

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Advertising University Positions

**Regulation and Procedure
Number: URP: 05.210**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Texas Woman's University ("TWU" or "University") policy is to provide guidelines for advertising faculty and staff positions. TWU is committed to filling faculty and staff positions with the most qualified and best-suited candidate for the position. All appointments to TWU positions must be the result of selection decisions based on lawful, job-related, and non-discriminative criteria pursuant to applicable federal and state law and TWU policy.

APPLICABILITY

This policy is applicable to TWU Faculty 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. "Job Posting" means a method of displaying current job openings that extends an invitation to those interested to apply. Job postings include a summary of the major duties and responsibilities and minimum qualifications.
3. "Staff" means a regular full-time (100% FTE) staff and regular part-time (50%-99% FTE) staff who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment.

REGULATION AND PROCEDURE

I. General Guidelines

- A. Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, veteran status, disability, genetic information, or any other characteristic protected under applicable federal or state law.
- B. Advertising that would indicate a preference, limitation, specification, or discrimination based on race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, age, veteran status, disability, genetic information, or any other characteristic protected under applicable federal or state law is strictly prohibited.
- C. All job postings must be approved by the Office of Human Resources ("OHR") prior to advertising the position.
- D. For greater recruiting exposure and in compliance with state law, TWU job postings for faculty and staff positions are posted on OHR's Careers website for a minimum of ten (10) business days. For additional information about advertising and the search and selection process at Texas Woman's University, please review the Search and Selection Handbook (See References).

II. Advertising Positions

The OHR will place employment advertisings for faculty and staff positions as follows:

- A. The OHR will advertise vacant faculty and staff positions on OHR's Careers website. All posted vacant faculty and staff positions are sent to the Texas Workforce Commission ("TWC").
- B. In addition to posting on OHR's Careers website, the OHR will purchase advertisements for faculty and certain staff positions on an external higher education job posting website.
- C. If the hiring department wants to place additional position advertisement(s), the hiring department must receive approval from the OHR. In advance of posting additional advertisement(s), the hiring department must submit to the OHR a list of proposed additional posting resources and the proposed job advertisement(s) for approval. Upon receiving the OHR's approval, the hiring department is required to pay for and place the additional job advertisement(s).

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

[Texas Government Code Section 656.024](#)

[TWU Search and Selection Handbook](#)

FORMS AND TOOLS

None

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