The purpose of this University Administrative Procedure (UAP) is to establish standard employment practices in accordance with federal and state laws and System Regulation 33.99.01 Employment Practices. Filling positions by promotion or transfer are covered in System Regulation 33.99.04 Promotion, Transfer and Voluntary Moves and in UAP 33.99.04.P0.01 Employee Promotion, Transfer and Voluntary Moves.

For the purposes of this UAP, all terms related to the posting of job vacancies shall be defined as noted in System Regulation 33.99.01 Employment Practices.

1. RESPONSIBILITIES

   1.1 Departments are required to follow the guidelines for posting and advertising job vacancies for faculty and staff positions including adjunct faculty and temporary staff as outlined in this UAP and Prairie View A&M University’s (PVAMU) current Affirmative Action Plan. Procedures for the hire of student workers and graduate assistants are addressed in UAP 33.99.08.P0.01 Student Employment.

2. POSTING FACULTY & STAFF JOB VACANCIES

   2.1 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 & Applicant Tracking System (PV TALENT).

   2.2 Internal Promotions and Transfers

      2.2.1 Some positions may be filled internally by promoting or transferring a qualified PVAMU employee and as such do not require a job posting. Refer to UAP
2.3 PVAMU Only Postings

2.3.1 When qualified applicants are available within PVAMU, job postings may be limited to current employees of the University and posted on the University’s webpage via PV TALENT, specifying “ACCEPTING APPLICATIONS FROM CURRENT PVAMU EMPLOYEES ONLY”.

2.4 A&M System Only Postings

2.4.1 When qualified applicants are available within The Texas A&M University System, the job posting may be limited to current employees of the A&M System and only posted within the A&M System online portal specifying “ACCEPTING APPLICATIONS FROM CURRENT SYSTEM EMPLOYEES ONLY”. Such System-wide postings may be advertised through the PVAMU website & the A&M System website.

2.5 External Postings

2.5.1 When an external posting is required, vacancies in staff, temporary staff, tenured/tenure-track faculty, non-tenured faculty and adjunct faculty positions must be posted for at least five (5) business days. Once the five (5) day requirement has been met, the posting may be closed and removed from all websites. It is encouraged that all tenured/tenure-track faculty positions include a national recruitment effort. All applications undergo a level of review by the Office of Human Resources (OHR) before the qualified applicant pool is released to the hiring department.

2.5.2 If the position is not filled after it has been closed due to a lack of qualified applicants, it may be re-posted. Requests to repost positions for which qualified applicants are available must be reviewed and approved by the Office of Equal Employment Opportunity before being reposted by the OHR.

2.5.3 Positions must be minimally posted by the OHR at the following locations:

2.5.3.1 Texas Workforce Commission, if external candidates are to be considered; and,

2.5.3.2 The University’s webpage via PV TALENT.

2.5.4 In accordance with the Annual Affirmative Action Plan, the University should make and document additional good-faith efforts in its outreach and advertisement recruitment plans and resources beyond the minimal requirements listed in Section 2.5.3.

2.5.5 Advertisement of a position in other media, with the exception of the minimum job posting requirements listed in Section 2.5.3, is at the discretion of the applicable department head.

2.5.6 If the department requests the position be advertised beyond the minimum levels listed in Section 2.5.3, or meet the criteria in Section 2.5.4,
the OHR will obtain a price quote from the newspaper and/or periodical options selected in PV TALENT and notify the department of the cost.

2.5.7 The President or his/her designee must approve any waiver of the normal posting and recruiting procedures listed in Section 2. However, the posting requirements with the Texas Workforce Commission cannot be waived.

3. SEARCH COMMITTEES

3.1 A search committee must be formed for positions at the director level and above and for all tenured/tenure-track faculty positions. Search committees for all other professional staff and non-tenure-track positions are not required, but may be used if desired.

3.2 The composition of the search committee members should represent the constituencies of the group most closely associated with the position. The committee shall further reflect the status of the position and the diversity of the University by gender and ethnicity. The hiring authority generally selects the committee chair followed by the selection of others to serve. The composition of the committee should be documented with the Office of Equal Employment Opportunity using the Search Committee Identification Form. The Office of Equal Employment Opportunity reserves the right to review, approve and/or make recommendations related to the composition of a committee.

3.3 The hiring authority must provide the search committee with a specific charge to ensure that the recommendations of the search committee produce a good hire. The charge to the committee should indicate, without ambiguity, the expectations of the hiring authority, the committee’s task, deadline and the kind of candidate that the hiring authority wishes to attract. The committee will conduct the following: review the applicants’ resumes and applications; evaluate the applicants’ qualifications using criteria listed on the Standard Hiring Evaluation Matrix; verify the applicants’ professional references; interview candidates; and submit their unranked list of recommendations to the hiring authority. The hiring authority is responsible for making the final selection.

