

favorable recommendation of the Provost and Vice President for Academic Affairs and the subsequent concurrence of the President, a letter of offer for the position will be issued to the successful candidate by the President with appropriate notification to the administrators involved.

- 9.04 When a signed response from the potential faculty member accepting the employment offer is received by the President, the position is considered to be filled.
- a. Upon issuance of the appointment, a signed copy of the contract must be returned to the Office of the President as soon as possible but no later than October 1 (fall semester), February 1 (spring semester), June 15 (summer I term), or July 15 (summer II term).
 - b. Appointments to the faculty must be approved by the Board of Regents, The Texas State University System.
- 9.05 Each office within the recruiting/hiring function is expected to be prepared to offer cogent reasons with appropriate documentation for the endorsement or non-endorsement of preferred candidates.
- 9.06 Upon request, all applications for a faculty position may be examined by the appropriate academic dean, the Provost and Vice President for Academic Affairs, or the President.
- 9.07 It is the prerogative of the academic dean, the Provost and Vice President for Academic Affairs, or the President to request a reconsideration of the recommendation for employment if it is judged that a well-qualified minority candidate may have been omitted.

10. APPOINTMENT OF INTERIM FACULTY MEMBERS ON AN EMERGENCY BASIS

- 10.01 As a result of the need for unique academic expertise, unexpected increases in student enrollment or other unforeseen events, it may become necessary for the University to authorize the emergency employment of interim faculty members on a semester-by-semester or summer basis. In such cases, the following procedures will apply.

- a. The University will identify areas where interim faculty have been needed in the past. Since the need to hire interim faculty to meet unexpected needs often does not allow sufficient time for an appropriate search, the University will maintain a constant posting of interim positions for which any qualified candidate may apply.
- b. When an emergency need arises, the department/school chair in consultation with the dean will select interim faculty from this pool of applicants.
- c. These postings will be constantly maintained throughout the academic year in anticipation of unexpected needs.
- d. This requirement may be waived only under the most urgent circumstances by special permission of the Provost and Vice President for Academic Affairs.
- e. The filling of such positions on an interim basis must be recommended by the appropriate academic dean/director and approved by the Provost and Vice President for Academic Affairs. Recommendation(s) for employment are to be accompanied by an official SHSU faculty application, official transcripts, letters of recommendation, and the Employee Statistical Data Sheet all of which are to be prepared and/or assembled by the hiring unit.

10.02 When an academic unit is forced to utilize the emergency hire provisions, the hiring manager will supply the Provost and Vice President for Academic Affairs a report outlining the details of the emergency hire(s) to include reasons for the hire(s), the date the hiring manager had knowledge of the vacancy, date the request was made for an emergency hire, and what efforts were made to conduct a regular search.

11. REQUIRED APPLICANT DATA AND RECORD RETENTION

11.01 The *Rules and Regulations* of the Board of Regents, The Texas State University System, Chapter V, Paragraph 2.11, require that “each university shall maintain records of all information required by the Equal Employment Opportunity Commission, the Department of Education, and the Department