INTERVIEWS OF EXECUTIVE ADMINISTRATORS AND OTHER SENIOR ADMINISTRATORS

Policy

In compliance with UTS 187, this policy establishes guidelines and procedures for promoting diverse candidate interview pools for leadership positions within the University of Texas Health Science Center at San Antonio while complying with applicable laws. This policy does not entitle any specific candidate to be interviewed for or hired into a position, and it does not confer any rights under law.

Procedure

To fill a new or vacant Executive Administrator position, a hiring department is required to:

- Prepare a written position description and offer an interview to more than one candidate;

- Offer interviews only to candidates who meet the minimum qualifications for the position and have the bona fide skills and experience reasonably related to satisfactory performance in the position;

- Conduct a search process that delivers a pool for interview by the final decision maker that includes female, male and underrepresented group candidates.

When a candidate applies for an Executive Administrator position, the hiring institution must allow him or her to voluntarily indicate his or her (a) gender and (b) membership in an underrepresented group.

All ultimate hiring decisions must comply with applicable federal and state laws and regulations, Regents’ Rules, and institutional policies.

Exceptions

The requirements above do not apply to:

- Interim or acting appointments;
Situations in which the hiring department has exhausted reasonable recruitment efforts but is unable to deliver a pool for interview by the final decision maker that includes female, male and underrepresented group candidates.

Before a hiring department that is invoking this exception delivers a pool for interview by the final decision maker, it must request and receive written approval from the University president and the appropriate UT System executive vice chancellor.

Rare or compelling situations, such as the withdrawal of a candidate whose continued candidacy would have allowed the hiring institution to deliver a compliant pool for final interview, an emergency hire, a spousal hire, or when a candidate meets the highest qualification standards and there is an opportunity to:

- hire an internationally-renowned individual,
- retain an outstanding administrator, or
- further the goals of equal opportunity and fairness.

Before a hiring department invokes this exception, it must request and receive written approval from the University president and the appropriate UT System executive vice chancellor.

**Definitions**

**EXECUTIVE ADMINISTRATOR:** each position that performs executive duties and reports directly to the president and other positions the president designates as an Executive Administrator under this policy.

**UNDERREPRESENTED GROUP CANDIDATES:** a candidate who is a member of one or more of the following groups:

- Hispanic or Latino;


- Black or African American;
- Asian;
- Native Hawaiian or Other Pacific Islander;
- Or American Indian or Alaska Native.