

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.3	Faculty Recruitment Procedures	Revised:	September 2009
<b>Policy 3.3.1</b>	<b>Faculty Recruitment Procedures</b>	Responsibility:	Executive Director, Equal Employment Opportunity/Affirmative Action Office

## **FACULTY RECRUITMENT PROCEDURES**

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### **Notification of Faculty Vacancy**

The department Chair or Chair of the Search Committee shall notify the Equal Employment Opportunity and Affirmative Action (EEO/AA) Office in advance concerning announcement of a faculty vacancy. The [Notification of Faculty Vacancy](#) will be prepared by the department and forwarded to the EEO/AA Office.

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### **Advertisement**

The EEO/AA Office will review all advertisements to ensure compliance with Equal Employment Opportunity/Affirmative Action practices. Departments should submit advertisements for appropriate journals or other publications through the EEO/AA Office. Departments, Offices of the Deans and the President will post all faculty and Executive Committee advertisements for recruitments on their respective Web sites. The date of posting and the file number will be included for tracking purposes. All advertisements should be accomplished in accordance with the advertising guidelines below. If other means of advertisement (i.e., letters, telephone calls) are utilized, these should be listed on the [Notification of Faculty Vacancy](#) under "Recruitment Source" and copies submitted as appropriate. A 30-day posting period is required for advertising a faculty vacancy.

The EEO/AA Office is responsible for maintaining the "Affirmative Action Account" which is used to pay for advertising costs to place "position available" announcements in journals or publications for faculty recruitment. The following guidelines apply to ad placements for faculty positions only:

1. Submit a copy of the advertisement to the EEO/AA Office. The following statements should be used in the body of the advertisement: "The University of Texas Health Science Center at San Antonio is an Equal Employment Opportunity/Affirmative Action Employer" and "All faculty appointments are designated as security sensitive positions". These statements should be included as separate sentences in the advertisement.
2. To encumber institutional funds, the estimated cost of the ad should be provided.

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3. No artwork will be approved for payment from the “Affirmative Action Account”.
  4. Only one advertisement in one issue of one journal or publication will be approved for payment from institutional funds. Additional ad placements may be paid from the requesting department’s account. Additional ad placements may be paid for from other accounts if available and should contain the required statements and instructions stated in item 1 above.
  5. Positions requiring a Search Committee (i.e., department Chairs) will be approved for the payment of two ad placements (in one issue of each publication). Additional ad placements may be paid for from other accounts if available and should contain the required statements and instructions stated in item 1 above.
  6. The requesting department should, upon receipt of the invoice and tear sheet from the publication, prepare a [Local/State Voucher](#), leaving the account number, department, and account signature blank.
  7. The voucher, invoice, and tear sheet should be forwarded to the EEO/AA Office for the account number and signature. After approval, the voucher will be forwarded to the Accounting Office for payment.

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### **Process**

All Search Committees will follow the guidelines provided in the “Resource Guide for Faculty and Executive Committee Recruitment” (guidelines to be found on the EEO/AA Web site). All applicant vita and resumes should be addressed and mailed to the Chair of the Search Committee, the Chair of the department, or the Chief of the division. All such vita and resumes received for a faculty position will be forwarded to the appropriate hiring authority. As vita or resumes are received, an [Applicant Log](#) shall be forwarded to the EEO/AA Office with the names and addresses of the applicants who apply for the faculty position. This Log will provide the necessary information so that a voluntary request for demographic information may be sent to each applicant and returned to the EEO/AA Office before the recruitment process is completed. An official, original transcript must be received, and a

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sanction and security background check must be accomplished, and clearance received. At the end of the recruitment process the [Faculty Recruitment Report](#) along with the vita and resumes of all applicants for the position should be forwarded to the Dean's Office with the Faculty Appointment Packet. The Dean's Office will forward the Faculty Appointment Packet to the EEO/AA Office for review. These procedures will establish a documented database necessary to ensure compliance with the equal employment policies of the Health Science Center as mandated by the U.S. Department of Labor and the Texas Commission on Human Rights.

Note: A department may forward the vita and resumes of applicants with the applicant log or at the end of the recruitment process.

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**Offer Letters**

Prior to extending a formal offer to the successful candidate, the letter of offer will be reviewed and approved by the appropriate Dean. Letters of offer to prospective Chairs will be reviewed and approved by the President's Office.

When a recruitment package and offer involves the commitment of funds, space or other support from the President's Office, the commitment must be placed in writing in the offer letter by the Dean, department Chair, or Director. The letter must be sent to the President or Senior Executive Vice President and Chief Operating Officer for prior approval and signature prior to being sent to the faculty member. If a signature is not obtained, then the commitment is not valid.

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