

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

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**12.99.99.Z1.01 Faculty Recruitment Procedures**

*Approved August 22, 2001*

*Revised January 13, 2010*

*Revised August 3, 2010*

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**1. GENERAL**

- 1.1. Successful faculty recruitment is critical to the success of the Texas A&M University System Health Science Center (HSC) in meeting its responsibilities for teaching, research, service, patient care, and other missions. The procedures outlined in this document are designed to provide a uniform method for authorizing and processing requests for faculty recruitment from the HSC components. These procedures are to be carried out in a manner consistent with applicable Texas A&M University System (TAMUS) Policies, in particular TAMUS Policy 08.01 regarding equal employment opportunity.
- 1.2. The procedures in this document apply to faculty or faculty equivalent positions (50% effort or greater) and to all Associate Professor and Professor appointments regardless of percent FTE or compensation level. The HSC President has delegated approval authority to the component Dean/Director for faculty appointments of less than 50% FTE below the rank of Associate Professor. Faculty members who were initially hired at less than 50% effort must receive approval in order to increase percent effort to 50% or above.

**2. AUTHORIZATION TO RECRUIT**

- 2.1 Written authorization from the HSC Vice President for Academic Affairs or designee must be received prior to initiation of the recruitment process for vacant or new faculty positions, subject to section 1.2. The authorization to recruit should be consistent with the annual faculty hiring plan submitted by the component head.
- 2.2. To begin the process, a completed *Authorization to Recruit Faculty* form (Appendix A) must be submitted to the Vice President for Academic Affairs. The information on this form should be brief, but contain enough detail to clearly delineate the role to be assigned to the potential faculty member. The Vice President for Finance and Administration will confirm that sufficient resources are available for paid faculty positions.
- 2.3. Once authorization is obtained from the Vice President for Academic Affairs, the recruitment process may be initiated by the Dean or Director of the component. Such authorization is limited to the recruitment and selection process, and does not include authorization to offer the position to the candidate.

### 3. OFFER LETTER

3.1. Once a candidate has been identified, a formal letter of offer to the candidate must be submitted to the Office of the Vice President for Academic Affairs. This letter must be signed by the appropriate Dean or Director and should include pertinent aspects of the offer, including: rank; tenure decision (if applicable, after appropriate HSC review and approvals—see HSC Internal Policy 12.01.99.Z1.01 Faculty Appointment, Promotion and Tenure); tenure review schedule (if tenure is not granted); salary; and description of duties (Appendix B and C). The following items should accompany this letter:

- *Recruitment Process Description – A letter from the Department Chair or Director to the Vice President of Academic Affairs that includes a description of the selection process, a summary of the reasons for selection, the number of offers that were declined, specific methods used to identify underrepresented minorities and women, and a statement that the prospective faculty member is fluent in English. (Appendix D)*
- *The Applicant Analysis form (Appendix E)-should be attached to the above letter.*
- *Tenure Track Probationary Agreement (Appendix F) or Non-Tenure Track Agreement (Appendix G)*
- *Approval of Offer to Prospective Faculty (Appendix H)*

3.2. All offer letters will be signed by the appropriate Dean or Director and copied to the component Associate Dean for Academic Affairs, the Department Chair, and the component business officer.

#### Attachments

- Appendix A – Authorization to Recruit Faculty
- Appendix B – Tenured or Tenure Track Offer Letter (template)
- Appendix C – Non-tenure Track Offer Letter (template)
- Appendix D – Prospective Faculty Member Fluent in English
- Appendix E – Applicant Analysis
- Appendix F – Tenure Track Probationary Agreement
- Appendix G – Non-tenure Track Agreement
- Appendix H – Approval of Offer to Prospective Faculty

### OFFICE OF RESPONSIBILITY

**Vice President for Academic Affairs**