Instructions for Hiring Manager and Search Committee

1. Go to https://tcu.igreentree.com/
2. Click on Hiring Manager.
3. Contact the HR Employee Coordinator for your username and password. You should change your password after you login to Hiring Manager under Maintenance.
4. Click on the Login button.
5. In the box on the left, click on Reqs and then My Reqs.
6. There is a small box containing a plus sign to the left of the blue requisition number. Click on that box to view the applicants for that position.

7. The "Result for this Req" column is very important. Applicants have a status screen that updates them on the status of the hiring process. This must be updated by the Hiring Manager at least weekly. The automatic response that the system inserts is *Received Application*. As soon as you open the box that lists the applicants, you should change all of those that say *Received Application* to another response choice from the drop-down menu. *Routed to Department*, *HR is Reviewing*, *Departmental Review*, and *Reviewable* are some I use. If you know that the person will not be one of the ones considered, then *Not Selected* is a possible choice. I can add new messages if you want something that is not on the menu**.**
IMPORTANT: Applicants can view this message.

8. The comment section on the far right should be filled in for every applicant. It is important because it allows us to provide information on why one candidate was chosen instead of another. Comments in this section must be job specific. Everyone should have a comment filled in for AA/EEO compliance. Do not put the same comment for everyone. **Applicants cannot view these comments. No interviews may be conducted until the comment section has been completed. No background check will be run nor should any job offer be made until all of the comments have been completed.**

Instructions for Hiring Manager and Search Committee
Using Mac w/Safari and iPad

1. Go to https://tcu.igreentree.com/hmm

2. Contact the HR Employee Coordinator for your username and password.

   <mark>You should change your password after you login to Hiring Manager under the green Change Password button.</mark>

3. Click on the Login button.

4. In the maroon box, click on My Reqs.

5. You will see a list of all the searches to which you have access.

6. After you find the search you want to see, click on the icon of the head on the far right. You should see a number next to it indicating the current number of applicants.

7. The next screen shows you all of the applicants. To view one, click on the down arrow on the far right. This will open up the information for results and comments.

8. At the bottom of the page, you will see the Expression of Interest and the other documents that have been attached. Tap on each one to open it.

9. When you have completed viewing that applicant, click on the up arrow to close the applicant's documents.

Search Chair Information:

1. The "Result for this Req" column is very important. Applicants have a status screen that updates them on the status of the hiring process. This must be updated by the Hiring Manager at least weekly. The automatic response that the system inserts is *Received Application*. As soon as you open the box that lists the applicants, you should change all of those that say *Received Application* to another response choice from the drop-down menu. *Routed to Department*, *HR is Reviewing*, *Departmental Review*, and *Reviewable* are some I use. If you know that the person will not be one of the ones considered, then *Not Selected* is a possible choice. I can add new messages if you want something that is not on the menu**.**
IMPORTANT: Applicants can view this message.

2.The comment section on the far right should be filled in for every applicant. It is important because it allows us to provide information on why one candidate was chosen instead of another.   Comments in this section must be <u>job specific</u>. Everyone should have a comment filled in for AA/EEO compliance. Do not put the same comment for everyone.   **Applicants cannot view these comments.   No interviews may be conducted until the comment section has been completed. No background check will be run nor should any job offer be made until all of the comments have been completed.**

<u>Recruitment Procedures</u>　　(Please initial each step when completed.)

Human Resources now provides EEO II and III reports. Departments no longer need to mail Voluntary Survey Cards.

_____1. A Faculty Search Authorization form, accompanied by a copy of the proposed advertisement or position announcement, must be processed by the school/department in which a vacancy occurs. Final authorization rests with the Provost. Upon approval by the Provost, the original Faculty Search Authorization form, search guidelines, and appropriate forms are sent to the school/department. The Provost's office will notify the Deputy Affirmative Action Officer that a search will begin.

_____2. Most searches for tenure-track faculty appointments involve the formation of a search committee. Ideally, the committee should be appointed before a position description has been finalized and members should have the opportunity to review it before it is submitted for approval, in order to ensure a range of input and perspectives.

