Staff Employment

Purpose

This policy establishes SFA's employment process for staff, including those paid with grant and contract funds. It also establishes that the Department of Human Resources is responsible for developing staff employment policies and procedures. This policy does not include student (including graduate assistant) or temporary staff employment.

Persons Affected

This policy applies to all university staff.

Definitions

None.

Policy

This policy describes employment practices and ensures that each employment action conforms to state statutes, university policies, fund availability, and university goals. All hiring decisions for vacant positions are made based on lawful, job-related, and non-discriminatory criteria and in keeping with SFA HOP 01-305 Nondiscrimination, which prohibits unlawful discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, citizenship, and veteran status.

Departments may choose initially any of the following three options to fill a position vacancy: internal promotion within a department, campus-wide recruitment using an internal posting, or external recruitment through a public posting.

Internal promotions within a department require a review of all current employees to determine those who are qualified for promotion. All selected candidates must meet the minimum education and experience requirements stated on the official university job description for the position. Before extending an offer of promotion, a department should contact Human Resources to verify that the candidate meets the stated qualifications.

Campus-wide recruitment may be used when only current university employees are to be considered to fill the vacancy. External recruitment provides for a public posting of the vacancy, open to all qualified applicants. Both campus-wide recruitment and external recruitment postings must remain active for applications for a minimum of five business days.

The hiring process for recruited vacancies consists of identifying the vacancy and evaluating the need for the position; revising the job description as necessary; selecting a search committee; posting the vacant position; reviewing and screening applicants; conducting interviews; selecting a candidate; and finalizing the employment offer. For a general overview of the hiring process, see the human resources website.

Procedures

Posting Vacant Positions

Vacant staff positions, except for positions to be filled by promotion, must be posted on the SFA careers website. Positions are posted for at least the minimum number of days based on position and/or posting type as established by the Department of Human Resources. All staff postings that are posted externally are advertised on the jobs website hosted by the Texas Workforce Commission. Staff postings may be advertised on HigherEdJobs.com at the discretion of the hiring department. Advertisements in other locations are determined by the hiring department with the approval of human resources and university marketing communications.

Human resources maintains a bank of job posting templates that include each position's description. Departments may request updates to job descriptions and posting templates prior to creating a posting, using a process determined by human resources. Hiring departments must provide position-specific information that is required by human resources before a position is approved to be posted. To help develop a viable candidate pool, the university may enter a contract with a hiring firm to fill positions, in which case applicants may be directed to apply for the position through other methods.

Training

Part of the posting creation process is the designation of a search committee to contribute to the hiring decision. Search committee training is required every two years for search committee members. Training information is contained in the learning management system. Additionally, there are resources for developing selection matrices, interview questions, and hiring files in the hiring manager's toolkit on the human resources website.

Screening Candidates

A screening matrix is required for all posted staff vacancies. The hiring department is required to submit the screening matrix to human resources for approval prior to screening applicants. The matrix is designed to document justification for selecting applicants for an interview and all qualified applicants are to be included on the approved matrix. A sample screening matrix is available on the human resources website. If search committee members discover that a relationship with an applicant exists as defined by SFA HOP 03-208 Nepotism, they must notify the search committee chair immediately.

Veteran's Preference

In accordance with state law, an individual who qualifies for a veteran's employment preference is entitled to a preference in employment with or appointment to a state agency over other applicants for the same position who do not have a greater qualification.

Former Foster Child Preference

In accordance with state law, an individual who was under the permanent managing

conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification.

Interviewing

The hiring department is required to submit interview questions to human resources for approval prior to conducting interviews. Sample interview questions are available on the human resources website. All interview questions asked throughout the hiring process, to include phone and/or video interviews, must be job-related and approved by human resources.

Hiring of New Staff

The hiring department will submit the search file to human resources for an EEO compliance review prior to offering a conditional employment offer to the selected candidate. The hiring department will then submit a hiring proposal to hire the selected candidate through the SFA careers website. The hiring proposal should contain all documents and records related to the search including, but not limited to, the job posting, initial screening matrix, interview notes, and a selection justification for the selected candidate. The hiring proposal and any search documents should be kept for two years following the date of hire of the selected candidate. Information on completing the required steps to submit a hiring proposal is available on the human resources website. The hiring department has full discretion for placing a new employee's pay up to the midpoint of the salary grade. Hiring rates above the midpoint require approval by human resources before the verbal offer is extended to the candidate in accordance with SFA HOP 03-405 Institutional Classified Pay Plan.

Accepted Employment Offer

Upon the candidate's acceptance of an employment offer, human resources conducts a background check for all new staff employees and former employees with a break in service. After the background check is completed successfully, the hiring department should submit the appropriate electronic personnel action form (EPAF) to start the employee's job assignment. An EPAF submission is required before a new employee is permitted to start work.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Gov't Code Ch. 657

SFA HOP 01-302 Accessibility for Persons with Disabilities
SFA HOP 01-305 Nondiscrimination
SFA HOP 03-203 Employee Affirmative Action/Recruitment Plan
SFA HOP 03-205 Employment of Persons with Criminal History
SFA HOP 03-207 Fair Labor Standards
SFA HOP 03-208 Nepotism
SFA HOP 03-307 Reasonable Workplace Accommodations
SFA HOP 03-214 Security Sensitive Positions
SFA HOP 03-405 Institutional Classified Pay Plan

Responsible Executive

Director of Human Resources

Forms

Departmental Checklist for Recruiting, Interviewing, and Hiring
Hiring Manager's Toolkit
Job Analysis Questionnaire (JAQ)

Revision History

September 1, 2023 (original)