



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”) OP 06.15: Faculty Hiring Procedures

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President
Responsible Office:	Provost and Vice President for Academic Affairs
Next Scheduled Review:	03/01/ 2023 2027. This OP will be reviewed every two years by the Provost and Vice President for Academic Affairs with substantive revisions forwarded to the President.

I. Policy Purpose

The purpose of this OP is to establish the policies and procedures for the recruitment and hiring of faculty members at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Policies and Procedures

The employment of new faculty members who will hold academic rank will be done in accordance with the following procedures, using the appropriate standard forms:

A. Approval to Fill Position, Position Announcement:

When a faculty position becomes available, the department chair will complete the standard position announcement and the Faculty Personnel Requisition Form and forward them through the dean to the Provost and Vice President for Academic Affairs for approval to begin the search.

B. Recruiting of Faculty:

Following the approval of the Dean, Provost and Vice President for Academic Affairs, and President to fill the position at a predetermined rank and salary range, the ~~Department Chair~~ Chair of the hiring committee will recruit applicants through the placement of advertisements in the appropriate professional publications and through other appropriate means.

Announcements will also be sent to the MSU Human Resources Department so that the openings may be listed with the Texas Workforce Commission (“TWC”) to meet legal requirements and to attract a ~~diverse~~ pool of highly qualified applicants. Vacant

faculty positions must be held open for at least ten (10) work days from the time the vacancy is first listed with TWC.

All postings and advertisements for faculty positions should include a statement that:

All qualified applicants will be considered for employment without regard to sex, race, color, national origin, religion, age, disability, protected veteran status, or genetic information.

C. Requirements

1. English Proficiency

It is the responsibility of the search committee, the chair of the hiring committee ~~Department Chair~~, and the Dean to ensure that an applicant is proficient in oral and written English.

2. Highest Earned Degree

MSU will hire only faculty whose highest earned degree is from a regionally accredited university. For applicants whose highest earned degree is from a university outside the U. S., it will be the responsibility of the chair of the hiring committee ~~Department Chair~~ and the Dean to ensure that the applicant has appropriate academic preparation.

D. ~~Ethnic Identification~~

~~Each applicant for a faculty position will be sent an Applicant Statistical Data Sheet form to self-identify race and ethnicity. The form will be completed and returned to the Director of Human Resources/Equal Employment Opportunity Officer at the option of the applicant as designated on the form.~~

Records

All position announcements, placement ads, applications, interview questions, screen matrices, and applicant evaluations will be kept on file and officially maintained in the Human Resources Department. The application of the successful candidate will become a part of the employee's permanent personnel file.

E. Interview Procedure

The chair of the hiring committee ~~Department Chair~~ will complete the Screening Matrix Form to evaluate candidates for selection to interview. The chair of the hiring committee ~~Department Chair~~, through the Dean, will request permission in writing from the Provost and Vice President for Academic Affairs to interview chosen applicants. Requests should be accompanied by candidates' CV's curriculum vitae. Following the granting of permission to interview, the chair of the hiring committee ~~Department Chair~~ will provide the credentials and vita of the selected candidates to each person who will interview the candidates.

The chair of the hiring committee ~~Department Chair~~, in consultation with the members of the department, will propose a list of interview questions to be asked of each candidate, and forward these to the Dean ~~Director of Human Resources and the~~

Provost and Vice President for Academic Affairs at the time permission is requested for a formal interview. ~~The dean may consult the EEO Coordinator to determine the appropriateness of the questions. To as great an extent as possible,~~ Questions should be the same for all candidates for the same position and must be related to the individual's ability to meet the requirements of the position.

F. Offer of Employment

Following the interview process, the Department Chair, through the Dean, will send a request to make an offer of employment to the Provost and Vice President for Academic Affairs. After a conditional verbal offer of employment has been accepted, contingent upon successful completion of a criminal background check if one is required according to Policy 3.349 OP 52.25: Criminal Background Checks – Employees and Volunteers, a formal offer of employment will be made by the President in the form of a faculty appointment contract signed by the President containing the rank, tenure status, and salary, and a letter further detailing the offer, signed by the Provost and Vice President for Academic Affairs. The faculty appointment contract is valid only when signed and returned by the candidate and after all official transcripts documenting the required education have been received by the Provost and Vice President for Academic Affairs.

III. Responsible Office

Contact: Provost and Vice President for Academic Affairs
 Phone: (940) 397 – 4226
 E-mail: provostoffice@msutexas.edu

IV. Revision History

- 10 Nov. 1989: Comprehensive revision and renumbering of *MSU Policies and Procedures Manual* and MSU Policy 3.112 (Procedures for Hiring Faculty) is adopted and approved by the MSU Board of Regents (“Board”).
- 12 May 1995: Modifications made by the Board to reflect current procedures in hiring faculty, i.e., by adding the requirement to complete selection criteria forms.
- 08 Aug. 1997: Revisions made and approved by the Board to reflect the University’s current procedure.
- 11 Feb. 2000: Revised by the Board to reflect the change in in the academic organization of the University (e.g. division director deleted and dean added).
- 09 Nov. 2001: Revised by the Board to: (1) meet the requirement of the Southern Association of Colleges and Schools (“SACS”) of ensuring a faculty member’s proficiency in oral and written communication; and (2) adding a statement demonstrating that faculty from non-regionally accredited institutions are qualified for employment.

- 11 Feb. 2005: Revisions by the Board include adding a second paragraph to section H concerning the preparation of a list of interview questions to ask each candidate for a faculty position to comply with an audit by the Texas Human Rights Commission.
- 11 May 2012: Revisions by the Board include: (1) renaming the Screening Matrix Form the Personnel Requisition Form in Section A (Approval to Fill Position, Position Announcement); (2) adding in Section D (Ethnic Identification) an Applicant Statistical Data Sheet to self-identify race and ethnicity; (3) adding the requirement in Section F (interview Procedure) for the Department Chair to complete the Screening Matrix Form to evaluate candidates for selection to interview; and (4) adding the requirements that after the interview process the Department Chair, through the Dean, will send a request to make an offer of employment to the Provost and Vice President for Academic Affairs and, after a conditional verbal offer of employment has been accepted, contingent upon successful completion of a criminal background check if one is required according to MSU Policy 3.349.
- 05 Aug. 2021: Comprehensive revision and renumbering of *MSU Policies and Procedures Manual* which is renamed *Operating Policies and Procedures Manual of Midwestern State University*. Former MSU Policy 3.112 (Procedures for Hiring Faculty) is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System, as MSU Operating Policy/Procedure (“OP”) 06.15: Faculty Hiring Procedures.
- _____ 2026: Revised to comply with recent federal and state executive orders, added a section on policy purpose, and clarified the interview procedure to involve Human Resources and the Provost on the approval of interview questions. Following approval by MSU President Stacia Haynie (xx xxxx 2025), the revisions are approved by the TTU System Board of Regents.

Stacia Haynie, President
Midwestern State University

Date Signed: _____