

Memo to: All UH-Downtown/PS Holders
From: Manuel T. Pacheco, President
Subject: Faculty Employment Policies

UH-Downtown/PS 10.A.13
Issue No. 2
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1. PURPOSE

This PS outlines the policies and procedures for employment of faculty at the University of Houston – Downtown (UHD) and specifies the tenets underlying the process, the responsible parties, and the sequence of steps.

2. POLICY/PROCEDURES

2.1 Underlying Tenets

2.1.1 UHD seeks to recruit and employ the most highly qualified faculty members available.

2.1.2 UHD is committed to equal employment opportunity/affirmative action both in the principle and in the practice used to evaluate candidates.

2.1.3 UHD acknowledges the basic role that the faculty must hold in evaluating and recommending candidates.

2.2 Designation of Basic Responsibilities

2.2.1 The department chairman, in consultation with the department faculty, is primarily responsible for identifying faculty vacancies, placing them in order of priority, negotiating their approval, preparing position announcements, designating where such announcements will be made, and recommending to the president faculty search committees for the positions.

2.2.2 The search committee is responsible for evaluating candidates' credentials; for setting up, conducting, and evaluating interviews; for discussing candidates with the department chairman; and for preparing and presenting to the chairman and the dean a list of the best qualified candidates with a summary of the strengths and weaknesses of each.

2.2.3 If the committee, the department chairman, and the dean cannot agree upon the candidates to be recommended, the search committee must recommend to the dean the appropriate mode of action.

2.2.4 The department chairman, in consultation with the dean and the vice president for academic affairs, decides upon and enters into unofficial negotiations with the primary candidate. The department chairman may enter into negotiations only with those candidates recommended by the search committee unless specifically directed to do otherwise by the president.

2.2.5 The president is responsible for making the final, official offer to the candidate. The president may, under extraordinary circumstances, offer a position to a candidate not recommended by the search committee. However, prior to taking such action, the president must communicate to the search committee and the tenured faculty of the involved department the pressing institutional concerns which make such action necessary.

2.2.6 The affirmative action officer is responsible for advising each search committee of its responsibilities in the review and evaluation of minority applicants.

2.3 Sequence of Steps

The steps in the employment process are those outlined in Guidelines for Faculty Employment Process and/or Emergency Lecture & Visiting Faculty Employment Process.

2.4 Specific Procedures

The president or his designated representative develops, circulates, and implements specific faculty employment processes and procedures consistent with the principles outlined in this PS.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.

GUIDELINES FOR THE FACULTY EMPLOYMENT PROCESS

Proposed by Faculty Affairs Committee

1. The department chairman, after discussion with the faculty and the concurrence of the dean, prepares the Request to Fill Faculty Position and submits it to the dean and vice president for academic affairs for approval. Anticipated positions and names of the members of the search committee should be included.
 - The department chairman identifies persons recommended to serve on the search and screening committee and the proposed committee chairman.
 - The proposed committee composition should include as a minimum three members of the department faculty and one faculty member from another department
 - The committee composition recommended should be as ethnically diverse as possible.
2. When the Request to Fill Faculty Position is approved, the department chairman prepares the proposed position announcement. Since the announcement should generate an employment pool fully representative of both ethnic minority and women, as well as majority candidates, two things should be considered:
 - The distribution of the announcement should be planned so as to come to the attention of a broad-based, diverse constituency.
 - Required qualifications should provide enough flexibility that the employment pool is not immediately narrowed to exclude large numbers of ethnic minorities and women.
3. The announcement, as prepared by the department chairman, should be stated in the form it will be publicized giving position, title, starting date, required and preferred qualifications, request for résumé, names of at least three references, closing date for applications, names and address of the person to whom correspondence should be addressed, and the statement assuring equal opportunity. If the position is pending final approval, the announcement should clearly state that the position is anticipated.
4. In developing the proposed position announcement these guidelines should be followed:
 - The selection criteria should be stated in the announcement in terms of both required and preferred qualifications, or a statement should be included in the announcement that these criteria are available upon request.
 - The deadline for applications should be clear as to whether it applies to postmark or receipt.
 - The application deadline should be set reasonably in consideration of documents required. The deadline may be stated in such a way that indicates an initial date with the proviso that screening may continue until the position is filled.
- The announcement must include the statement: "University of Houston-Downtown is an affirmative action equal opportunity employer." After content has been approved announcements may be modified to meet stylistic requirements of particular publications.
5. When the Proposed Search and Selection Process is approved, the search committee is appointed by the vice president for academic affairs.
6. At the first meeting of the search committee the process by which the pool will be narrowed, how recommendations and transcripts will be acquired, how references will be checked, and how candidates recommended for interview will be determined should be specified in writing.
7. The affirmative action officer or designee should attend the first meeting of the search committee to discuss affirmative hiring practices and the employment process to be followed. This first meeting should be scheduled before any applications are reviewed.
8. With appropriate clerical help, the chairman of the search committee creates a file for each applicant for the position, sends the applicant a letter acknowledging receipt of the application, listing the documentation required and enclosing the card stating the university's adherence to equal employment opportunity. (The card referenced is available from the personnel services office and is kept on file there after the applicant returns it.) The chairman maintains a checklist of each applicant's required documentation.
9. The search committee after discussion with and concurrence of the department chairman identifies a top group of candidates (usually 3-5) to be considered for interview. In order to have his or her travel expenses considered for reimbursement, the candidate must meet current INS regulations concerning employment in the U.S.
10. The department chairman and search committee chairman consult with the affirmative action officer prior to filing interview requests. Positions which are still pending should be held at this point until permission to fill is obtained.
11. When the candidates to be requested to interview are determined, the department chair prepares the Interview Request for Faculty Candidate for each candidate to be interviewed.
12. The vice president for academic affairs has final authorization for the interview. The signature of the vice president is verification that the candidate file submitted by the department chairman includes the following:
 - The candidate's résumé.
 - Three current letters of recommendation and, if applicable, notes of telephone conversations with references.

