

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.3	Recruitment, Selection and Appointment	Revised:	October 2010
Policy 4.3.3	Administrative and Professional Employees	Responsibility:	Vice President for Human Resources

ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES

Policy

An individual is appointed to an administrative and professional (A&P) position and is considered an administrative and professional employee when at least one of the following criteria is met or position title is held:

1. Academic administrators, including:
 - a. Deans;
 - b. Academic Directors;
 - c. Associate Deans;
 - d. Assistant Deans;
 - e. Chairs; and,
 - f. heads of academic units if the principal activity is planning, organizing, and directing the activities of faculty.

The recruitment and selection process is handled by the department in conjunction with the Faculty and Academic Equal Opportunity/Affirmative Action Office.

2. Executive officers, including:
 - a. President;
 - b. Executive Vice President; and,
 - c. Vice President.

The recruitment and selection of the President is handled by The University of Texas System administration. The recruitment and selection of the remaining positions is handled by the President's Office in conjunction with the Faculty and Academic Equal Opportunity/Affirmative Action Office.

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3. An administrative position with title contained in the *Administrative and Professional Compensation Plan* of the Health Science Center (available from the Employment Manager in the Office of Human Resources) including positions that report directly to an academic administrator or executive officer or meet any of the following:

- a. serve as the Director of a department and have responsibility for all administrative functions;
- b. serve as the Assistant Director of a department and be officially designated to act in absence of the Director; or,
- c. serve in those positions officially designated as assistant to an executive officer, assistant to a Director, or administrator to a Chair of a department.

The recruitment and selection is handled by the department in conjunction with the Office of Human Resources; and,

4. A professional position with title contained in the *Administrative and Professional Compensation Plan* including positions in nationally recognized fields that require advanced degrees and/or specialized professional training, experience, and achievement. These would include titles, such as:

- a. veterinarians;
- b. professional librarians;
- c. engineers;
- d. architects;
- e. lawyers;
- f. educational development specialists; and,
- g. other such titles.

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The department in conjunction with the Office of Human Resources handles the recruitment and selection.

Applicability

This policy applies to administrative and professional (A&P) employees of the Health Science Center.

Appointment Categories

Administrative and professional employees hold one of three appointment categories:

1. Non-Regular Employee: an employee who is appointed for less than four and one-half (4½) months and/or less than twenty (20) hours per week.
 2. Regular Hourly Employee: an employee whose earnings are computed on the basis of a wage rate per hour of work and who is appointed for at least twenty (20) hours per week for more than four and one-half (4½) months. Although the number of hours worked per week may vary slightly, the employee is appointed on a percent time basis determined by the average number of weekly hours worked.
 3. Regular Salaried Employee: an employee whose earnings are computed on the basis of an established monthly salary and who is appointed for at least twenty (20) hours per week for more than four and one-half (4½) months. A set schedule is provided by the actual number of weekly hours worked.
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Recruitment

All administrative and professional vacancies are filled by either internal or open recruitment and must be posted for a minimum of ten (10) working days with Human Resources.

Vacancy

For an A&P recruitment involving the Office of Human Resources, the department submits a **Personnel Requisition Form (PO-3)** to Human Resources for each vacancy. Positions are posted for ten (10) working days. The posting period may be extended when the need to screen

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additional applicants exists. All applications and resumes received in the department should be sent to the Employment Manager in Human Resources. Human Resources sends resumes and applications of all persons meeting the position criteria to the hiring department. The hiring department schedules its own interviews.

Advertisements

1. For an A&P recruitment involving the Office of Human Resources, the department and the Employment Manager determine when advertising is to be utilized; if utilized, the department submits the request to Human Resources. The medium selected should provide for maximum exposure to minorities, women, and other protected classes in order to comply with *Federal Equal Employment Opportunity and Affirmative Action* guidelines.
2. The status of the local area job market may require Human Resources to advertise to supplement its active application files. When there is a limited number of applicants for an open position, Human Resources will pay the publishing cost for one line ad per vacant position.
3. Additional ads will be charged to the hiring department. Contacts with public and private employment agencies, placement services, colleges, universities, trade schools, minority organizations, and other recruitment sources will be made by Human Resources.

Reference Checks

1. The recruiting department may initiate employment reference checks of those applicants under final consideration for employment. Human Resources will, upon request by the department, initiate written or verbal employment reference checks of applicants under final consideration for specific vacancies.

Periodically, various employees of the Health Science Center will receive requests for employment reference information from prospective employers with regard to current or previous Health

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Science Center employees. Those requests that originate from a non-Health Science Center source should be forwarded to Human Resources. The department may respond to requests that originate from another department of the Health Science Center.

Departmental Interviews

1. Human Resources screens and refers the applications of qualified persons to the department. The department then contacts applicants for interviews.
 2. "Walk-in" applicants (either through personal presence, in writing or electronically, by fax, or via telephone) who apply to a department should be referred directly to Human Resources for information regarding employment at the Health Science Center. Human Resources will screen and refer applicants as described above.
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Extending the Offer

For a recruitment involving Human Resources, the department, with the Vice President for Human Resources, establishes the starting date, salary, and beginning date of employment. The department and the employment manager coordinate who is to extend the final job offer. If the department tenders official offer of employment to the successful candidate, a representative of Human Resources confirms the information with the candidate.

The starting salary is determined from the *Administrative and Professional Compensation Plan*; departments may elect to pay any amount up to the mid point; offers for amounts greater than that must be approved by the Vice President for Human Resources and the appropriate Vice President or Dean (in the case of academic departments).

Before extending the offer, the following steps must be taken:

1. The department selects the applicant and forwards the **Selection of Candidate Form** to Human Resources.
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2. Human Resources then initiates the checking of the selected candidate against federal databases listing persons excluded, suspended, or otherwise ineligible for participation in federal programs. If the position is security sensitive or requires a driving record check, Human Resources also initiates these checks.
 3. A Human Resources representative then either extends the final job offer, including the job title, salary, and beginning date of employment or if the department extended the offer, confirms the same information with the candidate.
 4. If the offer is declined, the department may submit alternate candidates or request additional applications.
 5. Once a successful candidate has accepted the offer, the hiring department then enters the newly hired employee in the PeopleSoft system.
 6. The Records Section of Human Resources will then complete the hire transaction in the system provided that the appropriate employment and benefit forms have been completed and submitted by the newly hired employee. These forms include the [Employment Eligibility Verification \(Form I-9\)](#) and the retirement and health insurance forms.

The department must submit the **Administrative/Professional and Classified Recruitment Documentation (PO-3C)** to the Office of Human Resources.
