UAP Purpose

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 UAPs 33.99.04.P0.01 Employee Promotion and 33.99.04.P0.02 Employee Transfer.

Definitions

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.

Official Procedures and Responsibilities

1. RESPONSIBILITIES

   1.1 Departments are required to follow the guidelines for posting and advertising job vacancies for faculty and staff positions as outlined in this UAP and Prairie View A&M University’s (PVAMU) current Affirmative Action Plan.

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 System (PV PAWS).

   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 UAPs 33.99.04.P0.01 Employee Promotion and 33.99.04.P0.02 Employee Transfer for details on promotions and transfers.

   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 the PV PATH Online Application System; specifying “ACCEPTING APPLICATIONS FROM CURRENT PVAMU EMPLOYEE’S ONLY”. Other resources, such as Campus Announcements and email, may also be used to advertise an internal posting.

2.4 A&M System Only Postings

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

2.5 External Postings

2.5.1 When an external posting is required, vacancies in staff and non-tenured 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. All applications are reviewed by the Office of Human Resources (OHR) before the qualified applicant pool is released to the hiring department. If the position is not filled after it has been closed due to a lack of qualified applicants, it may be re-posted.

2.5.2 Departments 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 completing the Request to Waive Job Posting Requirements Form.

2.5.3 All tenured-track faculty positions must be posted by the OHR for a minimum of thirty (30) days. All tenured-track faculty searches must include a national recruitment effort.

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

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

2.5.4.2 The University’s webpage via the PV PATH Online Application System; and,

2.5.4.3 Colleges/departments identified in the University’s Annual Affirmative Action Plan Placement Goals should make additional good-faith efforts in their outreach and advertisement recruitment plans and resources beyond the minimal requirements listed in Sections 2.5.4.1 and 2.5.4.2.

2.5.5 Advertisement of a position in other media, with the exception of the minimum job posting requirements listed in Section 2.5.4, 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 2.5.4, or meet the criteria in Section 2.5.4.3, the OHR will obtain a price quote from the newspaper and/or periodical options selected in PV PAWS 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 under Section 2.5.4.1 cannot be waived.

3. SEARCH COMMITTEES & SELECTION COMMITTEES

3.1 Search committees are required for positions of Director level and higher and also tenured/tenure-track faculty positions. The committee should include a diverse group of members who are appropriately qualified to recommend a shortlist of finalists. The committee will be led by a Chair and must consist of a minimum of three (3) members for staff positions and a minimum of five (5) members for faculty positions.

3.2 Selection committees are required for positions below the Director level and non-tenured track faculty positions. The committee should include a diverse group of members who are appropriately qualified to recommend a shortlist of finalists. The committee will be led by a Chair and must consist of a minimum of three (3) members.

3.3 The search/selection committee Chair and members will be required to complete the mandated online training on TrainTraq (“Effective Hiring Practices,” - Module #2111264) prior to the job posting closing date.

3.4 To view the complete EEO search and hiring process steps refer to http://www.pvamu.edu/pages/1488.asp.

4. EMPLOYMENT

4.1 It is the responsibility of each hiring manager 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. A protected status or classification such as race, color, sex, religion, national origin, age, or disability shall not be the basis for a hiring decision.

4.2 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 for the same position who do not have a greater qualification.

4.3 Upon selection of a recommended candidate to fill the position, the department will follow the steps listed in the Manager’s/Supervisor’s Guide for “Hiring An Employee – Roles & Responsibilities.

4.3.1 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 Assistant Vice President for Human Resources or his/her designee before the hire will be approved beyond the required hiring process deadlines.
4.4 The standard University Offer Letter may be extended to the successful candidate with the signature of the applicable hiring department’s respective 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.

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

4.5.1 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.

4.6 Hiring managers must receive authorization to extend a job offer from the hiring manager's department head and the respective Vice President. Once all required approvals are obtained, the hiring manager can make a job offer to the candidate. This approval process includes verifying that all required hiring steps have been completed. Under no circumstances should the hiring manager imply or state a candidate will get a job offer prior to receiving the necessary approvals. The hiring manager will present the job offer and, upon acceptance, will inform the OHR of the start date based on the OHR’s established hire dates.

4.6.1 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 Assistant Vice President for Human Resources before an offer of employment is extended to a prospective hire.

5. SELECTIVE SERVICE REGISTRATION

5.1 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.

6. HIRE DATES

6.1 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.

6.2 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.

6.3 To request an alternative hire date other than the established hire dates as indicated in Section 6.1, the Request for an Alternate Hire Date Form must be completed and turned in to the OHR for approval by the Assistant Vice President.
for Human Resources or his/her designee before the hire will be approved to begin work on the alternate hire date requested.

7. **REQUIRED TRAINING**

7.1 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.

8. **EQUAL OPPORTUNITY AND RECRUITING**

8.1 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 or genetic information. Also, it ensures PVAMU’s compliance with System Policy 08.01 Civil Rights Protections and 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.

9. **RECORDS RETENTION**

9.1 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 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
- System Policy 08.01 Civil Rights Protections and Compliance
- System Regulation 08.01.01 Civil Rights Compliance

**Contact Office**

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