

9. HIRING PROCESS

9.01 The hiring unit will notify the Department of Human Resources as soon as it is determined that a sufficient number of applicants has been secured. The job will be placed in a “closed” status and advertising discontinued for that position. Additional applicants should not be considered unless the job is reopened with proper administrative approvals.

9.02 From each applicant, the hiring unit will request pertinent, job-related information (e.g., vitas, copies of research, teaching evaluations, compositions, and references). Using an initial screening device (referring to elements cited in the advertisement), the hiring unit will evaluate each candidate and may choose to invite one or more applicants to provide additional job related information or to visit the campus for a more detailed interview. During the campus interview the candidates may meet with the departmental/school chair and faculty, make a professional presentation, and be evaluated with respect to the posted job requirements. The hiring unit will develop job-related interview questions to be asked of all candidates during the interview. Questions and answers are to be recorded and maintained.

With the approval of the Provost and Vice President for Academic Affairs, the dean may immediately provide the candidate with a tentative letter of offer pending approval of the President and of The Texas State University System Board of Regents.

9.03 Once a priority list has been established, the administrator of the hiring unit presents a written recommendation through channels for the employment of the preferred candidate. Along with the proposed rank, salary level, and recommendation for years transferred for tenure purposes, the file will contain an SHSU faculty application, official transcripts, at least three letters of recommendation, the evaluation tool, criteria for ranking candidates, and the interview questions and answers. If the dean concurs, his/her written recommendation, along with the entire file is forwarded to the Provost and Vice President for Academic Affairs.

The dean, prior to an official offer to an applicant, will ensure AA/EEO compliance in the hiring procedure by reviewing the evaluation tool that shows how the candidate compared to the requirements for the position, the criteria used in the evaluation, and the interview questions and answers. Upon