

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.13

AREA: General

SUBJECT: Recruitment, Job Posting and Selection of Staff Employees

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 ten working days prior to making a hiring decision, per [Texas Government Code 656.024](#). Positions shall be posted on the component university employment web site. The decision to use additional advertising will be made on a case-by-case basis.

2.3. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

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. Job/Position description: A document that describes the major duties, functions, and authority assigned to a position. 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. Background check: A criminal background check must be conducted on any candidate, internal or external, for a full-time, part-time, regular, or temporary position who is under final consideration for employment, following normal screening and selection processes. Additional information on background checks for employees may be found in [SAM 02.A.37](#).

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/screening 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 job/position description under which the position is classified.
- 5.2. Each component university human resources department will post 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 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/screening 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, and the advertising will also include a Veterans Preference statement in compliance with [Texas State Senate Bill 805](#).

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 Human Resources

Review: Every five years on or before September 1

8. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 14, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/25/1996	Initial edition
2	03/08/2001	Applied revised SAM template to meet current documentation standards. Revised Section 2.1 regarding recruitment and selection of candidates for vacant positions using applicable statutes. Revised Section 2.2 with 5 working days minimum for non-exempt postings and 10 working days for exempt postings, and added decision to use additional advertising. Added GENDA statement as Section 2.3. Reorganized Sections 3.1 through 3.3, and added Section 3.4 on definition of security sensitive. Rewrote Sections 4.1, 4.2, and 4.3, and removed Section 4.4 on referrals. Added web site information to Section 5.2. Removed Section 5.3 on security sensitive announcements. Rewrote Section 6.1. Added Section 6.3 on establishing detailed procedures, and removed Section 7. 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 approval process in Section 8. Added Section 9, Indexing Terms
3	06/16/2004	Applied revised SAM template to meet current documentation standards. Removed “to ensure consideration to protected classes” from Section 2.2. Added sexual orientation to GENDA statement in Section 2.3. Removed “to provide equal employment opportunity to all individuals” from Section 5.1. Removed web site and internal posting information from Section 5.2. Added requirement for Veterans Preference statement in Section 5.4. Updated Section 6.1 on resumes without official application. Removed specific provisions for detailed procedures in Section 6.3.. Changed review period from odd numbered years prior to May 1 st to every three years on or before May 1 st

Revision Number	Approval Date	Description of Changes
4	12/01/2010	Applied revised SAM template to meet current documentation standards. Removed non-exempt information from Section 2.2, and made posting 5 working days for all regular staff positions. Added Texas Education Code Section 51.215 to Section 3.4. Revised Section 6.1 to read that all employment applicants must complete an application for employment. Simplified Section 6.2 on determining candidates that meet minimum qualifications. Changed responsible party from Assistant Vice Chancellor for Human Resources to the Associate Vice Chancellor for Finance. Changed review period from every three years on or before May 1 st to every five years on or before September 1 st . Removed Section 9, Indexing Terms
5	06/14/2016	Added new SAM Revision Log. Added Texas Government Code Section 656.024 to Section 2.2, extending the minimum of posting regular staff jobs to 10 working days. Removed internal employment bulletin board and extenuating circumstances in Section 2.2. Added revised GENDA/Title IX statement to Section 2.3 per U. S. Department of Education's Office of Civil Rights' requirements. Added "Job" to "Position Description" in Section 3.2, and removed information about relationship between position and other positions in the department. Remove "Security Sensitive" from Section 3.4r, and replaced with information on "Background check." Added "screening" to search committee for Section 4.3. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources