

8.03 All faculty job vacancies are posted and publicized in accordance with University policy to maintain EEO compliance.

- a. It is the responsibility of the administrator of the hiring unit to ensure that, as a minimum, all faculty vacancies are posted in an appropriate professional publication or other outlet.
- b. All position ads must have approval of the department of Human Resources.

8.04 All full-time and part-time faculty vacancies will be posted for at least ten working days prior to filling a faculty vacancy.

8.05 Except in cases of bona fide, emergency a tenure/tenure-track faculty position vacancy will be advertised locally, statewide, and nationally. Advertisement takes place throughout the appropriate media. It is policy to advertise the position through professional journals, through professional organizations, and through notices to graduate schools producing specialties in the area of the vacancy (see Section 10).

8.06 An individual expressing an interest in employment is expected to complete the online employment application process and to furnish official transcript(s) of all academic work. Applicants deemed to be best qualified for the position are to be interviewed by the administrator of the Sam Houston State University hiring unit and, in the case of tenure-track and clinical faculty, by faculty members within the hiring unit. Utilization of search and screen committees in the selection process of new faculty appointments is encouraged. It is the responsibility of the administrator of the hiring unit to recommend through channels the priority list of the candidates deemed to be best qualified. It is expected that every possible consideration is to be given to attracting and selecting qualified minority candidates.

8.07 Criteria for selection from among the applicants include: competitive quality of academic transcripts; recommendations from prior employers; the caliber of previous academic and nonacademic work experience; established record of or potential for research publications or creative activity; and the alignment of the expertise possessed by the applicant with that required of the position.