

## FACULTY RECRUITMENT PROCEDURE CHECKLIST

Vacant Position Title \_\_\_\_\_ Position Vacancy # \_\_\_\_\_

Department/Unit \_\_\_\_\_ Initiation Date \_\_\_\_\_

### 1. Before the Search

#### Authorization and Preparation

- a. ☐ Department received dean authorization to fill a faculty vacancy
- b. ☐ Obtained position number (T#) using Position Requisition Form (confer with TTU Human Resources Office)
- c. ☐ Designated an individual to serve as Search Committee Chairperson  
\_\_\_\_\_ (name)
- d. ☐ Search Committee Chairperson attended required Faculty Search Committee Chair briefing within the last 18 months
- e. ☐ Selected Search Committee (at least three faculty members)
  - ☐ includes at least one woman
  - ☐ includes at least one minoritized person (from within or outside of department)
- f. ☐ All Search Committee members attended Faculty Search Committee Workshop within the last five (5) years
- g. ☐ Committee prepared position description/job announcement for the specific position to the following standards:
  - (1) ☐ Requirements all directly job-related
  - (2) ☐ No requirements omitted that will be used later in the selection process
  - (3) ☐ Minimum requirements—including education, experience, and skill level—clearly and measurably expressed
  - (4) ☐ Additional desirable requirements, if any, clearly identified and justifiable
  - (5) ☐ Requirements consistent with equivalent positions at TTU
  - (6) ☐ Included language regarding obligations to seek outside research funding and provide service to the department, TTU, and the community
  - (7) ☐ Included required HSI language
  - (8) ☐ Included required EEO/AA language
- h. ☐ Search Committee Chairperson submitted position description and job announcement to the HR website for review and approval by the Office of the Vice President for Diversity, Equity & Inclusion (VPDEI)
- i. ☐ Established file for the vacancy and kept filed information and application available only to those involved in the search process
- j. ☐ Constructed a hiring screening matrix for comparing candidate qualifications to requirements listed in job advertisements
- k. ☐ If external search firm used, obtained prior written approval from the Provost

## **2. During the Search**

### **a. Recruitment**

( ) Advertised the vacancy to broaden the candidate pool:

- (1) ( ) Placed ads on Texas Tech Careers website and another national outlet (e.g., website, magazine, newspaper) for a period of at least four (4) weeks
- (2) ( ) Sent letters/emails to institutions known to have significant numbers of minoritized faculty and students (listed institutions on Faculty Addendum Form)
- (3) ( ) Sent letters/emails to other sources—industries, institutes, agencies that have significant numbers of women, minoritized candidates, or other protected groups (listed on Faculty Addendum Form)
- (4) ( ) Posted job ad on websites from the list of Faculty Diversity Resources (listed on Faculty Addendum Form)
- (5) ( ) Searched for candidates through The National Registry of Diverse & Strategic Faculty, as well as other databases on the list of Faculty Diversity Resources (listed on Faculty Addendum Form)

### **b. Screening**

- (1) ( ) Used hiring screening matrix to guide application evaluation process
- (2) ( ) Gave full and equal consideration to each candidate who possessed minimum qualifications listed in the position description
- (3) ( ) Justified and uniformly applied any weights
- (4) ( ) Did not use any “hidden factors”
- (5) ( ) Prepared Committee matrix, identifying candidates to be invited to campus for interviews, for review by the Office of the VPDEI and the EEO Office

### **c. Certification of Search Process**

- (1) ( ) Uploaded Committee matrix to the HR website
- (2) ( ) Completed Faculty Addendum Form: Included information on Search Committee membership, databases referenced, and websites/publications where job ads were placed, on the HR website for the Office of the VPDEI and the EEO Office to review the candidate pool
- (3) ( ) Upon determining that all qualified candidates were properly considered for the position, the Office of the VPDEI and the EEO Office certified the search; **or**
- (4) ( ) If the search efforts did not produce sufficient numbers of any qualified minoritized candidates, demonstrated that the Committee exhausted all reasonable efforts to diversify the candidate pool before selected candidates are invited to campus for interviews

### **d. Interview**

- (1) ( ) Asked only questions that were job-related, limited to the position description, and neutral in character
- (2) ( ) Asked each candidate the same basic set of questions
- (3) ( ) Informed candidates that they will be notified of the selection process results

e. Selection

- (1) ☐ Did not consider factors unlisted in the position description during selection
- (2) ☐ Did not give undue weight to candidate over-qualification or exceeding minimum and desirable requirements
- (3) ☐ Selected candidate that satisfied minimum requirements of position description
- (4) ☐ Selected candidate that possessed balanced profile regarding desirable requirements (if in the position description)
- (5) ☐ Salary and rank offerings were equal for all candidates and generally consistent with the salary and rank of similar positions. If discrepancies existed, Committee is prepared to defend its actions on the basis of desirable requirements listed in position description, experience, references and recommendations, candidate's previous salary, and other relevant factors

**3. After the Search**

Record Keeping

- a. ☐ Committee Chairperson will retain following records in department for three years following appointment:
  - (1) ☐ CV of successful candidate
  - (2) ☐ Copy of job description/position requirement
  - (3) ☐ Copy of interview questions/itinerary
  - (4) ☐ Copy of completed Evaluation Matrix/Voting results
  - (5) ☐ Copy of final offer letter/rejection letter, as appropriate
  - (6) ☐ Copy of completed Checklist (Attachment A), and
  - (7) ☐ Reasons for the ranking/rejection of potential candidates, if applicable
- b. ☐ Department will retain records of candidates as references during subsequent vacancy searches
- c. ☐ Department chairperson and dean follow procedures for obtaining, verifying, and filing faculty appointees' transcripts and other official records
- d. ☐ Have explained any deviations or exceptions to the above on added sheets

Committee Chairperson Name (Printed): \_\_\_\_\_

Committee Chairperson Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## Department:

Start

[illegible]

1	INTERVIEW SCORE
1	REFERENCE SCORE
TOTAL SCORE	
Sort	

[illegible][illegible][illegible][illegible][illegible]

## MEMORANDUM

DATE: \_\_\_\_\_

TO: Senior Vice Provost & Provost /Senior Vice President

FROM: Department of \_\_\_\_\_

SUBJECT: Affirmative Action Information      Position (T#) Number: \_\_\_\_\_

On \_\_\_\_\_, 20 \_\_\_\_\_, this department selected  
\_\_\_\_\_ (name) to fill the position of  
\_\_\_\_\_ (rank).

Total number of applicants for this position: \_\_\_\_\_

This position was offered to and rejected by the following applicants:

<u>NAME</u>	<u>REASON FOR REJECTION BY APPLICANTS</u>
_____	_____
_____	_____
_____	_____

**SUBMIT COMPLETED FORM TO HR TALENT ACQUISITION OFFICE**