_____3. TCU is committed to national advertising of full-time faculty positions. Any deviation from this policy must be approved by the Dean of the school/college in which the vacancy occurs and by the Provost. The Provost's office covers the cost of advertising for faculty positions; the specific allocation amount is set annually. Departments may choose to place ads in _The Chronicle of Higher Education_, professional journals/newsletters, or post position announcements on appropriate web sites. At a minimum, (budgeted) full-time tenure-track positions must be advertised in one national site (i.e. Chronicle), two minority sites (AAHHE; Diverse Issues in Higher Education), one women's site (WIHE), and on the TCU Human Resources website: http://www.hr.tcu.edu/300.htm. Lecturer positions (at a minimum) must be posted on the TCU website, the AAHHE site and Diverse Issues in Higher Education site. All advertisements and postings must contain the statement: "As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law." Ads will be posted for a minimum of 30 business days. Payments for advertisements should be processed through the office of the Provost.

_____4. All faculty positions must be posted on the TCU Human Resources website. Only applications on the TCU website will be accepted for review. Outside postings in journals, newsletters, or other websites must direct the candidate to the TCU website to apply. **Resumes and other documents cannot be posted on other websites or sent directly to the department.**

_____5. Letters or announcements must be sent to minority, women's and professional organizations notifying them of faculty vacancies and requesting names of qualified female and minority applicants. The office of the Provost will provide assistance in identifying such organizations as well as information from women's and minority doctoral candidate directories and prospective faculty vita banks as appropriate. **A copy of all postings must accompany the EEO I form.** Additionally, faculty in the hiring unit should contact colleagues for assistance in identifying women and minorities and other underrepresented groups who may be potential applicants.

_____6. Recruitment for all faculty vacancies must be undertaken without designation by age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. It is a violation of federal standards for a position to be identified as open only to members of a particular minority group or gender. Faculty in the hiring unit should use all available sources to ensure that the underrepresented groups listed above are represented in the applicant pool.

_____7. Job requirements must be applied uniformly to applicants without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Departments must be certain that the credentials and level of experience, which are required for any position, are actually necessary for proper performance of the job.

It is as inappropriate to relax standards in order to hire an applicant from an underrepresented group as it is to raise standards to artificially prohibit employment. Lowering standards preferentially for underrepresented groups is discrimination against others. A requirement for employment which results in a disproportional impact upon

minorities or women can be maintained only if such requirement is clearly related to the job in question and is first approved by the Affirmative Action Officer.

Search Procedures
For Full-Time Faculty Positions

<u>Introduction</u>

Texas Christian University is committed to its mission, vision and core values:

- <u>Mission</u> – To educate individuals to think and act as ethical leaders and responsible citizens in the global community.
- <u>Vision</u> – To be a prominent private university recognized for our global perspective, our diverse and supportive learning community, our commitment to research and creative discovery, and our emphasis on <u>leadership development.</u>
- <u>Core Values</u> – TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service.

With these tenets as a foundation, Texas Christian University, (TCU) affirms that all individuals must be treated with equity in the hiring, retention and promotion process. TCU insists that each person be evaluated on his or her individual merits and not on a stereotypic conception of any group classification practices. TCU rejects any and all barriers that artificially limit the professional and personal development to individuals.

TCU seeks candidates dedicated to excellence in teaching, scholarship, service and professional development. The following procedures are designed to guide all units engaged in searches for full-time faculty positions. These procedures and guidelines will assist units in making hiring decisions consistent with the campus commitment to our mission, vision, cores values, and the affirmative action policy. Use of these procedures should 1) facilitate the development of excellent candidate pools, 2) help to eliminate potential sources of bias in the search and screening process, 3) lead to appointments that will bring more academic recognition to the University and support our work to create a more diverse and inclusive campus community. The foundational premise of our commitment to this process does not require a lessening of our commitment to our mission, vision and core values statement; rather, it is essential to the successful accomplishment of stated goals.

Under federal law and executive order, TCU and other institutions of higher education are required to comply with certain standards in their recruitment and hiring of faculty members. These policies and procedures are detailed in various publications of the Office for Civil Rights, the Department of Labor, and of the Equal Employment Opportunity Commission. Pertinent documents are available from the TCU Affirmative Action Officer or from the Office of the Provost. Affirmative Action/EEO requirements for full-time faculty positions are incorporated in the following procedures.

Faculty Search Advertising Websites

WIHE – Women in Higher Education
Website: www.wihe.com
Login: c.odiorne@tcu.edu
 (Lecturer positions are <u>not</u> required to be posted on this site. We have purchased a "bundle" of ads).

