

## UNIVERSITY RULE

### 12.99.99.M1 Faculty Recruitment

*Approved April 9, 1996*

*Revised December 12, 2011*

*Next scheduled review: August 18, 2019*

---

#### Rule Statement

---

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

---

#### Reason for Rule

---

This rule provides guidance to academic departments on the appropriate process and necessary requirements for recruiting, selecting and hiring individuals for faculty positions.

---

#### Rule 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. The procedures outlined in this rule are designed to provide for fairness to candidates in the recruitment process. The procedures included in this rule are to be carried out in a manner consistent with applicable Texas A&M University System (TAMUS) policies and regulations and Texas A&M University rules. In particular, [System Policy 08.01, Civil Rights Protection and Compliance](#) shall be observed.
- 1.2 Faculty positions are tenure-track (untenured or tenured), or non tenure-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.

## 2. WAIVER OF SEARCH PROCESS

- 2.1 Cases in which the search process for a faculty position is waived are exceptions to this rule:
  - 2.1.1 Requests for approval to waive the search process for a tenure-track faculty position must be submitted in writing by the Department Head and/or the Dean of the college to the Dean of Faculties and Associate Provost. The approval must be requested prior to the submission of any hiring paperwork by submitting a memorandum describing the circumstances that merit the waiver of the search process. This memorandum showing the signature of approval by the Dean of Faculties must be included in the required approval to hire package as indicated herein.
  - 2.1.2 Requests for approval to waive the search process for non-tenure-track faculty position requires prior approval by the Dean of the college. A written memorandum documenting approval by the Dean of the college must be included in the required approval to hire package as indicated herein.

## 3. AUTHORIZATION TO RECRUIT

- 3.1 The recruitment process for tenure-track and non-tenure-track faculty is formally initiated by a request to begin recruitment. This request must be submitted in writing by a department head to the Dean of the college for approval. This request is not necessary for faculty appointments made directly by a Dean. The request must include:
  - 3.1.1 The title of the proposed position.
  - 3.1.2 A description of the academic roles and responsibilities. The description provides guidance to the search, recruitment and selection process. In this regard, the committees, faculty and administrators involved in the recruitment process must strive to recruit and select those individuals who are the most qualified to perform the specific academic roles and responsibilities outlined in the job description.
  - 3.1.3 Minimum criteria to be required for an applicant to be deemed qualified.
  - 3.1.4 An outline of the search process to be used specifying which methods or strategies will be used to identify and develop a diverse pool of qualified applicants.

3.1.5 Copies of any advertisements to be used for the search process, if available. If copies of advertisements are not available at the time the request for authorization to recruit is approved, the department head will need to submit copies of the advertisement for the authorized position as soon as they are available in order to proceed with the TWC required posting as indicated in section 4.2 of this rule.

3.1.6 Proposed initial monthly salary and initial appointment period.

3.2 The recruitment process may only begin after the Dean approves the authorization to recruit in writing and provides a copy of the signed authorization to the Dean of Faculties and Associate Provost. A Dean must also provide the Dean of Faculties and Associate Provost a copy of the authorization for any appointment made directly by the Dean as allowed in section 3.1 of this rule. The copies may be sent electronically.

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

4.1 In accordance with State law, every state job in Texas must be posted with the Texas Workforce Commission (TWC). Faculty positions are no exception to this posting requirement.

4.2 Prior to commencing the search and selection process, the department head must send the announcement for the position to the Dean of Faculties & Associate Provost for posting with the TWC. The announcement must be posted with the TWC prior to the selection and appointment of a candidate to the position.

#### 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. Established criteria shall be applied in the same manner to all applicants to determine which applicants are qualified. Decisions regarding selection of qualified applicants for interviews will be made by comparing the qualifications of the applicant with the academic roles and responsibilities stated in the request for authorization to recruit (see 3.1.2 above).

5.2 All faculty search and selection processes must be documented in order to comply with applicable laws, policies, regulations and rules. This applies to tenure-track and non-tenure-track hires. The search and selection documentation must be kept on file in the hiring department for a period of 2 years from the date of hire. For a list of the documentation, the hiring department must keep on file, refer to the Dean

of Faculties Approval to Hire Guidelines, available at: [Guidelines on Faculty Hiring Process](#).

## 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, employment eligibility verification, criminal background check, degree verification and access to official transcripts.
- 6.2 Department heads 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 tenure-track and non-tenure-track faculty. This language can be found in the Dean of Faculties Approval to Hire Guidelines and is available at: [Guidelines on Faculty Hiring Process](#).

## 7. APPROVAL TO HIRE A FACULTY MEMBER

- 7.1 Approval of offers for faculty appointments proceed from the Department Head to the Dean, and from the Dean to the Dean of Faculties and Associate Provost.
- 7.2 The Provost's approval is required for appointments with salaries that exceed \$150,000 per year.
- 7.3 The Provost and the Board of Regents must approve all "tenured on arrival" appointments. See TAMUS Policies 01.03, Appointing Power and Terms and Conditions of Employment; 12.01, Academic Freedom, Responsibility and Tenure; and 12.02, Institutional Procedures for Implementing Tenure.
- 7.4 Following the recruitment process, the approval to hire is requested by submitting the Approval to Hire form and supporting documentation to the Dean of Faculties Associate Provost's office. All forms and documents can be accessed at the Dean of Faculties website at: <http://dof.tamu.edu>.
- 7.5 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.
- 7.6 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 and Delegations\*](#)

[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.M2 \*University Statement on Academic Freedom, Responsibility, Tenure, and Promotion\*](#)

---

**Contact Office**

---

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