3.4 The hiring authority, search committee chair and search committee members will be required to complete the TrainTraq trainings “Effective Hiring Practices” and “Creating a Discrimination-Free Workplace” (Modules #2111264 and #99002) prior to conducting candidate interviews. Additional EEO requirements related to the hiring process are available on the EEO website.

4. SELECTION METHODOLOGY

4.1 The selection methodology for all positions should be documented using the Standard Hiring Evaluation Matrix and Standard Interview Questionnaire and routed to the Office of Equal Employment Opportunity via PV TALENT for review and approval.

4.2 The University prohibits the use of any form of pre-employment testing unless the hiring authority documents the need for and type of test in writing and obtains approval in advance from the OHR prior to testing.
5. **EMPLOYMENT**

5.1 It is the responsibility of each hiring authority to ensure decisions are based solely on job-related factors such as education, experience, knowledge, skills, abilities, licenses/certifications, reference checks, criminal background checks, and performance in prior jobs.

5.2 An individual who qualifies for a veteran’s or former foster child’s employment preference under Texas Government Codes Chapter 657 and Chapter 672 respectively, is entitled to a preference in employment over other applicants, who do not have a greater qualification, for the same position.

5.3 Upon selection of a recommended candidate to fill the position, the department will follow the steps listed under the Hiring Toolkit section of the Manager’s Toolkit.  

5.3.1 For exceptions to the hiring process deadlines, the Request to Waive Hiring Process Deadlines Form must be completed and turned in to the OHR for approval by the Director of Human Resources or his/her designee before the hire will be approved beyond the required hiring process deadlines.

5.4 The standard University Offer Letter must be extended to the successful candidate only after obtaining the signature of the applicable hiring department’s vice president or designee. The salary indicated in the offer letter must be consistent with the University’s Compensation & Classification Plan for New Hire Rates.

5.4.1 Wages or salaries to be offered in excess of 10% above the minimum wage or salary indicated in the Compensation Plan must be approved by the hiring department’s respective Vice President and the Director of Human Resources before an offer of employment is extended to a prospective hire.

5.5 Every offer of employment shall be conditioned upon verification of any job-related credentials and a criminal history check.

5.5.1 Criminal history checks will be conducted in accordance with System Regulation 33.99.14 Criminal History Record Information – Employees and Applicants, and University Rule 33.99.14.P1 Criminal History Record Information – Employees and Applicants.

6. **SELECTIVE SERVICE REGISTRATION**

6.1 All offers of employment to males ages 18 through 25 must be contingent upon proof of the applicant’s compliance with the federal selective service law. If the applicant is not currently registered, but is required to be, he may be given an opportunity to register before he is hired.

7. **HIRE DATES**

7.1 The open hiring period is defined as the thirty (30) calendar day period that employing departments may hire on a date other than the standard 1st or 15th of the month during peak times each academic semester. The open hiring period begins one week prior to the beginning of each fall, spring and summer semester and runs for a period of thirty (30) calendar days.
7.2 During the open hiring period, New Employee Orientation and hire dates are scheduled two days each week. All hiring departments that have a need to hire during the open hiring period must meet the paperwork submission and processing deadlines as stated in the campus-wide email sent out from the OHR.

7.3 To request an alternative hire date other than the established hire dates as indicated in Section 7.1, the Request for an Alternate Hire Date Form must be completed and turned in to the OHR for approval by the Director of Human Resources or his/her designee before the hire will be approved to begin work on the alternate hire date requested.

8. REQUIRED TRAINING

8.1 All new employees are required to attend New Employee Orientation on their first working day. An email notification will be sent to the hiring supervisor by the OHR confirming the employee is approved to attend orientation. The orientation will include completing all required paperwork, to include Form I-9 and providing information on applicable benefit programs, and taking required training courses.

9. EQUAL OPPORTUNITY AND RECRUITING

9.1 PVAMU 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, genetic information, veteran status, sexual orientation or gender identity. Also, it ensures PVAMU’s compliance with System Policy 08.01 Civil Rights Protections and Compliance and System Regulation 08.01.01 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.

10. RECORDS RETENTION

10.1 All employment applications and other relevant information on job applicants who are not hired will be maintained for five (5) years after a successful candidate has been hired. Employment applications and relevant information on hired applicants will be maintained throughout their employment plus five (5) years after the employee terminates. Please refer to the Records Retention Schedule for further details/guidance.

Related Statutes, Policies, Regulations and Rules

System Policy 08.01 Civil Rights Protections and Compliance

System Regulation 08.01.01 Civil Rights Compliance

System Regulation 33.99.01 Employment Practices

System Regulation 33.99.04 Promotion, Transfer and Voluntary Moves
System Regulation 33.99.14 Criminal History Record Information – Employees and Applicants

UAP 08.01.01.P0.01 Civil Rights Compliance

UAP 33.99.04.P0.01 Employee Promotion, Transfer and Voluntary Moves

Rule 33.99.08.P1 Student Employment

UAP 33.99.08.P0.01 Student Employment

UAP 33.99.14.P1 Criminal History Record Information – Employees and Applicants

Contact Office

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