

PRAIRIE VIEW A&M UNIVERSITY
ADMINISTRATIVE PROCEDURE

33.99.01. P0.01 Employment Practices

Previous Revision (August 19, 2010)

Revised (October 11, 2010)

Updated (December 16, 2011)

Next Scheduled Review (December 2012)

1. PURPOSE

- 1.1 The purpose of this procedure is to ensure compliance with federal and state law and System Regulations regarding employment practices. Filling positions by promotion or transfer are covered at [System Regulation 33.99.04](#) and at University Administrative Procedures [33.99.99.P0.03](#) and [33.99.99.P0.04](#).

2. DEFINITIONS

- 2.1 For the purposes of this University Administrative Procedure (UAP) all terms related to the posting of job vacancies shall be defined as noted in [System Regulation 33.99.01](#).

3. RESPONSIBILITIES

- 3.1 The Office of Human Resources is responsible for ensuring that all departments follow the guidelines for posting jobs vacancies for faculty and staff position as outlined in this procedure.
- 3.2 The Office of Equal Opportunity is responsible for ensuring that Prairie View A&M University is an equal opportunity employer and as such, will not discriminate against a job applicant based on his or her race, religion, color, sex (including pregnancy), age (40 or older), national origin, disability or genetic information, and is in compliance with System Policy 08.01, Civil Rights Compliance. Selection of applicants to fill positions will be based on job related factors which include, but are not limited to relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities.
- 3.3 Departments are responsible for ensuring that all faculty & staff job vacancies and postings are listed as indicated in this procedure.

4. PROCEDURES

- 4.1 Requirements for Posting Faculty and Staff Job Vacancies:
- 4.1.1 Departments are required to post and advertise positions in accordance with this procedure and the University's current Affirmative Action Plan. To initiate the job posting process, the hiring department will need to complete and route for approval a Position Description Audit Questionnaire (PDAQ) via the University's Online Position Description System (PV PAWS).
- 4.1.2 All staff and non-tenure faculty positions must be posted by the Office of Human Resources for a minimum of five (5) business days before being

filled. This includes adjunct/non-tenure faculty, temporary staff, seasonal and summer positions. This helps to ensure the following:

4.1.2.1 All interested applicants have the opportunity to apply,

4.1.2.2 All University employees are afforded maximum opportunity for advancement,

4.1.2.3 The University has the best available applicant pool, and

4.1.2.4 The University complies with the statutory requirements for posting positions.

4.1.2.5 Exception: The department may waive the advertisement of adjunct/non-tenured faculty positions that must be filled immediately due to a sudden resignation or existing faculty's leave of absence for any circumstance by sending a written waiver request to the Assistant Vice President of Human Resources or his/her designee.

4.1.3 All tenure-track faculty positions must be posted by the Office of Human Resources for a minimum of 30 days. Tenure-track faculty search must include a national recruitment effort as mandated by the University's Office of Equal Opportunity. This helps to ensure the following:

4.1.3.1 All interested applicants have the opportunity to apply,

4.1.3.2 All University employees are afforded maximum opportunity for advancement,

4.1.3.3 The University has the best available applicant pool, and

4.1.3.4 The University complies with statutory requirements for posting positions.

4.1.4 All positions must be minimally posted at the following locations:

4.1.4.1 Texas Workforce Commission, if external candidates are to be considered. Student positions are excluded from this requirement.

4.1.4.2 The University's webpage via PV PATH Online Application Systems (jobs.pvamu.edu)

4.1.5 Advertisement of a position in other media with the exception of the minimum job posting required listed above in Section 4.1.4 is at the discretion of the applicable budget head, unless otherwise required by their supervisor.

4.1.6 All postings will direct interested applicants to submit their applications online via the PV PATH Online application system at: jobs.pvamu.edu. All applications are subject to review by the Office of Human Resources before the qualified applicant pool is released to the hiring department.

4.1.7 The President or designee must approve any waiver of normal posting and recruiting procedures listed in Section 4. However, the posting requirements under Section 4.1.4.1 cannot be waived.

4.2 Additional Procedures for Posting and Processing Positions

4.2.1 All vacant budgeted positions that are to be filled must be posted by the Office of Human Resources. To initiate this, the requesting department must complete and submit an updated electronic Position Description Audit Questionnaire (PDAQ) and Requisition Form via the University's online position description system, also known as PV PAWS at jobs.pvamu.edu/hr.

