RECRUITMENT PROCEDURES

1. Notification of Faculty Vacancy: The Department Chair or Chair of the Search Committee shall notify the Equal Employment Opportunity and Affirmative Action (EEO/AA) Office in advance concerning announcement of a faculty vacancy. The Notification of Faculty Vacancy form (Attachment 1) will be prepared and forwarded to Dr. Bonnie L. Blankmeyer, Executive Director, EEO/AA Office.

2. Advertisement: The EEO/AA Office will review advertisements to ensure compliance with Equal Employment Opportunity/Affirmative Action practices. Advertisements for appropriate journals or other publications should be submitted through the EEO/AA Office. All advertisements should be accomplished in accordance with the advertising guidelines (Attachment 2). If other means of advertisement are utilized (i.e. letters, telephone calls) please list on Attachment 1 under "Recruitment Source" and submit copies as appropriate. A 30 day posting period is required for advertising a faculty vacancy.

3. Routing: All applicant vitae and resumes should be addressed and mailed to the Chairs of the Search Committee, the Chair of the Department, or the Chief of the Division. All such vitae and resumes received for a faculty position will be forwarded to the appropriate hiring authority. As each vita or resume is received by the Chairs, applicant logs (Attachment 3) shall be forwarded to the EEO/AA Office with the names and addresses of the applicants who apply for the faculty position. These logs will provide the necessary information so that a voluntary request for demographic information can be sent to each applicant and returned to the EEO/AA Office before the recruitment process is completed. Prior to extending a formal offer to the successful candidate, the letter of offer will be reviewed and approved by the appropriate Dean, letters of offer to prospective Chairs will be reviewed and approved by the President, an official, original transcript must be received, and a sanction and security check must be accomplished, and clearance received. At the end of the recruitment process the Faculty Recruitment Report (Attachment 4) along with the vitae and resumes of all applicants for the position should be forwarded to the Dean's office with the Faculty Appointment Packet. The Dean's office will forward the Faculty Appointment Packet to the EEO/AA Office for review and these procedures will establish a documented database necessary to insure compliance with the Equal Employment Policies of the UTHSCSA as mandated by the Federal Government, Department of Labor, and the Texas Commission on Human Rights.

Note: A department may forward the vita and resumes of applicants with the applicant log or at the end of the recruitment process.

4. Sign-Up and Orientation: Sign-up and orientation will be arranged by the Office of Human Resources following notification by the department that a faculty vacancy has been filled.