- Official transcripts, copies of transcripts, or telephone verification of degrees stated in note form.
 - INS verification
13. In preparing the summary of proposed interviews these guidelines are to be followed:
 - Interviews should include an interview with the appropriate chairman and dean, with the vice president for academic affairs, a representative of the personnel services office, the search committee, and interested faculty and students.
 - On the form only groups need to be indicated; times may be scheduled later in consultation with the candidate and the parties involved.
 14. After the Interview Request for Faculty Candidate is approved, candidates are invited to the campus for interviews, and interviews are scheduled.
 15. After all candidate interviews are complete, interviewers are responsible for contacting the search committee chairman with their comments. The search committee meets with the department chairman to discuss the candidates interviewed and recommend the best qualified candidates to the department chairman with a summary of the strengths and weaknesses of each candidate interview (If no candidate is acceptable, the search committee, after discussion with the department chairman, recommends the next appropriate action to the department chairman and informs the dean.)
 16. The chairman of the search committee, the department chairman, the dean, and the vice president for academic affairs decide upon the primary candidate. The department chairman, in consultation with the dean and the vice president for academic affairs, then enters into unofficial negotiations with the candidate.
 17. When an unofficial offer is accepted, the candidate's original file is forwarded to the dean, who prepares the formal appointment documents (Terms of Initial Appointment offer letter, Personnel Recommendation Form, Personnel Action Request) and forwards the complete file to the vice president for academic affairs. The complete file at this point must include three current letters of recommendation, original transcripts of all university work, and the Applicant Flow Form in addition to the other documents previously named and the appointment documents.
 18. The vice president for academic affairs forwards his/her recommendation and the selected candidate's completed file to the president. Forwarding the file is his certification that all required documents are included.
 19. The official offer is made by the president and the terms of initial appointment are agreed upon. When the offer letter and terms of initial appointment are signed and returned to the president's office by the candidate, copies of the letter and terms of initial appointment are added to the completed file and forwarded to the personnel services office.
 20. The personnel item is prepared for the board of regents agenda by the personnel services office.
 21. Files of candidates not interviewed, including copies of the completed Applicant Flow Form are forwarded to the personnel services office to be kept on file for the length of time required by law.
 22. Files of interviewed candidates containing all materials in the file submitted to the president's office, a copy of the position announcement, employment process forms, and the committee appointment letter are forwarded to the personnel services office to be kept on file for the length of time required by law.
 23. A summary of the efforts to identify qualified minority candidates and files of outstanding minority candidates, including those possibly suited for consideration by other search committees, are forwarded to the affirmative action officer to generate a minority employment pool.

EMERGENCY
LECTURER AND VISITING FACULTY EMPLOYMENT PROCESS

This process is applicable when a position has to be filled on short notice and there is no time for a formal search.

1. The department chairman, after discussion with and concurrence of the dean, requests approval of the vice president for academic affairs to fill the position for one academic year or one long semester.
2. The department chairman consults with the affirmative action officer to discuss opportunities which may exist to use the emergency hire to enhance more representative staffing efforts.
3. The department chairman identifies available departmental faculty with whom to consult regarding the emergency hire.
4. The department chairman, after discussion with available departmental faculty and concurrence of the dean and vice president for academic affairs, decides upon the primary candidate and enters into unofficial negotiations with the candidate.
5. When an unofficial offer is accepted, a file is completed and forwarded to the dean who prepares the formal appointment documents (Terms of Initial Appointment, Personnel Recommendation Form, offer letter, personnel Action Request) and forwards the complete file to the vice president for academic affairs. The complete file at this point must include a resume, three current letters of recommendations, original transcripts of all university work, and proof of eligibility of all employment meeting current INS regulations, in addition to the appointment documents.

 If the candidate has previously been employed by UHD, the department chair may write a letter indicating that the individual has previously been so employed and performed satisfactorily. This can then replace the three current letters of recommendation. If original transcripts of all university work are already on file in the personnel services office, the department chair may so state that this has been verified.
6. The vice president for academic affairs forwards his recommendation and the selected candidate's completed file to the president. Forwarding the file is his certification that all required documents are included.
7. The official offer is made by the president and the terms of initial appointment are agreed upon. When the offer letter and terms of initial appointment are signed and returned to the president's office by the candidate, copies of the letter and terms of initial appointment are added to the completed file and forwarded to the personnel services office.
8. The personnel item is prepared for the board of regents agenda by the personnel services office.