

Faculty Recruitment and Selection

TAMU-CC College of Education and Human Development

(Last Revised July 15, 2020)

The College adheres to [University Procedure 12.99.99.CO.01](#) (Recruitment and Appointment of Faculty). The following is an outline of the College of Education and Human Development at Texas A&M University-Corpus Christi's process for faculty recruitment and selection.

Identify Need

The need for additional faculty is determined by:

- A. Course requirements:
Additional courses required to meet student demand, to maintain reasonable class sizes, and/or to satisfy other college needs.
- B. Accreditation needs:
Courses or academic area required to satisfy accreditation.
- C. Academic improvements:
Coverage of areas to improve or broaden academic offerings to satisfy student needs and/or fulfill the College mission.

II. Acquire Approval

- A. Prioritization:
The COEHD Dean, in consultation with the CEC, prioritizes faculty needs within budget constraints and recommends positions to the Provost and Vice President for Academic Affairs.
- B. Approval:
The Provost and Vice President for Academic Affairs approves searches for faculty openings.

III. Create College Search Committee

Each department will establish a search committee in coordination with the Department Chair. Search committee members will be oriented to appropriate procedures for soliciting, screening and documenting the hiring process through required orientation from the Human Resources department. The search committee will follow all current search guidelines provided by the University Academic Affairs Associate Vice President.

IV. Promote Availability of Open Position

- A. Media:
Advertise positions (after approval by the Director of Equal Opportunity and Employee Relations) in publications such as:
 - 1. TAMU-CC job board
 - 2. Texas Workforce Commission database
 - 3. Other appropriate media
- B. Other:
 - 1. Promote openings through university sanctioned advertisements in appropriate professional media outlets.
 - 2. Announcements at other universities.
 - 3. Promote openings on the Internet.

V. Screening of Candidates

- A. The Search Committee screens all applicants and eliminates those lacking proper

academic qualifications as identified in the announcement of opening.

- B. Second screening by Search Committee to identify finalists.
 - 1. Screening may include telephone interviews, web-based conferencing, or interviews at conferences.
 - 2. Search Committee recommends finalists to Dean.
 - 3. Dean may consult with Department Chair and the CEC.
 - 4. Candidate is invited to the campus and sent a packet of information about the University, College, and area. The packet of information includes the University and College Policy on Promotion and Tenure.

VI. On Campus Process

- A. Candidate visits with Provost, if possible.
- B. Candidate visits with the Dean.
- C. Candidate visits individual faculty in the discipline and as time allows, visits other college faculty.
- D. Candidate meets with Human Resources for a review of benefits.
- E. Candidate makes presentation to the faculty in which the candidate discusses intellectual contributions effort and teaching philosophy.
- F. Candidate may make a presentation to a class if classes are in session during the candidate's visit.
- G. Candidate visits with the chair of the College Tenure and Promotion Committee. The Chair reviews the provisions of both the university and the college policies on Promotion and Tenure with the Candidate.

VII. Selection

- A. Faculty input is sought by the Dean.
- B. Search Committee makes recommendation to the Dean.
- C. Dean makes recommendation to Provost.
- D. If approval is granted, the Dean makes the offer to the candidate.

VIII. Offer of Employment

- A. The Dean sends a letter to the candidate outlining major provisions of the offer.
- B. Selected candidate is sent an employment contract by the Provost and Vice President of Academic Affairs which includes a description of compensation, teaching load, and tenure conditions.

See [University Procedure 12.99.99.C0.01](#) (Recruitment and Appointment of Faculty).