1. PURPOSE

The University of Houston System is committed to equal opportunity and affirmative action in its recruiting practices. This document sets forth the policy regarding recruitment of staff employees, including the manner in which information regarding position vacancies is disseminated. It applies to all exempt and non-exempt regular non-faculty employees.

2. POLICY

2.1. Recruitment and selection of candidates for vacant positions will be conducted in accordance with applicable statutes, regulations, and policies of the System and will be consistent with the principles of equal employment and affirmative action.

2.2. All regular staff positions shall be posted for a minimum of five-tent working days prior to making a hiring decision. Positions shall be posted on the component university employment website and/or internal employment bulletin board. Only in unusual or hardship cases will posting requirements be waived by the component university chief human resources officer or designee. The decision to use additional advertising will be made on a case-by-case basis.

2.3. No policy or procedure shall be used to discriminate against any individual or group because of race, color, religion, national origin, sex, age, disability, veteran status, or genetic information. Additionally, the System prohibits discrimination in all aspects of employment on the basis of sexual orientation, gender identity or gender expression. Nothing in this document shall be used to permit discrimination or retaliation against any individual or group on the basis of race, gender, age, color, religion, national origin, disability, sexual orientation, or veteran status.

3. DEFINITIONS

3.1. Job posting: Method of displaying current job openings that extends an invitation to those interested to apply. Postings include a summary of the major duties and responsibilities and minimum qualifications.
3.2. **Position description:** A document that describes the major duties, functions, and authority assigned to a position and the relationship between the position and other positions in the department. It details the minimum skills, knowledge, and abilities required to perform a job.

3.3. **Regular staff employee:** An employee who is appointed for at least 20 hours per week on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition for employment, and those holding a teaching and/or research position classified as faculty.

3.4. **Security Sensitive:** As stated in the Texas Education Code § 51.215, “Security-sensitive positions shall be restricted to employees who handle currency, have access to a computer terminal, have access to a master key, or who work in an area of the institution which has been designated as a security-sensitive area.”

4. **POLICY PROVISIONS – RECRUITMENT**

4.1. A request to fill a position must be posted with the component university human resources department prior to distributing any public notices, advertisements placed, or screening of applicants.

4.2. All regular staff positions below the level of vice president will be listed with the component university human resources department employment office to ensure equal employment opportunity and to allow uniform reporting procedures. This listing must take place prior to initiating any search activities.

4.3. If a search committee is to be used for the selection of candidates for a regular staff position, the membership of the committee must be filed with the component university human resources department at the time the committee members are appointed. The membership information provided to the component university human resources department must include identification of the chair or a contact person.

5. **POLICY PROVISIONS – JOB POSTING**

5.1. Employment qualifications listed on position requests and job postings must be work-related and must be those qualifications included on the position description under which the position is classified.

5.2. Each component university human resources department will advertise position announcements on the officially designated component university employment web site.

5.3. Approved vacancies may be publicized in newspapers and academic journals upon the request of the hiring department. All staff advertisements must be
approved by the component university human resources department prior to placement of the advertisement and must include the appropriate equal employment opportunity statement. Advertising for positions for which there is a formal search committee must have prior approval of the component university affirmative action officer or designee.

5.4. All print advertising of vacancies will include an equal opportunity statement.

6. POLICY PROVISIONS – SELECTION

6.1. All employment applicants must complete an application for employment and submit all required paperwork prior to being considered for a position with the respective component university. These forms furnish applicant information necessary for reports to state and federal agencies.

6.2. The duties and qualification requirements of the position, as described in the position description under which the position is classified, and the position announcement, shall be used in determining the candidates that possess the basic minimum qualifications.

6.3. Each component university human resources department will establish detailed procedures for the administration of this document. Procedures should comply with Equal Employment Opportunity/Affirmative Action guidelines.

7. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every five years on or before September 1

8. APPROVAL

Approved: Carl P. Carlucci
Executive-Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: December 1, 2010
## Revision Log

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approval Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/25/1996</td>
<td>Initial edition</td>
</tr>
<tr>
<td>2</td>
<td>03/08/2001</td>
<td>Applied revised SAM template to meet current documentation standards. Added decision to use additional advertising on a case-by-case basis to Section 2.2. Added Section 3.4 on “Security Sensitive” positions. Removed most requirements on position requests from Section 4.1. Removed Section 4.4 on referrals. Added a copy of each position announcement to be sent to Texas Employment Commission in Section 5.2. Removed Section 5.3 on security sensitive position statement documentation. Removed Section 5.4 on publicizing approved vacancies. Added Section 6.3 and removed Section 7, Procedures. Changed responsible party from Vice Chancellor for Administration and Finance to Assistant Vice Chancellor for Human Resources. Added Vice Chancellor for Administration and Finance to Section 8 approval process. Added Section 9, Indexing Terms.</td>
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<tr>
<td>3</td>
<td>06/16/2004</td>
<td>Added sexual orientation to Section 2.3. Revised Section 5.2 to emphasize officially-designated employment website. Removed information about specific procedure details by each component university in Section 6.3. Changed review period from odd numbered years prior to May 1st to every three years on or before May 1st.</td>
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<tr>
<td>4</td>
<td>12/01/2010</td>
<td>Applied revised SAM template to meet current documentation standards. Removed requirement for regular exempt staff positions to be posted for a minimum of ten (10) working days from Section 2.2. Added reference to Texas Education Code, Section 51.215 to Section 3.4. Added “component university” throughout text as applicable. Added designee to Section 5.3. Removed information regarding process for applicants without applications to Section 6.1. Changed the responsible party from Assistant Vice Chancellor for Human Resources to Associate Vice Chancellor for Finance. Changed review period from every three years on or before May 1st to every five years on or before September 1st. Removed Section 9, Indexing Terms.</td>
</tr>
<tr>
<td>5</td>
<td>TBD</td>
<td>Changed posting of regular staff positions from a minimum of five days to a minimum of ten days in Section 2.2. Added GENDA statement to Section 2.3.</td>
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