

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Recruitment, Search, and Selection

**Regulation and Procedure
Number: URP: 05.205**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Texas Woman's University policy is to provide guidelines for recruitment, search, and selection of qualified applicants for career opportunities at TWU while maintaining compliance with all federal and state laws. It is designed to enhance and further the university's policy of nondiscrimination as an Affirmative Action/Equal Opportunity Employer.

The policy of Texas Woman's University is to adhere to hiring practices that provide qualified candidates an equal opportunity to be considered for positions. This policy is written to comply with applicable federal and state regulations. The objectives for recruitment and searches are to obtain and present for administrative consideration the best candidates to fill vacancies in a timely manner, and to ensure that individual applicants are afforded the opportunity to compete on an equitable basis for career opportunities at Texas Woman's University.

APPLICABILITY

This policy is applicable to TWU Faculty, Students, and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. Recruiting Processes

TWU utilizes two distinct and separate recruiting processes to meet recruitment and hiring needs. Faculty recruiting is accomplished through Faculty Search Committees whereas recruiting for staff positions is completed through the specific departmental hiring manager. More detailed information can be found at the following link: [TWU Search and Selection Tools](#).

II. General Guidelines

- A. Determination of eligibility for applicants to be considered or to receive a job offer is dependent upon several factors including verification of identity and eligibility to work in the United States, verification of prior employment, reference checks, and Selective Service Registration for those applicants required to register. Department of Transportation requirements are implemented for any persons who are applying for positions subject to Department of Transportation regulations.
- B. Selection procedures shall be made without concern for federal, state and local human rights, fair employment and other laws; the University does not discriminate against any person on the basis of race, age, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, veteran's status, genetic information or against qualified disabled persons.

III. Employment Eligibility Verification

- A. U.S. citizens and lawful permanent residents with proof of authorization for employment will be considered for employment.
- B. Any offer of employment is contingent upon satisfactory completion of the U.S. Citizenship and Immigration Services Employment Eligibility Verification, Form I-9 and providing documentation (as listed on the form) to verify identity and employment eligibility as required by law. The newly hired employee must complete the I-9 form no later than their first day of employment and must supply supporting documents no later than the third day of employment. As a federal contractor TWU is required to verify eligibility using the E-Verify program of the U.S. Citizenship and Immigration Services (USCIS).

IV. Selective Service Registration Requirement

- A. Texas Government Code § 651.005, as interpreted by the Office of the Attorney General, requires males who are between the ages of 18 and 25 years inclusive to furnish proof of either selective service registration or exemption as a condition of state employment. Lawfully admitted non-immigrant aliens (F, J, H, O, or TN visa status) are exempt from the requirement to register because they are residing in the U. S. temporarily.
- B. Proof of registration is required and consists of one of the following:

1. The Selective Service card issued upon registration, or
2. A printout of the on-line confirmation available on line on their website.

V. Background Checks

All positions at Texas Woman's University are deemed security sensitive requiring background checks. Criminal background checks, verification of prior employment, professional references and credentials (if required for the position) are all required prior to an offer of employment being made.

VI. STATE OF TEXAS EMPLOYMENT OF PREFERENTIAL APPLICANTS

The State of Texas has established the following employment preferences for applicants for state jobs:

A. Former Foster Youth: 672.002 and 672.005

1. Individuals wishing to claim their former foster child employment preference must submit a copy of their employment preference form letter from the Texas Department of Family and Protective Services before an offer of employment is made.

B. Veterans: 657.002 and 657.003

1. Individuals wishing to claim their veteran's employment preference must submit their employment preference documentation before an offer of employment is made

VII. Equal Employment Opportunity

Texas Woman's University is committed to equal opportunity in employment and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, veteran's status, or against qualified individuals with disabilities.

VIII. Posting Job Vacancies

- A. All vacant staff and faculty positions are to be listed with and posted by the Office of Human Resources (OHR); and these vacancies are left open for a minimum of ten (10) working days from the date the OHR posts them. Please note the following two exceptions:

1. Temporary jobs are not required to remain open for the ten (10) days.
 2. The vacancy is not posted if the department head wishes to promote or transfer a qualified employee within his/her department to the vacant position. Internal promotions or transfers must be processed through the OHR and a Personnel Vacancy Form must be submitted. The OHR will determine if the employee is qualified for the position before a commitment is made to promote or transfer the employee
- B. A Personnel Vacancy Form must be completed for all vacant faculty and staff positions, including temporary jobs.
- C. Please refer to [TWU Search and Selection Handbook](#) for further Information.
- D. Faculty and staff vacancies are posted on the OHR web site. In addition, there are two (2) Job Vacancy notebooks located in the Office of Human Resources. These notebooks are updated as needed. All other postings are updated weekly.

IX. Employment Advertising

- A. Advertising for all positions is coordinated through Human Resources. All positions are posted on the TWU website and an ad is placed weekly in the Denton Record Chronicle with basic information about hiring and direction to our website. OHR will post vacant faculty and staff positions on the web job board, Higher Ed Jobs.com as needed. All positions are also listed on Texas Workforce Commission's Work in Texas, the "employee service delivery system" (ESDS) website as required by VEVRAA and to fulfill requirements of our Affirmative Action Plan
- B. An outside vendor may be used to simplify and streamline placing any advertisement. The vendor will design an ad and manage space to ensure the maximum value of the department's recruitment budget. The department will receive a print quote returned in an approved design template to view the ad as it will appear.
- C. All outside vendors will be notified of our commitment to give preferential treatment to protected veterans and qualified individuals with disabilities.
- D. For more information refer to TWU [Search and Selection Handbook](#)

- E. Individuals interested in a position at Texas Woman’s University must apply for the opening by submitting a resume to staffjobs@twu.edu or by completing an application form, required for certain positions, as instructed on the OHR website.

REVIEW

The Vice President for Finance and Administration will review this Operating Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

REFERENCES

50 U.S.C. § 3801

TEX. GOV’T CODE § 651.005

[TEX. GOV’T CODE CH. 672](#)

[TEX. GOV’T CODE CH. 657](#)

[TWU Search and Selection Website](#)

[U.S. Citizenship and Immigration Services Employment Eligibility Verification, Form I-9](#)

FORMS AND TOOLS

None

<p>Publication Date:</p> <p>Next Review:</p>
--