AAHHE – American Association of Hispanics in Higher Education, Inc.
<mark>Currently all faculty postings in AAHHE should be submitted on the required form and emailed (in Word format) to Karina Griffin at grffnkarina@gmail.com. Request form from a.j.gonzales@tcu.edu</mark>

Diverse Issues in Higher Education
Website: http://jobs.diversejobs.net
This will be pulled automatically from the HR website.
(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

Higher Ed Jobs
https://www.higheredjobs.com/
This will be pulled automatically from the HR website.
(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

<u>**Optional:**</u>

The Chronicle of Higher Education
Website: chronicle.com
(Optional national site. We have purchased a "bundle" of ads for web postings)

The Registry
Website: www.theregistry.ttu.edu
Click on "Institution" in the right toolbar
Login: tcufrogs

Higher Ed Jobs
http://www.higheredjobs.com/
This will be pulled automatically from the HR website.
(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

Academic Careers Online
Website: http://www.academiccareers.com/

NAACP
Website: http://www.naacp.org

American Association of University Women
Website: http://www.aauw.org

American Council on Education
Office of Women in Higher Education
Website: http://www.acenet.edu/programs/owhe

Association of American Colleges
Project on the Status & Education of Women
Website: http://www.aacu.org/psew/index.cfm

Higher Ed Women
Website: https://www.higheredwomen.com/employer.html
Discipline Specific Sites

Before Candidates Are Invited to Campus for Interviews

_____1. Request the AA/EEO report from Human Resources.

_____2. Forward the EEO-Affirmative Action, Form 1 to the dean of the college for review and approval. The dean's office forwards the documents to the Provost's office for review and approval.

After the search procedures have been approved, the Provost's office notifies the school/department that a candidate may be scheduled for a campus visit.

Schools/departments are expected to make every effort to economize on travel and entertainment expenses by limiting the number of campus visits whenever possible. Funds are budgeted in the office of the Provost for bringing candidates to campus for formal interviews (i.e., airfare, mileage, lodging, meals, etc.), as well as entertainment expenses incurred by the school/department. The dean should be contacted concerning the departmental allocation for candidate expenses. Paperwork for candidate travel expenses and reimbursement for entertainment expenses should be processed through the dean to the Provost's office.

Position No._____

EEO-AFFIRMATIVE ACTION - FORM 1

Complete this form and return to Cindy Odiorne (c.odiorne@tcu.edu) in the Provost's office.

This form is to be submitted by email before invitations are issued to candidate for campus interviews.

Department/School_____

Position Title and Rank as advertised_____

Minimum degree level specified in advertisement:

Doctorate_____   ABD_____   (Required completion date_____

Master's_____   Bachelor's_____

Experience required: No_____   Yes_____   (If yes, number of years_____)

_____1. Position search has been approved by the Department Chair and the Dean to move forward.

_____2. Position was advertised in one or more appropriate national publications.

_____3. Position was posted with TCU Human Resources office.

_____4. The ad(s) mentioned that "TCU is an AA-EEO Employer."

_____5. Copy of the ad(s) showing place and date of publication is attached.

_____6. Requested completed AA/EEO report from Human Resources to be sent to Provost/AA Officer.

_____7. Statement describing the screening process used to identify the most qualified applicants is attached.

_____8. List of minority, women's, and professional organizations contacted to request names of qualified female and minority group applicants and copies of letters and/or announcements sent to these organizations are attached.

_____9. List of colleges, university, or other sources that were contacted in an effort to identify qualified applicants and copies of letters and/or announcements sent to these institutions.

_____10. Advise Provost's Office if there is a possibility of the hire of a non-U.S. citizen. A national online ad must be placed and documented for international hires.

_____   _____
Department Chair   Date   Dean   Date

_____   _____
Provost/VC Academic Affairs   Date   AA/EEO Officer   Date

2017

Additional Information:

- At any time after the 30 days posting period, if you have enough applicants to consider, the position can be put on hold or closed. It cannot be viewed by applicants unless it is re-opened. Contact HR to do this.

- Once you have selected an applicant for the position, a background check must be
  - performed before the position can be offered to the applicant. (Cindy will send the release form.)

- 3. When the results are back and are clear, then you will be contacted by Cindy in the Provost's office. Then the position may be offered.

- 4. You will need to provide Cindy with the new hire's contact information,start date and salary so that the hiring letter may be sent.

