I. 4.3.3 Administrative and Professional Employees

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.3 Recruitment, Selection and Appointment	Date Last Reviewed: July 2026
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: July 2026

II. Purpose

To establish guidelines for the recruitment and selection of administrative and professional employees at UT Health San Antonio.

III. Scope

This policy applies to applicants, hiring managers, and talent acquisition partners for administrative and professional (A&P) employee positions of UT Health San Antonio.

IV. Policy

A. 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 job title is held:

1. Academic administrators, including:
    a. Deans;
    b. Academic Directors;
    c. Associate Deans;
    d. Assistant Deans;
    e. Vice Deans;
    f. Chairs; and,
    g. Heads of academic units if the principal activity is planning, organizing, and directing the activities of faculty.
2. Executive officers, including:
    a. President;
    b. Senior Executive Vice President;
    c. Executive Vice President;

d. Senior Vice President and,

a. Vice President.

3. An administrative position with a title contained in the Administrative and Professional Compensation Plan of UTHSA, including positions that report directly to an academic administrator, executive officer, or meet any of the following:

   a. Serves as the Director of a department and has responsibility for all administrative functions;

   b. Serves as the Assistant Director of a department and is officially designated to act in the absence of the Director; or,

   c. Serves in a position officially designated as assistant to an executive officer, assistant to a Director, or administrator to a Chair of a department.

4. A professional position with a 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 such as:

   a. Veterinarians;

   b. Professional librarians;

   c. Engineers;

   d. Architects;

   e. Lawyers;

   f. Educational development specialist; and,

   g. Other such professionalized titles.

B. 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 (4 1/2) 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 (4 1/2) 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 annualized and who is appointed for at least twenty (20) hours per week for more than four and one-half (4 1/2) months. Recruitment
4. All administrative and professional vacancies must be posted for a minimum of five (5) calendar days by the Office of Human Resources.

5. A request for exception to the posting requirement must be reviewed and approved by the leader for Talent Acquisition with concurrency from the Chief Human Resources Officer or their designee.
6. All interested applicants must apply for a posted position in the applicant tracking system (ATS) or through the hosted site managed by a retained search firm
7. All advertisements must include the Equal Employment Opportunity (EEO) statement
8. If the final candidates for a position have equal qualifications, preference must be given to those applicants who have designated Veteran or Former Foster Youth status on their application.
9. The Office of Human Resources will extend the final job offer, including confirming the job title, salary, and employment start date. Departments are prohibited from extending the final job offer or negotiating with candidates outside of the offer process.
10. UTHSA is required to conduct various background checks depending on the position or job candidate. These background checks include: security background check (criminal history); sanction check; selective service check; credit check, GA-48 advanced screening, and driving record check based on role type. The security and sanction background checks are required of all job candidates before employment starts.

More information about background checks is provided under Section 4.4, of the IHOP, "Background Information Checks."

C. Monitoring

The Office of Human Resources will be responsible and reserves the right to periodically audit or request any documentation of job candidate selection procedures including, but not limited to, interview questions asked of candidates, selection criteria, evaluation methods such as checklists or matrices, or requests for salary exceptions. Findings from the audit will be provided by a designee in the Office of Human Resources to the respective department head and executive committee member.

V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Applicant Tracking System - The system used by UT Health San Antonio to post internal and external positions to attract talent.

VI. Related References

Institutional Handbook of Operating Policies

4.3.3 Administrative and Professional Employees

4.4 Background Information Checks

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Effective Date
11/2000	Policy Origination		
04/2013	Policy Revision		
07/2025	Policy Revision		
07/2026	Policy Revision	Executive Committee	07/23/2026