



UT System Administration Policy Library -- Policy INT111  
**HIRING, PROMOTION, AND TRANSFER  
OF EMPLOYEES**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: [policyoffice@utsystem.edu](mailto:policyoffice@utsystem.edu)

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## **POLICY STATEMENT**

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This policy applies to the posting and filling of employment vacancies.

An exception to this policy may occur in the filling of positions that report directly to the Chancellor or when approved by the Chancellor or his designee.

The University of Texas System Administration is an Equal Opportunity/Affirmative Action employer and is committed to the recruitment and selection of highly qualified employees without regard to race, color, national origin, religion, sex, veteran status, sexual orientation, age or disability.

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## **RATIONALE**

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The purpose of this policy is to outline the responsibilities of all parties to the hiring process and to ensure the fair and impartial recruitment and selection of employees in accordance with applicable laws, rules, and UT System Administration policy.

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## **SCOPE**

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All offices of the UT System Administration

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## **WEBSITE ADDRESS FOR THIS POLICY**

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<http://www.utsystem.edu/policy/policies/int111.html>

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## **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

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<b>UT System Administration Policies &amp; Standards</b>	<b>Other Statutes, Policies &amp; Standards</b>
<ul style="list-style-type: none"><li>• <a href="#">INT109, Criminal Background</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Texas Government Code, Chapter</a></li></ul>

<p><u><a href="#">Checks for Security Sensitive Positions</a></u></p> <ul style="list-style-type: none"> <li>• <u><a href="#">INT105, Sexual Orientation Nondiscrimination Policy</a></u></li> <li>• <u><a href="#">INT121, Equal Employment Opportunity</a></u></li> </ul>	<p><u><a href="#">656</a></u></p> <ul style="list-style-type: none"> <li>• <u><a href="#">Texas Government Code, Chapter 657</a></u></li> <li>• Texas Government Code, Chapter 672</li> </ul>
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## CONTACTS

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If you have any questions about UT System Administration Policy INT 111, *Hiring, Promotion and Transfer of Employees*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	<u><a href="mailto:esc@utsystem.edu">esc@utsystem.edu</a></u>

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## DEFINITIONS

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**Internal Recruitment:**

Recruitment within a specific department of the University of Texas System Administration.

**System-wide Recruitment**

Recruitment from the institutions of the University of Texas System, including System Administration. Employees of any University of Texas System institution may apply for such positions.

**Open Recruitment:**

Recruitment for a position in the open job market, either locally in Austin, regionally, or nationally.

**Regular Position:**

A position that entails at least twenty hours per week for a period of at least four and one-half continuous months.

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## **RESPONSIBILITIES**

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**Office of Human Resources**

- Reviews and places all advertisements in newspapers, journals, etc., and identifies The University of Texas System Administration as an Equal Opportunity/Affirmative Action Employer.
- Reviews and approves job postings and hiring ranges.
- Reviews recruiting files and authorizes hires.

**University of Texas System Administration Hiring Official or Hiring Department**

- Completes a job posting and electronically forwards it to the Office of Employee Services for review and approval.
- Considers all qualified applicants based on job-related criteria, when a vacant regular position is to be filled.
- Selects applicants to be interviewed and schedules appointments with those individuals.
- Ensures that all applicants selected for interview have submitted a completed University of Texas System Administration application for employment.
- Ensures that all applicants selected for interview meet all minimum qualifications stated in the posting.
- Checks the applicant's references before an offer of employment is extended.
- Ensures a criminal background check and degree verification is completed prior to extending an offer of employment.
- Completes a recruiting summary and electronically forwards it to the Office of Employee Services for review and approval, prior to extending an employment offer.
- Completes an assignment action and routes it to the Office of Employee Services prior to the beginning employment date.

**Applicant**

- Submits a complete application, including required supplemental materials to the Office of Employee Services for each position for which they are interested.

**Interviewer**

- Ensures that all interview questions are job-related.
- Ensures job interview documentation is retained.

## **Search Firm**

- Ensures that all records required by the Office of Federal Contracts Compliance Programs are secured and maintained.

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# **PROCEDURES**

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## **1.1 Procedures for Filling Posted Vacancies**

All regular positions must be recruited through the posting of vacancies or, in some cases, through a search firm.

Vacancies may be posted internally or open to the public.

Internal Postings:

- Available only to employees within the hiring department
- Available only to UT System Administration employees
- Available only to UT System employees, across all institutions, including System Administration

Internal postings must be posted for a minimum of five consecutive workdays.

Open Postings:

- Available to all applicants, regardless of employment status

Open postings must be posted for at least ten consecutive workdays. Under extenuating circumstances, an open posting may be posted for five consecutive workdays. Hiring officials must submit a written request to post for less than ten workdays to the Office of Employee Services.

Workdays include weekdays for which UT System Administration is not recognizing a holiday. Workdays will include optional holidays. One workday will be considered to have elapsed at the completion of eight full workday hours.

## **1.2 Security Sensitive Positions**

All positions at UT System Administration have been designated as security sensitive. All postings and advertisements will identify positions as security sensitive and state that a criminal background check will be conducted. (INT109, *Criminal Background checks for Security Sensitive Positions.*)

## **2.1 Posting Vacancies**

To post a position, the hiring official must submit a completed job posting, which must be forwarded by the hiring official to the Office of Employee Services for review and

approval. The requirements for the position must meet the minimum qualifications set forth in the job classification description. All advertisements in newspapers, journals, etc., will be reviewed and placed by the Office of Employee Services and will identify the University of Texas System Administration as an Equal Opportunity/Affirmative Action Employer.