- For additional questions, please email or call us or refer applicants to us at any time.

Jesse Rojano
jesse.rojano@tcu.edu
817-257-7790

Recommendation and Appointment Procedures

(Initial Each Step When Completed)

_____1. A criminal background check must be conducted for the top candidate prior to submissions of a recommendation letter. The school/department is responsible for sending the candidate's name, email information and position number applied for the Provost's office. An electronic invitation will be sent to the candidate requesting online background release information. The Provost's office will communicate the results to the dean and department chair.

_____2. All recommended appointees are expected to meet the Southern Association criteria for faculty (i.e., have completed at least 18 graduate semester hours in the teaching field and hold at least a master's degree from a regionally accredited college or university.) In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified in writing by the chair/dean to the Provost/Vice Chancellor for Academic Affairs.

_____3. When the department chair (or the dean in a non-departmentalized school) is ready to recommend the appointment of a new faculty member, he/she shall transmit a recommendation electronically that includes the following:
   A.   Name and address of candidate
   B. Position number for the position to be filled.
   C. Action to be taken (proposed rank, salary, number of years credit to be granted toward the tenure probationary period, and any special conditions of employment.)
   D. Evaluation of the candidate. Explain why the candidate was chosen over others interviewed for the position. Include an estimate of the candidate's background and qualifications as reflected in the vita.
   E. Conclusion. Explain how the candidate will fit into the teaching and research efforts of the school/department. For example, if the candidate will fill a qualitative gap in the school/department, designate the area and explain how the candidate's qualifications will fit the school/department's needs.
   F. Request an AA/EEO report from HR identifying the candidates interviewed to be included with this recommendation.
   G. A copy of the candidate's vita should be downloaded from iGreentree and electronically mailed to the Provost's office.

_____4. The recommendation for appointment (prepared by the department chair) is forwarded electronically to the dean. The dean shall then forward the recommendation electronically to the Provost by way of a cover letter, which may confirm the information contained in the department's recommendation or provide additional information as appropriate.

5. The Provost issues an official letter of appointment and contract to the candidate.

_____6. Once a candidate has accepted an offer, the online job evaluations on iGreentree must be completed by entering the specific job-related reasons why each applicant was rejected. This information should be placed in the Comment section of the Hiring Manager's page on iGreentree. The evaluation will be submitted to the University Affirmative Action Officer at the end of two weeks.

EMPLOYMENT OF NON-U.S. CITIZENS IN
TENURE-TRACK FACULTY POSITIONS

Please keep in mind the following information when considering non-U.S. citizens for tenure-track faculty positions.

- *First and foremost* - keep in mind that IF the hiring department wants to hire a non-US citizen, they must be able to document (to the Department of Labor) that the qualifications of the non-U.S. citizen who is offered the position are **superior** to those of any U.S. citizen who applied for the position. This evidence will be required in conjunction with an Application for Alien Labor Certification (step 1 in the application process for Permanent Residency green card). Thus, complete and detailed documentation from the faculty search and all applicants considered should be retained.

- If there is any possibility that your department may wish to hire a non-US citizen for this position, a print ad is NO LONGER required. It is, however, still required that an electronic version of the ad be run for the hire -- in *either* the Chronicle of Higher Education - OR- in a national journal in that field.

- TCU cannot hire a non-U.S. citizen unless he/she already has or is able to obtain H-1B (Nonimmigrant Worker) status. This status has a maximum time period of 6 years and is obtained via a petition submitted to US Citizenship & Immigration Services by an immigration lawyer in Dallas, TX, on behalf of TCU. The prospective faculty member can be either in the U.S. or outside the U.S. - the procedure is the same and can take up to 4 months.

- The faculty member cannot begin employment until approval for H-1B status (and/or visa) has been received.

- In conjunction with H-1B employment, the university is required to offer a salary that is equivalent to or exceeds the "prevailing wage" for the position. This process is also handled by the immigration lawyer.

- Individuals on H-1B status are permitted to pursue permanent resident status in the U.S. Faculty candidates should be informed, however, that TCU does NOT provide legal counsel for subsequent applications/petitions involved in obtaining permanent resident status (green card). TCU will stipulate in the initial appointment letter that obtaining permanent resident status is required BEFORE tenure can be granted.

TCU Provost's Office
May 22, 2012