

Institutional Handbook of Operating Procedures
Policy 05.03.05

Section: Faculty Policies	Responsible Vice President: Senior Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Council of Deans and Faculty Relations

I. Title

Faculty Recruitment Policy

II. Policy

The University of Texas Medical Branch is committed to the recruitment and selection of highly qualified employees. All employees with hiring authority will ensure that qualified candidates are given equal consideration for posted positions without regard to race, color, ethnicity, national origin, sex, age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.

The Department of Human Resources is responsible for monitoring and coordinating all employment procedures including compliance with search procedures for the University.

In an effort to ensure a qualified workforce, UTMB may engage in outreach and other efforts to broaden the pool of qualified candidates, which include the following:

- Continue to build relationships with regional, national, and professional organizations, as well as academic discipline-related conferences, to gain access to the organizations’ members who might be viable candidates for existing faculty positions at the institution.
- Faculty positions available at UTMB will be described in advertisements according to title of the position, qualification requirements, and duties; and qualified applicants will be sought from a wide range of sources.
- In order to communicate the availability of positions to a broad range of qualified candidates, such positions may be advertised in appropriate professional journals, newspapers, and other media. When selecting media in which to advertise available faculty positions, the media selected should include sources that provide for maximum feasible exposure to qualified candidates. Notification should also be sent to graduate institutions in the state and nation as appropriate to the qualifications of the position. All job descriptions and advertisements of faculty positions are to be reviewed in advance of publication by Provost Office/Faculty Relations to ensure that the qualifications specified correspond with the duties and the needs of the University and meet the guidelines of the Americans with Disabilities Act.

III. Related UTMB Policies and Procedures

[IHOP - 03.02.01 – Nondiscrimination and Equal Employment Opportunity](#)

[IHOP - 03.02.02 - Americans with Disabilities Act Policy](#)

IV. Dates Approved or Amended

<i>Originated: 3/22/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
8/5/2010	01/04/2017
03/25/25	06/03/2020

V. Contact Information

Council of Deans

(409) 747-1551