

# FACULTY RECRUITMENT PROCEDURE GUIDELINES

## A. Authorization and Preparation

- Authoriza

## B. Recruitment

PreB .

Advertising the vacancy to broaden the applicant resource pool (each advertisement or letter must direct the applicant to the Careers at Texas websites):

- Professional journals for the specific dimbers of

ies or other protected groups

o other schools and departments

ion posted on the Careers at Texas Tech websites; includes the EEO/AA statement

As an EEO/AA employer, the Texas Tech University System and its components

inate in our employment practices based on an applicant's race, color, religion,

ntation, gender identity, national origin, age, disability, genetic information or

cted veteran.

## C. Screening of Applications

- Full and equal consideration was given to each applicant who possessed minimum qualifications listed in the position description
- Weights, if used, are justifiable and were uniformly applied
- Desirable requirements are in alignment wiliM 0.239 0 Td (i)Tjl

local HR Office.

HR office will forward Faculty Addendum and other supporting documentation of search efforts to the Equal Opportunity Office to review for compliance with federal and state affirmative action and EEO requirements.

- Certification of the search process completed