### **2.1.2 Approvals for Job Postings**

The Office of Employee Services will ensure that all requisite approvals are obtained before a job is posted. All positions with budget impact will be approved by the Associate Vice Chancellor-Controller and Chief Budget Officer before posting.

## **2.2 Applying for Positions**

**2.2.1** Applicants may not be considered for a position until a completed application for employment is submitted to the Office of Employee Services, including any supplemental materials required by the job posting.

**2.2.2** A regular employee of the University of Texas System Administration is eligible to apply for job openings outside of his or her current department provided he or she has been employed for a minimum of six continuous months. An employee interested in transfer opportunities must submit an application to the Office of Employee Services to be considered for any posted position.

**2.2.3** An applicant will be disqualified from consideration for employment with the University of Texas System Administration if he or she makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position.

## **2.3 Selecting and Interviewing Applicants**

**2.3.1** The hiring official is responsible for selecting qualified applicants to be interviewed and scheduling appointments with individuals from the pool.

**2.3.2** The hiring official will ensure that all applicants selected for interview have submitted a completed University of Texas System Administration application for employment directly to the Office of Employee Services on or before the date the applicant is scheduled to be interviewed.

**2.3.3** Any supplemental materials required of applicants by a job posting must be received for an applicant to be considered for interview or selection for hire. Applicants must be given a minimum of five work days to submit required materials before an offer of employment may be extended unless the hiring official can demonstrate using job-related criteria that the applicant would not be selected even if their supplemental materials were received.

**2.3.4** The hiring official must consider all qualified applicants with complete applications before making an offer of employment.

**2.3.5** Before making a hiring decision, the hiring manager will review the materials submitted by all applicants to determine if any applicants are eligible for a veteran's employment preference in accordance with Texas Government Code Chapter 657 or former foster children preference in accordance with Texas Government Code Chapter 672.

At the time of application, applicants are able to self identify as being eligible for the preference under Texas Government Code, Chapter 657.003, which states in part: "An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with or appointment to a public entity or for a public work of this state over other applicants for the same position who do not have a greater qualification." The Human Resources Management System designates with the image of an American flag applicants who self identify in this manner.

If an applicant who claims eligibility for the veteran's preference has qualifications which are superior to all other applicants, the hiring manager may submit that applicant's name to the Office of Employee Services as the applicant recommended for hire in accordance with 2.4 (c) of this policy. If an applicant who claims eligibility for the veteran's preference has qualifications which are equal to the qualifications of the most qualified candidate, the hiring manager will notify the Office of Employee Services immediately for review. After a review of the applicants' materials and, if necessary, requesting additional material from the applicant(s) claiming a preference, the Office of Employee Services will evaluate whether the applicant qualifies for the preference. The hiring manager will make the employment selection accordingly.

Former foster children are eligible for employment preference under Texas Government Code, Chapter 672.002, which states in part: "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."

Persons claiming an entitlement to the veteran or former foster children employment preference in accordance with Texas Government Code Chapter 657 and Texas Government Code Chapter 672 and who are aggrieved by an adverse hiring decision by the University of Texas System Administration may file a written complaint with the Office of the Chancellor. Within 15 days of receipt of the written complaint, the Office of the Chancellor shall review the complaint and may render a different employment decision if it is determined that the employment preference under these chapters was not applied. The decision of the Office of the Chancellor shall be final.

**2.3.6** The interviewer ensures that all questions are job-related.

## **2.4 Review of Selected Applicant and Notification to Those Not Selected for Hire**

**2.4.1** The hiring official or his/her designee will check a minimum of two references provided by the selected applicant before an offer of employment may be extended. This requirement applies to internal and external candidates.

**2.4.2** The Office of Employee Services will verify any academic degrees claimed by the selected applicant prior to the offer of employment, regardless of whether a degree was a required qualification.

**2.4.3** If the position requires routinely driving on UT System business, a motor vehicle history must be completed on the selected applicant prior to offer of employment.

**2.4.4** In the event that a delay is expected in completing any of the pre-employment inquiries required by this policy, a conditional written job offer may be extended to the applicant following approval of the Office of Employee Services. The written offer must contain a statement that the offer of employment is contingent on the completion of satisfactory pre-employment inquiries as performed by the Office of Employee Services. The selected applicant must acknowledge the terms of offer by returning a signed copy of the letter to the hiring manager. The hiring manager will forward a copy of the letter to the Office of Employee Services.

**2.4.5** Prior to extending an employment offer, the hiring official must complete a recruiting summary and electronically forward it to the Office of Employee Services for review and approval. Approval by the Office of Employee Services is required before an offer of employment may be extended. The Office of Employee Services will review the recruiting summary and documents for Equal Employment Opportunity compliance.

**2.4.6** The effective date of a promotion or transfer within UT System should be mutually agreed upon between the two departments involved. The change will normally be effective after the employee gives notice of two weeks or ten workdays.

**2.4.7** The hiring department must complete an assignment action and route it to the Office of Employee Services prior to the beginning employment date of the applicant selected.

**2.4.8** Applicants who are interviewed but not selected for a position will be notified by the hiring official, or, upon departmental request, by the Office of Employee Services.

## **2.5 Recordkeeping**

All materials used in the hiring process, (e.g., interview notes, reference check records), must be forwarded to the Office of Employee Services at the completion of the process. The Office of Employee Services will retain selection materials in accordance with the UT System records retention schedule.

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## **FORMS AND TOOLS/ ONLINE PROCESSES**

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[Human Resource Management System](#)

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## **APPENDIX**

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None

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Keywords: vacancies, promotion, transfer, interviewing, promotion, promotions, interviews, interview, hiring, HR, human resources

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