

**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 components 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 a responsible administrator or elected by colleagues to assume the specialized duties of posting, recruiting, identification, and recommendation of qualified applicants.
- 2.2. Qualified applicant. A person who meets or exceeds the posted bonafide occupational qualifications for an approved position.
- 2.3. Bonafide Occupational Qualifications (BFOQ). The criteria that have a direct relationship to the service to be rendered.
- 2.4. AAO. The component affirmative action officer or the 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 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 will develop and publish search committee policies and procedures to meet criteria stated in the Search Guidelines to Enhance Diversity published by the Texas Higher Education Coordinating Board, and those by the Texas Commission on Human Rights. Component policies and procedures must:
 - 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. describe the circumstances that might lead to extension, cancellation, or invalidation of the search;
 - f. list the legal requirements that must be observed in conducting the search;
 - g. describe the position and advertising standards to be met;
 - h. describe the notification standards to be met when dealing with applicants; and
 - i. 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 shall meet with the Affirmative Action Officer or designee for training regarding the interview process, maintenance of records, policy, state and federal laws and regulations, and the utilization analysis.

- 3.5. Each hiring authority shall be responsible for ensuring equal employment opportunity without regard to race, sex, age, color, religion, national origin, disability or veteran status.
- 3.6. Search Committee records will be stored by the hiring authority for a minimum of two years following completion of the search whether the search resulted in a hire or no hire. The records will be completed in sufficient detail to allow the search committee chair to help the AAO in reconstructing the search in the event that a timely complaint is filed.
- 3.7. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group because of race, sex, age, color, religion, national origin, disability or veteran status.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Vice Chancellor for Administration and Finance

Review: Annually on or before September 1

5. APPROVAL

Approved: William P. Hobby
Chancellor

Date: April 24, 1996