.01 Employment Practices](#) may be granted exceptionally and for compelling reasons. In particular, the waiver is to exempt the advertising of openings in periodicals, posting of announcements on and off-site, a listing of openings with professional associations, entering announcements in appropriate databases, and using other means to widely publicize the open position. Therefore, justification of the critical business reasons why a waiver is being requested is required.

2.2 Requests for approval to waive the normal posting and recruiting guidelines for a faculty position must be submitted via Interfolio Faculty Search by the department head, through the college/school dean, for Faculty Affairs' approval.

## 3. AUTHORIZATION TO RECRUIT

3.1 The recruitment process for a faculty position is formally initiated by submitting a position request via Interfolio Faculty Search by the department head, through the college/school dean, for Faculty Affairs' approval.

3.2 The recruitment process may only begin after Faculty Affairs approves the position request in Interfolio Faculty Search.

## 4. MANDATORY POSTING OF FACULTY POSITIONS WITH THE TEXAS WORKFORCE COMMISSION

4.1 In accordance with federal and state law, every state job in Texas must be posted with the Texas Workforce Commission (TWC) if external candidates (individuals from outside the system) will be considered. Faculty positions are no exception to this posting requirement.

## 5. REVIEW OF APPLICATIONS AND DOCUMENTATION

- 5.1 Applications shall be reviewed with faculty participation as provided for in procedures established in the department, interdisciplinary program, and/or college/school, as applicable.
- 5.2 All faculty search and selection processes must be documented in order to comply with applicable laws, policies, regulations, and rules. Academic departments, colleges/schools, or other hiring units will maintain, in accordance with the respective retention periods in The Texas A&M University System Records Retention Schedule, employment applications, employment selection records, and other records that document the selection process on all faculty job applicants.
- 5.3 An individual who qualifies for a veteran's or former foster child's employment preference under Texas Government Code, Chapters 657 and 672 respectively, is entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. With respect to administering the veteran's preference, for each announced open position, the member must interview according to the following.
  - 5.3.1 If six or fewer applicants are chosen for an interview, an applicant qualified for the veteran's preference must be interviewed.
  - 5.3.2 If more than six applicants are interviewed, 20% of the interviewees must claim the veteran's preference.
  - 5.3.3 For an announced open position that does not yield applicants who qualify for a veteran's employment preference, Sections 5.3.1 and 5.3.2 do not apply.

## 6. OFFER LETTERS

- 6.1 To comply with System regulations and University rules, certain disclosures and contingencies must be included in every offer-to-hire letter. In general, these disclosures and contingencies address, but may not be limited to, matters such as final administrative approval before the offer is effective, verification of documentation of employment eligibility to work in the United States as required by federal law, criminal background check, degree verification, official transcripts requested by the candidate, and Selective Service registration if applicable to the candidate.
- 6.2 Department heads and/or deans must ensure that offer letters are worded with the appropriate disclosure and contingency language and that such language is used in every offer letter to faculty.
- 6.3 All offers of employment will reflect either the 1<sup>st</sup> or 16<sup>th</sup> of the respective month signifying the individual's official hire date unless there is an exceptional situation where an individual must be hired rapidly to replace an instructor who departed unexpectedly. In this case, the hiring college/school should contact Faculty Affairs

directly to help expedite the process. Individuals are not allowed to begin working until all appropriate approvals have been secured through Faculty Affairs and the individual's authorization to work (regardless of citizenship or national origin) in the U.S. has been verified by the appropriate Human Resources professional.

## 7. APPROVAL OF OFFERS

- 7.1 Approval of offers for faculty appointments are submitted via Faculty Affairs Hiring Portal by the department head, through the college/school dean for Faculty Affairs approval.
- 7.2 The vice president for faculty affairs, president, and the Board of Regents must approve all "tenure review upon hire" appointments. See System Policies [01.03 \*Appointing Power and Terms and Conditions of Employment\*](#); [12.01 \*Academic Freedom, Responsibility and Tenure\*](#); and System Regulation [12.01.01 \*Institutional Rules for Implementing Tenure\*](#).
- 7.3 If Faculty Affairs denies the approval of a faculty appointment, the dean of the college/school may appeal to the president.
- 7.4 The appeal decision made by the president is final.

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### Related Statutes, Policies, Regulations, and Rules

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Tex. Gov't Code §656.001

[System Policy 08.01 \*Civil Rights Protections and Compliance\*](#)

[System Policy 12.01 \*Academic Freedom, Responsibility and Tenure\*](#)

[System Regulation 25.07.01 \*Contract Administration, Delegations and Reporting\*](#)

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

[System Regulation 33.99.14 \*Criminal History Record Information - Employees and Candidates for Employment\*](#)

[University Rule 33.99.14.M1 \*Criminal History Record Information - Employees and Candidates for Employment\*](#)

[University Rule 12.01.99.M1 \*University Statement on Academic Freedom, Responsibility, Tenure, and Promotion\*](#)

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### Contact Office

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OFFICE OF RESPONSIBILITY:

[Faculty Affairs](#)