

# 12.99.99.C0.01 Recruitment and Appointment of Faculty

Revised: March 2, 2020  
Next Scheduled Review: March 2, 2025  
[Revision History](#)



## Procedure Statement

Academic departments at Texas A&M University-Corpus Christi will follow faculty recruitment and selection procedures for faculty positions and will obtain the necessary approvals to hire for all faculty positions.

## Reason for Procedure

This procedure provides guidance to academic departments on the process and requirements for recruiting, selecting and appointing individuals for faculty positions in conjunction with TAMU-CC rules, TAMUS Policy & Regulations, state and federal law. Sound, consistent, fair search practices enable the University to attract and employ a more diverse and highly qualified faculty.

## Procedures and Responsibilities

### 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.

### 2. REQUESTS TO RECRUIT AND APPOINT FACULTY MEMBERS

All requests to recruit and appoint full-time faculty members will originate with the Dean of the academic unit (e.g., colleges, library) in which the vacancy exists and will be forwarded to the Provost and Vice President for Academic Affairs for review and approval. 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. Qualifications for each faculty rank are detailed in the University Procedure 12.01.99.C0.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty and University Procedure 12.07.99.C0.01 Fixed-Term Faculty Members. Exceptions to these qualifications may be made with the approval of the Provost and Vice President for Academic Affairs when they are clearly in the best interest of the University.

### 3. SEARCH PROCEDURES AND RELATED MATTERS

In recruiting and hiring candidates to fill approved positions, the University will comply with System Regulation 33.99.01, Employment Practices. Additionally, positions will be filled in compliance with the University's Equal Employment Opportunity and Affirmative Action Program/Plan. Under normal circumstances, the Dean of the academic unit will appoint a search committee from among the academic unit and departmental faculty to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation. The Faculty Recruitment and Records Coordinator will advise academic unit search committees and administrators and provide them with written guidelines for conducting searches. Positions will be advertised to assure the wide distribution of the position announcement and the compliance with the spirit and intent of the affirmative action plan. Advertisements will be reviewed in advance by the Provost and Vice President for Academic Affairs and the Director of Employee Relations and Compliance Services or their designees.

### 4. ROUTING OF RECOMMENDATIONS, APPROVAL OF APPOINTMENTS, AND ISSUANCE OF NOTICES OF APPOINTMENT

4.1. The recommendations of the academic unit's search committee will be submitted electronically through the University's faculty recruitment system for routing to the Department Chair or direct supervisor. The Department Chair/supervisor will add their recommendations and route it via the recruitment system to the Dean of the academic unit. The Dean, in turn, will submit a recommendation via the recruitment system to the Director of Employee Relations and Compliance Services for review and approval. The Director of Employee Relations and Compliance Services will review and submit to the Provost and Vice President for Academic Affairs for final approval.

4.2. At each phase in the recruitment and approval process, required documentation will be submitted electronically prior to the initiation of the next phase. Failure to submit documentation will result in a delay in processing approvals. The Faculty Recruitment and Records Coordinator will verify that all documentation has been submitted and approved prior to the preparation of a notice of appointment.

4.3. The Faculty Recruitment and Records Coordinator will send a notice of appointment to the prospective faculty member upon approval by the Director of Employee Relations and Compliance Services and the Provost and Vice President for Academic Affairs. The notice of appointment will include the terms of appointment, notify the prospective faculty member of policies governing the

appointment, and state whether the appointment is a tenured, tenure-track, or non tenure-track appointment and the rank of the faculty member.

## 5. MAINTENANCE OF DOCUMENTATION ON HIRING ACTIONS

Upon completion of the hiring process, the Faculty Recruitment and Records Coordinator will maintain all documentation on the hiring action for two years (or the greater period required by either federal or state law). 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 FACULTY FILES

The Office of Assessment, Accreditation, and Compliance will maintain the official personnel files on all individuals hired for faculty positions. All files will be retained for five years beyond the date of separation or the greater period required by either federal or state law.

## 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 no less than 30 days. However, in exceptional circumstances additional advertising/recruiting procedures may be waived by the Faculty Recruitment and Records Coordinator with concurrence by the Director, Employee Development & Compliance Services and the approval of the Provost and Vice President for Academic Affairs. Favorable interest will be given where circumstances demonstrate good reasons for a waiver and where the department has a successful EEO utilization record.

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## Related Statutes, Policies, or Requirements

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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 Procedures and Delegations\*](#)

System Regulation [\*33.99.01 Employment Practices\*](#)

System Regulation [\*33.99.14 Criminal History Record Information-Employees and Applicants\*](#)

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\*](#)

## Contact Office

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