4.2.2 The Office of Human Resources will prepare an electronic job posting and post it at the minimum levels describe in Section 4.1.4, above. The posting will be for a minimum of five (5) business days.

4.2.3 If the department requests the position be advertised externally of the minimum levels described in Section 4.1.4, the Office of Human Resources will obtain a price quote from the newspaper and/or periodical listed on the Requisition Form. The Employment Specialist will notify the requesting department of the cost and request that they prepare and submit a Purchase Requisition to the Purchasing Office.

4.2.4 Upon receipt of the Purchase Order from the Purchasing Office, the Office of Human Resources submits the position advertisement to the vendor listed on the purchase order.

4.2.5 Upon receipt of completed and qualified applications, the Office of Human Resources performs the following steps:

4.2.5.1 Review applications submitted and ensure applicants forwarded to departments possess the required minimum qualifications,

4.2.5.2 Verify that educational attainment is from an accredited college or university,

4.2.5.3 If foreign degree applicants have provided a foreign education evaluation to ensure degree have been evaluated in the U.S, and

4.2.5.4 Release the qualified applicant pool to the applicable hiring department for all staff positions.

4.2.5.5 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.

4.2.6 Search Committees are required for positions of Director level and above.

4.2.7 Applications for faculty position are reviewed by the Office of Human Resources to ensure completion of the application submitted and that the minimum degree required has been obtained from an accredited university. Upon completion of review by the Office of Human Resources, the faculty applicant pool is released to the Search Committee for review.

A Search Committee and national search are required for tenure-track faculty positions. A national search requires that the faculty positions be advertised at a national level. For tenure-track faculty positions, the applicable hiring department is required to utilize a five member Search Committee to review applications and document the methodology used to screen applicants.

- 4.2.7.1 Selection or Search Committees are not required for adjunct/non-tenure and temporary staff. However, departments will be required to maintain applicant review and interview notes on all applicants reviewed and interviewed for the position. The interview notes should include work reference checks.
- 4.2.8 If a faculty application for a tenure-track position is missing any of the required documents to be attached as a part of the online application process, the Office of Human Resources will contact the Search Committee Chair to ascertain if any of the missing documents have been sent to the Search Committee Chair directly. The Search Committee Chair will be given 5 working days to respond to the Office of Human Resources regarding the missing information. If no response from the Search Committee Chair is received or the applicant failed to send the document to the Search Committee Chair directly, the applicant will be screened out of the application process as incomplete.
- 4.2.9 Upon completion evaluation of applications, interviews of selected candidates, and the selection of a recommended candidate is made to fill the position, the department will follow the steps listed in the Manager's/Supervisor's Guide for "*Hiring An Employee – Roles & Responsibilities*" at: <http://pvamu.edu/pages/3942.asp>.
- 4.2.10 Note: The standard University offer letter may be extended with the signature of the applicable hiring department's respective Vice President or designee.
- 4.2.11 Every offer of employment for a budgeted position shall be conditioned on verification by the hiring supervisor or appropriate Human Resources personnel of education license and certification requirements, relevant previous employment, criminal history checks and other job-related credentials. Every offer of employment for a wage position should be conditioned on verification of any job-related credentials and criminal history check.
- 4.2.12 All search process documentation must be maintained in accordance with the University's Records Retention Schedule. (See <http://www.pvamu.edu/pages/2272.asp>)
- 4.2.13 Criminal history checks will be conducted in accordance with [System Regulation 33.99.14](#), Criminal History Record Information-Employees and applicants and at [University Administrative Procedure 33.99.14.P0.01](#) Criminal History Investigations.

5. **New Employee Orientation**

- 5.1 To address the peak hiring period for fall, spring and summer, The Open Hiring Period will begin a week prior to the beginning of each semester not to exceed

thirty (30) days. Hiring departments must contact the Office of Human Resources in advance to schedule an approved hire date during this period and all necessary hiring documents must be received in the Office of Human Resources three (3) working days prior to the effective hire date established.

- 5.2 Generally, all hiring of employees will begin on the first or fifteenth of the month except during peak hiring periods as addressed in Section 5.1. If the first or the fifteenth of the month falls on a weekend or a holiday, the employee will begin working on the following working day.
- 5.3 All new employees are required to attend New Employee Orientation of their first working day. Email notification will be sent by the Office of Human Resources confirming the employee is approved to begin working.

Contact Office: The Office of Human Resources, 936-261-1730