

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**

**33.99.01.P0.01 Employment Practices**

Revised August 19, 2010  
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Revised March 7, 2016  
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**UAP Purpose**

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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](#).

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**Definitions**

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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](#).

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**Official Procedures and Responsibilities**

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**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 the [Student Employment Administrative Guideline](#).

**2. POSTING FACULTY & STAFF JOB VACANCIES**

- 2.1 To initiate the job posting process, the hiring department will need to complete and submit the electronic [Position & Requisition Form](#).
- 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 [33.99.04.P0.01](#)

[Employee Promotion, Transfer and Voluntary Moves](#) for details on promotions and transfers.

## 2.3 Internal Postings

2.3.1 When qualified applicants are available within The Texas A&M University System (TAMUS), job postings may be limited to current TAMUS employees and posted on the internal [Career Site](#).

## 2.4 External Postings

2.4.1 When an external posting is required, vacancies for tenured/tenure-track faculty, non-tenured faculty, adjunct faculty, staff, and, temporary staff positions must be posted for at least five (5) business days. Once the five (5) business day requirement has been met, the posting may be removed from all websites based on the department's request and the type of position. It is encouraged that all tenured/tenure-track faculty positions include a national recruitment and outreach effort.

2.4.2 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 & Diversity (EEO) before being re-posted by the OHR.

2.4.3 Positions must be minimally posted by the OHR at the following locations if external candidates are being sought:

2.4.3.1 Texas Workforce Commission and the university's external Career Site.

2.4.4 In accordance with the Annual Affirmative Action Plan, the university should make and document additional good-faith efforts in its outreach, advertisement recruitment plans and resources beyond the minimal requirements listed in Section 2.4.3.

2.4.5 Advertisement of a position in other media, with the exception of the minimum job posting requirements listed in Section 2.4.3, is at the discretion of the applicable department head.

2.4.6 If the department requests a position be advertised beyond the minimum requirements, the OHR will coordinate the requested advertising with the department and vendors to obtain price quotes and place advertisements.

2.4.7 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.
- 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 to the extent possible. The hiring authority generally selects the committee chair, who shall be at the same rank or higher of the position being recruited, followed by the selection of others to serve. The composition of the committee should be documented with the Office of Equal Employment Opportunity & Diversity using the electronic Position & Job Requisition Form at the time of the initial posting request. The Office of Equal Employment Opportunity & Diversity reserves the right to review, approve and/or make recommendations related to the composition of a committee.
- 3.2.1 Changes in Search Committee members (or composition) after a position is posted should be documented on the [Search Committee Identification Form](#).
- 3.3 The hiring authority should provide the search committee with a specific charge to ensure that the recommendations of the search committee produces the most suitable 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/curricula vitae (CVs); applications; evaluate the applicants' minimum, essential and preferred qualifications; interview candidates; verify professional references; and document using a standardized applicant evaluation matrix. The committee will submit their unranked list of recommendations to the hiring authority for making the final selection.
- 3.4 The hiring authority, search committee chair and members must complete the following training prior to conducting candidate interviews: "Effective Hiring Practices" every twelve (12) months and "Creating a Discrimination-Free Workplace" every two (2) years.

### 4. SELECTION METHODOLOGY

- 4.1 The selection methodology for all positions should be documented using an established criteria on [an Evaluation Matrix](#) and a [Standard Interview Questionnaire](#). Completed selection documents must be maintained in the departmental new hire file as required per the University's [Records Retention Schedule](#).
- 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 EEOD 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, and work reference checks.

- 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. With respect to administering the veteran's preference, for each announced open position, the hiring authority or search committee shall interview according to the following:
  - 5.2.1 If six or few applicants are chosen for an interview, an applicant qualified for the veteran's preference must be interviewed.
  - 5.2.2 If more than six applicants are interviewed, 20% of the interviewees must claim veteran's preference.
  - 5.2.3 For an announced open position that does not yield applicants who qualify for a veteran's employment preference, Sections 5.2.1 and 5.2.2 do not apply.
- 5.3 Upon selection of a candidate to fill the position, the department will follow the steps listed in OHR's Hiring Guidelines on the intranet.
- 5.4 The standard [university offer letter](#) will be extended to a candidate for staff positions only after a [New Hire Selection Form](#) has been submitted. The salary offered for the position must be consistent with the established pay grade and range established in the TAMUS Pay Plan.
  - 5.4.1 Wages or salaries to be offered above the midpoint of the salary range must be approved by the hiring department's respective vice president and evaluated by the Office of Human Resources before an employment offer is extended to a prospective hire.
  - 5.4.2 Written justification attached to the [New Hire Selection Form](#) referenced above must include the prospective hire's unique qualifications, expertise or other additional job related compensable factors for the salary basis should be sent to the vice president for approval. The approved justification should be attached to the Personnel Action Form for further review by the Office of Human Resources.
- 5.5 Every offer of employment is contingent upon verification of relevant 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 Hire dates are typically on Tuesdays and Thursdays. Alternative hire dates may be requested for special cases.

## 8. REQUIRED TRAINING

- 8.1 All new employees are required to attend New Employee Orientation. New Employee Orientation is held each week. An email notification is sent to the new employee and hiring supervisor by the OHR confirming the approved hire date and New Employee Orientation date. The orientation will include completing all documents related to onboarding, to include the Form I-9 (Employment Eligibility Verification), providing information on applicable benefit programs, and completing state-mandated 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.

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### Related Statutes, Policies, Regulations and Rules

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[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](#)

[University Rule 08.01.01.P10.01 Civil Rights Compliance](#)

[University Administrative Procedure 33.99.04.P0.01 Employee Promotion, Transfer and Voluntary Moves](#)

[University Rule 33.99.14.P1 Criminal History Record Information – Employees and Applicants](#)

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**Contact Office**

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