

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
OFFICE OF HUMAN RESOURCES  
POLICY AND PROCEDURES MEMORANDUM  
HIRING PROMOTION AND TRANSFER OF EMPLOYEES**

**DATE:** April 7, 2004

## **1. PURPOSE**

The purpose of this policy is to provide for the administration of a fair and impartial recruitment and selection process.

## **2. POLICY**

The University of Texas of the Permian Basin is an Equal Opportunity/Affirmative Action Employer and is committed to the recruitment and selection of highly qualified and productive employees.

All regular positions that are twenty hours per week or more and for a period of four and one-half continuous months or more must be recruited through the posting of vacancies or through lateral transfer or internal promotion. Vacant positions may be filled by promotion or lateral transfer within a department, or by posting the position for internal or open recruitment.

### **2.1 Open Recruitment**

- 2.1.1** All vacant regular positions to be filled by open recruitment must be posted on The University of Texas of the Permian Basin job vacancy list. All applicants may be considered for vacancies posted through open recruitment.
- 2.1.2** The positions will be posted for at least five (5) consecutive working days.
- 2.1.3** All advertisements in newspapers, journals, etc., will be reviewed and placed by the Department with the vacancy and will identify The University of Texas of the Permian Basin as an Equal Opportunity/Affirmative Action Employer.

### **2.2 System-wide Recruitment**

Senior level (executive, administrative, and managerial) position vacancies may also be filled by recruiting at the components of The University of Texas System. With this type of recruitment, the vacancy will be posted System-wide, and applicants from the various components may apply.

### **2.3 Recruitment Internal to The University of Texas of the Permian Basin**

A vacant position may be recruited through internal posting only. Such postings will be open only to current regular employees of The University of Texas of the Permian Basin eligible to apply for job openings outside of their current departments.

Positions recruited within The University of Texas of the Permian Basin must be posted on the job vacancy list for at least five (5) consecutive workdays.

#### **2.4 Promotion or Lateral Transfer Within a Department**

To fill a vacant regular position by promotion or lateral transfer within a department, the hiring official must consider all qualified employees in the department and recommend an employee for selection based on job-related criteria.

#### **2.5 Designation of a Position as Security Sensitive**

All postings and advertisements will identify any security-sensitive position or identify a position as being within a security-sensitive area and will specify any additional requirements for employment in that position or area. As an Affirmative Action, Equal Opportunity Employer, The University of Texas of the Permian Basin acknowledges its obligation and stresses its commitment to a policy of recruitment of faculty and staff without regard to race, national origin, gender, age, disability, veteran's status, or religious affiliation. (see The University of Texas of the Permian Basin Policy and Procedures Memorandum, "Security Sensitive Positions")

#### **2.6 Applying for Positions**

**2.6.1** Applicants may not be considered for any position until a completed application for employment or resume that shows evidence of the required qualifications is submitted to the Office of Human Resources. Applicants must indicate the position applied for and must submit their application materials to the Office of Human Resources by the closing date listed on the job posting announcement.

**2.6.2** A regular employee of The University of Texas of the Permian Basin is eligible to apply for job openings outside of his or her current department provided he or she has been employed for a minimum of six continuous months. An employee interested in transfer opportunities must submit an updated application to the Office of Human Resources for formal consideration for any posted vacancy.

**2.6.3** The Office of Human Resources forwards all applications for the position to the hiring department, unless other arrangements are made prior to beginning recruitment for the position.

**2.6.4** An applicant will be disqualified from consideration for employment with The University of Texas of the Permian Basin if he or she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position.

### **3. PROCEDURES**

### **3.1 Procedures for Filling Vacancies through Open Recruitment, System-wide Recruitment or Recruitment Internal to The University of Texas of the Permian Basin**

#### **3.1.1 Posting Vacancies**

To post a position on The University of Texas of the Permian Basin job vacancy list for open or internal recruitment, a completed Staff Requisition must be forwarded by the hiring official to the Office of Human Resources for review and approval. The requirements for the position must meet the minimum standards set forth in the official job description.

#### **3.1.2 Interviewing Applicants**

- a) The hiring official is responsible for selecting applicants to be interviewed and scheduling appointments with individuals from the pool of qualified applicants referred by the Office of Human Resources.
- b) The hiring official will ensure that all applicants selected to receive an interview submit a completed University of Texas of the Permian Basin application for employment directly to the Office of Human Resources on or before the date the applicant is scheduled to be interviewed.
- c) The interviewer ensures that all questions are job-related. Information about appropriate questions to ask during the interviewing process is included in the packet of information that the supervisor receives when the position is posted.

#### **3.1.3 Selecting Applicants and Notification of Those Not Selected for Hire**

- a) Prior to extending an employment offer, the hiring official must obtain the Request to Make an Offer Form from the Office of Human Resources. The hiring official must complete the form and forward it to the Office of Human Resources. An offer may not be extended until the request has been approved by the President.
- b) The hiring official or his or her designee will check the applicant's references before an offer of employment is extended.
- c) Continuity of employment must be maintained for employees promoting or transferring since any break in service would affect certain employee benefits.
- d) The effective date of a promotion or transfer within The University of Texas System and its components should be mutually agreed upon between the two departments involved. Normally, the change will be effective after the employee gives notice of two weeks or ten workdays.

- e) The hiring department must complete a Personnel Action Form and forward it to the Human Resource Office prior to the beginning employment date of the applicant selected.
- f) Applicants who are interviewed but not selected for a position will be notified by the Office of Human Resources.

### **3.2 Procedures for Filling Vacancies from Within a Department**

- 3.2.1** It is recommended that all internal vacancies be posted on bulletin boards or otherwise assure that all eligible employees in the office are considered in the hiring process and have opportunity to apply.

## **4. DEFINITIONS**

**Internal Recruitment:** Recruitment only within The University of Texas of the Permian Basin.

**Lateral Transfer:** A move from one budgetary unit to another budgetary unit at the same salary rate and remaining in the same job classification.

**Open Recruitment:** To recruit for a position in the open job market, either locally, regionally, or nationally.

**Promotion:** An evaluation of the qualifications and advancement of an individual involving a change of classification within or between budgetary units that may or may not involve a salary increase.

**Regular Position:** A position that entails at least twenty hours per week for a period of at least four and one-half continuous months.

**System-wide Recruitment:** Recruitment within the components of The University of Texas System. Applicants at any University of Texas System component may apply for such vacancies.