

## MEMORANDUM OF ADMINISTRATIVE POLICY

**SECTION: Human Resources**

**Number: 02.A.13**

**AREA: General**

**SUBJECT: Recruitment, Job Posting and Selection of Staff Employees**

### I. PURPOSE

The University of Houston Clear Lake is committed to equal opportunity and affirmative action in its recruiting practices. This document sets forth the policy regarding recruitment of staff employees, including the manner in which information regarding position vacancies is disseminated. It applies to all exempt and non-exempt regular nonfaculty employees.

### II. POLICY

- 2.1. Recruitment and selection of candidates for vacant positions will be conducted in accordance with applicable statutes, regulations, and policies of the University of Houston Clear Lake and will be consistent with the principles of equal employment and affirmative action.
- 2.2. All regular staff positions shall be posted for a minimum of ten working days prior to making a hiring decision, per Texas Government Code 656.024. Positions shall be posted on the university employment web site. The decision to use additional advertising will be made on a case-by-case basis.
- 2.3. The policy of the University of Houston Clear Lake is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, or sex (including gender and pregnancy), except where such a distinction is required by law. Additionally, The University of Houston Clearlake prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement.

### III. DEFINITIONS

- 3.1. Job posting: Method of displaying current job openings that extends an invitation to those interested to apply. Postings include a summary of the major duties and responsibilities and minimum qualifications.
- 3.2. Job/Position description: A document that describes the major duties, functions, and authority assigned to a position. It details the minimum skills, knowledge, and abilities required to perform a job.

- 3.3. Regular staff employee: An employee who is appointed for at least 20 hours per week on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition for employment, and those holding a teaching and/or research position classified as faculty.
- 3.4. Background check: A criminal background check must be conducted on any candidate, internal or external, for a full-time, part-time, regular, or temporary position who is under final consideration for employment, following normal screening and selection processes. Additional information on background checks for employees may be found in SAM 02.A.37.

#### IV. POLICY PROVISIONS – RECRUITMENT

- 4.1. A request to fill a position must be posted with the university human resources department prior to distributing any public notices, advertisements placed, or screening of applicants.
- 4.2. All regular staff positions below the level of vice president will be listed with the university human resources department employment office to ensure equal employment opportunity and to allow uniform reporting procedures. This listing must take place prior to initiating any search activities. Regular staff positions of director and above will be reviewed by the Chief Diversity Officer and must complete Search and Screen training.
- 4.3. If a search/screening committee is to be used for the selection of candidates for a regular staff position, the membership of the committee must be filed with the university human resources department at the time the committee members are appointed. The membership information provided to the university human resources department must include identification of the chair or a contact person.

#### V. POLICY PROVISIONS – JOB POSTING

- 5.1. Employment qualifications listed on position requests and job postings must be work-related and must be those qualifications included on the job/position description under which the position is classified.
- 5.2. The University human resources department will post position announcements on the officially designated university employment website.
- 5.3. Approved vacancies may be publicized in newspapers and academic journals upon the request of the hiring department. All advertisements must be approved by the university human resources department prior to placement of the advertisement and must include the appropriate equal employment opportunity statement. Advertising for positions for which there is a formal search/screening committee must have prior approval of the university Chief Diversity Officer or designee.



## IX. REVISION LOG

Revision Number	Approval Date	Description of changes
1	1/25/1996	SAM 02.A.13 initial edition
2	2/1997	UHCL supplement adopted
3	2/04/2021	ULC reviewed supplement and determined supplement to be outdated and out of compliance with UH SAM 02.A.13. Recommended adopting UH SAM 02.A.13
4	03/27/2023	Add procedures for criminal background check to Section VI.
5	11/29/2023	To align with SAM 01.D.07, updated non-discrimination statement.