

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.35

AREA: General

SUBJECT: Search Committees for Executive and Staff Positions

1. PURPOSE

- 1.1. This administrative memorandum sets forth the guidelines to be observed by the University of Houston System and its component universities for establishing and operating search committees for executive and staff positions.
- 1.2. Use of a search committee assures that special concerns of affected individuals or groups will be considered, promotes identification of well-qualified candidates by pooling recruiting and employment experience and expertise, distributes the workload associated with recruiting and screening, and reduces the opportunity for illegal discrimination.

2. DEFINITIONS

- 2.1. Search Committee. An advisory group of persons appointed by the division head or designee to assume the specialized duties of recruitment, identification, and recommendation of qualified applicants.
- 2.2. Qualified applicant. A person who meets or exceeds the posted minimum bonafide occupational qualifications for an approved position.
- 2.3. Bonafide Occupational Qualifications (BFOQ). The criteria that have a direct relationship to the position and the service to be rendered.
- 2.4. AAO. The component university affirmative action officer or the component university affirmative action office.
- 2.5. Regular, benefits-eligible position. A position occupied by an individual who is appointed for at least 20 hours per week on a regular basis for a period of at least 4.5 months at .50 FTE or greater, excluding positions that require student status as a condition of employment.
- 2.6. Exempt position. A position classified by appropriate component university procedures as executive, administrative or professional, and paid through the University of Houston System payroll system on a monthly salaried basis. Such positions are “exempt” from the overtime provisions of the [Fair Labor Standards Act](#).

3. POLICY

- 3.1. Search committees may be used to conduct the pre-employment activities of advertising, recruitment, and screening of qualified applicants to fill approved positions for exempt management and other positions deemed necessary by the dean, director, vice president or comparable position, regardless of source of funding.
- 3.2. Each component university will develop and publish search committee procedures to comply with this policy. Component university procedures should:
 - a. identify the levels and types of positions for which search committees are advisable;
 - b. describe the duties and responsibilities of search committees and the chairperson;
 - c. specify the documentation standards to be met and the approval required at all stages of the search;
 - d. specify the confidentiality standards to be observed by search committees;
 - e. list the legal requirements that must be observed in conducting the search;
 - f. describe the position advertising standards to be met;
 - g. describe the notification standards to be met when dealing with applicants; and
 - h. identify the individuals authorized to approve and negotiate offers of employment.
- 3.3. Minorities and women should be members of the search committee.
- 3.4. The committee should meet with the component university affirmative action officer or designee at the onset of committee activity, for training regarding the interview process, and maintenance of records, policy, state and federal laws and regulations.
- 3.5. Each hiring authority shall be responsible for ensuring equal employment opportunity without regard to race, sex, age, color, religion, national origin, disability, sexual orientation or veteran status.
- 3.6. Search committee records will be stored in compliance with the university component procedures.
- 3.7. 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](#).

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before December 1

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Paula M. Short on Behalf of Renu Khator
Chancellor

Date: July 6, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	04/24/1996	Initial version
2	05/29/2012	Applied revised SAM template and added new Revision Log. Redefined Section 2.1 (Search Committee) to emphasize the leader as the division head or designee. Revised Section 3.2 to remove criteria from the Texas Higher Education Coordinating Board and the Texas Commission on Human Rights. Also removed Section 3.2.e. Removed information in Section 3.6 on records retention. Added information on sexual orientation, gender identity or gender expression to Section 3.7. Changed responsible party to AVC for Finance. Changed review period from annually on or before September 1 st to every five years on or before December 1 st . Added the EVC for Administration and Finance to the approval cycle

Revision Number	Approval Date	Description of Changes
3	07/06/2016	Updated Section 3.7 with GENDA/Title IX statement per U.S. Department of Education's Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Updated titles as appropriate