

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Employment Practices**

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Number: URP: 05.205**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University ("TWU") seeks to utilize and maintain employment practices applicable to recruitment, search, selection, hiring, and eligibility of qualified applicants for career opportunities consistent with federal and state laws.

## **APPLICABILITY**

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

## **DEFINITIONS**

1. "Faculty" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
2. "Staff" means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
3. "Student" means an individual who has applied for admission or readmission to the University, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has a continuing academic relationship with the University.

## **REGULATION AND PROCEDURE**

### **I. Equal Employment Opportunity**

TWU 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.

## II. Search Process

TWU utilizes two distinct and separate recruiting processes to meet recruitment and hiring needs. Faculty recruiting is accomplished through Faculty Search Committees, and Staff recruiting is completed through the specific departmental hiring manager. Faculty and Staff who are engaged in the recruitment process should refer to and follow the TWU [Search and Selection Handbook Guidelines](#). In compliance with Equal Employment Opportunity ("EEO") obligations, completion of the "[EEO Compliance Review Hiring Evaluation Checklist](#)" is required before the offer may be made to an applicant.

## III. 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, or
2. If the department head wishes to promote or transfer a qualified employee within their department to the vacant position, the vacancy will not be posted. 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.

## IV. Employment Advertising

A. Advertising for all positions is coordinated through OHR. All positions are posted in the following locations:

1. Careers at TWU Website;
2. TWU online application system;

3. Texas Workforce Commission's Work in Texas; and

4. "Employee service delivery system" ("ESDS") website as required by the Vietnam Era Veterans' Readjustment Assistant Act ("VEVRAA") and to fulfill requirements of the TWU Affirmative Action Plan.

B. OHR may post vacant faculty and staff positions on other approved applicable job boards and websites as appropriate and necessary.

C. An outside vendor may be used to simplify and streamline placing any employment advertisement. The vendor will design an ad and manage space to ensure the maximum value of the department's recruitment budget. The hiring department will receive a print quote returned in an approved design template to view the ad as it will appear.

D. All outside vendors will be notified of TWU's commitment to give preferential treatment to protected veterans and qualified individuals with disabilities.

V. Employment and Eligibility Verification for U.S. Citizens and Permanent Residents

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.

C. 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.

D. TWU shall verify employment eligibility using the E-Verify program of the U.S. Citizenship and Immigration Services ("USCIS").

E. U.S. citizens and lawful permanent residents must comply with all applicable state and federal laws and regulations and TWU policies.

VI. Employment of Non U.S. Citizens

A. Non U.S. citizens may be eligible for employment contingent on the sponsorship of the employing department, approval of the Vice President

and Division Head of the employing department, and after consultation with the Office of Human Resources and the Office of General Counsel.

- B. Employing departments are responsible for ensuring the candidate is able to meet the eligibility requirements as established by the USCIS for their specific sponsorship.
- C. Non U.S. citizens will be eligible for employment only if permission to work in the United States has been authorized by USCIS.
- D. In order to be eligible for employment with TWU, non U.S. citizens must comply with all applicable federal laws and regulations required to work in the United States and TWU policies as applicable.

#### VII. Selective Service Registration Requirement

- A. The Military Selection Service Act requires males who are between the ages of 18 and 25 years to furnish proof of either selective service registration or exemption as a condition of employment with a state agency.
- 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 online confirmation available online on their website.
- C. A lawfully admitted non-immigrant aliens (with F, J, H, O, or TN visa status) is exempt from the selective registration requirement if he continues to maintain a lawful non-immigrant status.

#### VIII. Background Checks

All positions at TWU are deemed security-sensitive, and therefore background checks are required for all positions. Criminal background checks, verification of prior employment, professional references, and credentials required for the position must be completed prior to an offer of employment being made.

#### IX. State of Texas Employment of Preferential Applicants

- A. An individual who qualifies for a veteran's or former foster child's employment preference under Texas law is entitled to a preference in employment over other applicants for the same position who do not have a greater qualification.

- B. With respect to administering the veteran's preference, for each announced position, the following shall apply:
1. If six or fewer applicants are chosen for an interview, an applicant qualified for veteran's preference must be interviewed.
  2. If more than six applicants are interviewed, 20% of the interviewees must claim veteran's preference.
- C. For an announced open position that does not yield applicants who qualify for a veteran's employment preference, the above provisions do not apply.
- D. Individuals wishing to claim their veteran's or former foster child's employment preference must submit employment preference documentation before an offer of employment is made.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

50 U.S.C. § 3801

TEX. GOV'T CODE § 651.005

[TEX. GOV'T CODE CH. 672](#)

[TEX. GOV'T CODE CH. 657](#)

[Search and Selection Handbook Guidelines](#)

[Careers at TWU Website](#)

[Texas Workforce Commission's Work in Texas](#)

[Former Foster Child Preference Letter from the Texas Department of Family and Protective Services](#)

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

[URP 05.255: Background Investigations, Employment and Credential Verifications, and Reference Checks](#)

[URP 05.640: Staff Employee Promotions and Transfers](#)

**FORMS AND TOOLS**

[EEO Compliance Review Hiring Evaluation Checklist](#)

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