Section 3	Human Resources Policies	07/01/02 - Originated
Subject 3.3	Employment	01/08/10 - Reviewed w/ changes
		- Reviewed w/o changes
Policy 3.3.2	**Faculty and A&P Recruitment**	Human Resources - Author

Faculty and Administrative & Professional Recruitment

Policy

The University of Texas Medical Branch is an Equal Opportunity/ Affirmative Action employer and is committed to the recruitment and selection of highly qualified Faculty and Administrative and Professional employees without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status. (Refer to 3.2.1 *Equal Employment Opportunity*). In addition, UTMB is committed to identifying and actively recruiting qualified individuals of all ethnicities including women. Special efforts will be made to identify qualified, underutilized, underrepresented ethnic minorities and women for positions where underutilization has been documented.

Once a desired candidate has been chosen for a position and prior to an offer being extended, the hiring authority must obtain approval of compliance with the recruitment process from the Director Diversity and International Affairs. Before hire, in addition, professional references and appropriate security background checks shall be completed. The Office of Human Resources can assist in obtaining this information.

Search Committee

The university encourages the use of search committees as advisory units to hiring authorities. Search committees are used to assure the establishment of a sufficient slate of qualified candidates who represent diverse backgrounds and points of view. The search committee should reflect ethnic and gender diversity. Search committee members may come from other departments and schools within UTMB or from institutions outside of UTMB, if appropriate.

Waiver of Recruitment and Selection

Waivers are not often granted. However, they may be granted when the hiring authority can demonstrate that the institution's capacity to deliver education, patient care, or sponsored scientific research will be seriously hampered, if not granted. These circumstances must be fully documented and justified in writing. Request for waivers shall be submitted to the Director of Diversity and International Affairs.

Procedure

The responsibilities of the hiring authority and search committee are detailed in the "Recruitment and Selection Procedures for Faculty and A&P." The procedures can be obtained from Human Resources and the Office of Diversity and International Affairs.

Section 3	Human Resources Policies	07/01/02 - Originated
Subject 3.3	Employment	01/08/10 - Reviewed w/ changes
		- Reviewed w/o changes
Policy 3.3.2	**Faculty and A&P Recruitment**	Human Resources - Author

References

IHOP Policy 2.12.2, *Nondiscrimination*
IHOP Policy 3.2.1, *Equal Opportunity and Affirmative Action*
IHOP Policy 3.3.2, *Security Clearance for Employees*
IHOP Policy 5.3.5, *Faculty Recruitment*