



STANDARD ADMINISTRATIVE PROCEDURE

12.99.99.M0.04 Faculty Employment Practices

Approved April 9, 1996

Revised December 12, 2011

Revised July 6, 2021

Next scheduled review: July 6, 2026

Standard Administrative Procedure Statement

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.

Reason for Procedure

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](#).

Official Procedure and Responsibilities

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 and colleges and departments are encouraged to develop and maintain programs for building diversity in potential candidate pools.

1.3 Faculty positions are tenured, tenure-track (untenured), or non-tenure track (academic professional track). The procedures stated here apply to all faculty positions except as noted. Any exception to these procedures requires approval of the Dean of Faculties.

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 the Dean of Faculties 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, listing of openings with professional associations, entering of announcements in appropriate databases and using other means to widely publicize the open position. As such, justification of the critical business reasons why a waiver is being requested is a must.

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 Dean, for Dean of Faculties 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 Dean, for Dean of Faculties approval.

3.2 The recruitment process may only begin after the Dean of Faculties 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 department, interdisciplinary program, and/or college procedures, 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 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 veteran's preference must be interviewed.
 - 5.3.2 If more than six applicants are interviewed, 20% of the interviewees must claim 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.

7. APPROVAL OF OFFERS

- 7.1 Approval of offers for faculty appointments are submitted via the Dean of Faculties Hiring Portal by the Department Head, through the College Dean for

Dean of Faculties approval.

- 7.2 The Provost's approval is required for appointments with salaries that exceed \$150,000 per year.
- 7.3 The Provost, 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](#).
- 7.4 If the Dean of Faculties and Associate Provost denies the approval of a faculty appointment, the Dean of the college may appeal to the Provost and Executive Vice President.
- 7.5 The appeal decision made by the Provost and Executive Vice President is final.

Related Statutes, Policies, Regulations and Rules

Tex. Gov't Code §656.001

[System Policy 08.01 Civil Rights Protection and Compliance](#)

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

[System Regulation 25.07.01 Contract Administration Procedures Delegations and Reporting](#)

[System Regulation 33.99.01 Employment Practices](#)

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

Contact Office

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