

FACULTY RECRUITMENT PROCEDURE CHECKLIST

Vacancy (Position Title) _____

Department/Unit _____ Initiation Date _____

A. Authorization and Preparation

1. Authorization from the dean to fill a faculty vacancy
2. Designation of an individual to serve as search committee chairperson
_____ (name)
3. Search committee chairperson contacts the Office of the Dean to review necessary procedures and requirements.

B. Recruitment

1. Prepare position description for the specific position:
 - a. Requirements all directly job related
 - b. No requirements omitted that will be used later in the selection process
 - c. Minimum requirements-education, experience, skill, and others clearly and measurably expressed
 - d. Additional desirable requirements, if any, clearly identified and justifiable
 - e. Consistent with equivalent positions in the university
2. Advertising the vacancy to broaden the applicant resource pool (each advertisement or letter must direct the applicant to the Texas Tech Jobs website):
 - a. Professional journals for the specific discipline (not considered adequate by themselves)
 - b. Letters to institutions and colleagues, including those institutions known to have significant numbers of minority faculty in the area of the vacancy.
 - c. Letters to other sources-industries, institutes, agencies which have significant numbers of women, minorities or other protected groups
 - d. Place position requisition on the Texas Tech Jobs website.
 - e. Notification of job vacancy sent to:
 - (1) Director of Equal Employment Opportunity (Attachment B)

C. Screening

1. Full and equal consideration given to each applicant who possessed minimum qualifications listed in the position description
2. Weights, if used, must be justifiable and uniformly applied
3. Desirable requirements not leading to over-qualification
4. No "hidden factors" used

- D. The *Faculty Searches Affirmative Action In-progress Review* form (Attachment D) should be completed after the first screening.

E. Interview

1. () All questions are job-related, limited to the position description, and neutral in character.
2. () Same set of questions were asked of each applicant.
3. () Applicants were informed that they will be notified of the result of the selection process.
4. () Require that applicants whose native language is English are identified through country of origin, academic training in English, or other credible means.
5. () Ensure that applicant whose native language is not English is proficient in the use of the English language by establishing academic training in English, achieving a satisfactory score on the *Test of Spoken English* by the Educational Testing Service, or agrees to language training requirements set by the Texas Legislature.

F. Selection

1. () Selectee satisfies minimum requirements of position description
2. () Selectee possesses balanced profile regarding desirable requirements (if in the position description)
3. () Factors not in the position description were not considered or used in the selection
4. () Over-qualification exceeding minimum and desirable requirements not given undue weight
5. () In a situation involving applicants with generally equal qualifications, full consideration was given to the equal employment opportunity objectives.
6. () Salary and rank offerings were the same for all applicants and generally consistent with salary/rank of similar positions. If discrepancies exist, be prepared to defend your actions on the basis of desirable requirements listed in position description, experience, references/recommendations, previous salary of applicant, etc.

G. Record Keeping

1. () Retain following records in department for three years:
 - a. () Copy of position description
 - b. () Explanation of screening process-factors, weights, etc.
 - c. () Records of interviews of all applicants interviewed
 - d. () Application forms and qualifications for all applicants
 - e. () Final report and reasons for the specific selection
 - f. () Reasons for rejections by applicants of position offer
 - g. () Copy selection matrix used to evaluate candidates
2. () Records of applicants to be used for subsequent vacancies.

H. Copies of the following are to accompany the *Personnel Action Form to Human Resources*:

1. () Copy of the vitae and/or application form
2. () Copy of the individual's Social Security Card

I. The Affirmative Action Personnel Record form sent to the Texas Tech EEO Office.

Explain deviations or exceptions to the above in the space below or on additional sheets.