12.99.99.C0.01 Recruitment and Appointment of Faculty

Revised: April 28, 2025
Next Scheduled Review: April 28, 2030
Revision History

Procedure Summary

This procedure provides guidance to academic units (e.g., college, school, library) on the process and requirements for recruiting, selecting, and appointing individuals for faculty positions at Texas A&M University-Corpus Christi (TAMU-CC) and should be followed in conjunction with applicable university rules/procedures, system policies/regulations, and state and federal laws. Sound, consistent, fair search practices enable TAMU-CC to attract and employ highly qualified faculty.

Procedure

1. DELEGATION OF AUTHORITY TO APPROVE FACULTY APPOINTMENTS

   System policy permits the President of the university to delegate the authority to approve specific personnel actions to other administrators while retaining overall responsibility for these actions. Accordingly, the President has delegated the authority to approve faculty appointments to the Provost and Vice President for Academic Affairs (Provost).

2. REQUESTS TO RECRUIT AND APPOINT FACULTY MEMBERS

   2.1. All requests to recruit and appoint full-time faculty members will originate with the dean/director of the academic unit in which the vacancy exists and will be forwarded to the Provost for review and approval.

   2.2. The request should include a written justification for the continuance of an existing position or the creation of a new position, a recommended rank and salary, and a recommended appointment date. The recommended rank should be commensurate with the qualifications and duties required for the position.

   2.3. Qualifications for each faculty rank are detailed in university procedures *12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty* and *12.07.99.C0.01, Fixed-Term Faculty Members*. Exceptions to

these qualifications may be made with the approval of the Provost when they are clearly in the best interest of the university.

3. FACULTY SEARCHES

3.1. In recruiting and hiring candidates to fill approved positions, TAMU-CC will comply with system regulation *33.99.01, Employment Practices*.

3.2. Typically, the dean/director of the academic unit will appoint a search committee comprised of faculty from the academic unit, department, and/or other appropriate units to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation.

3.3. Human Resources will advise academic unit's search committees and administrators and provide them with written guidelines for conducting searches.

3.4. Positions will be advertised to ensure wide distribution of the position announcement. Advertisements will be reviewed in advance by Human Resources.

4. RECOMMENDATION AND APPROVAL OF APPOINTMENTS

4.1. The recommendation of the academic unit's search committee will be submitted electronically through TAMU-CC's faculty recruitment system for routing to the department chair/supervisor. The department chair/supervisor will add their recommendation, and route it via the recruitment system to the dean/director of the academic unit. The academic unit dean/director will submit their recommendation via the recruitment system to the Provost for final approval.

4.2. At each phase in the recruitment and approval process, required documentation, as determined by Human Resources, will be submitted electronically prior to the initiation of the next phase. Failure to submit documentation will result in a delay in processing approvals. Human Resources will verify that all documentation has been submitted and approved prior to the Office of the Provost preparing a notice of appointment.

4.3. Human Resources will send a notice of appointment to the prospective faculty member upon approval by the Provost. The notice of appointment will include the terms of appointment and reference the policies governing the appointment. It will state the rank of the faculty member and whether the appointment is tenured, tenure-track, or fixed-term.

5. MAINTENANCE OF DOCUMENTATION ON HIRING ACTIONS

Upon completion of the hiring process, Human Resources will maintain all documentation on the hiring action in accordance with the Texas A&M University System Records Retention Schedule (see Appendix). Documentation on the hiring action includes (but may not be limited to) vitae, hiring matrix, reasons for selection or non-selection, reference checks, and other relevant data for all job applicants.

6. MAINTENANCE OF OFFICIAL PERSONNEL FACULTY FILES

Official personnel files of all faculty positions will be retained in the official file repository system as designated by the Provost. All files will be retained in accordance with the Texas A&M University System Records Retention Schedule.

7. WAIVERS

All searches conducted for faculty members must be advertised with the Texas Workforce Commission for at least five (5) business days as required by law. In general, all searches are advertised widely for at least 15 days. However, in exceptional circumstances additional advertising/recruiting procedures may be waived by the Provost. Favorable interest will be given where circumstances demonstrate good reasons for a waiver and where the department has a successful Equal Employment Opportunity utilization record.

Related Statutes, Policies, or Requirements

System Policy *08.01, Civil Rights Protection and Compliance*
System Policy *12.01, Academic Freedom, Responsibility and Tenure*
System Regulation *25.07.01, Contract Administration, Delegations and Reporting*
System Regulation *33.99.01 Employment Practices*
System Regulation *33.99.14 Criminal History Record Information-Employees and Candidates for Employment*
University Rule *33.99.14.C1, Criminal Background Checks*
University Procedure *12.01.99.C0.01, Academic Rank Descriptors for Tenured and Tenure-Track Faculty*
University Procedure *12.07.99.C0.01, Fixed-Term Faculty Members*

This procedure supersedes:

- *12.99.99.C1.01, Recruitment and Appointment of Faculty*

Appendix

Texas A&M University System Records Retention Schedule

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722