Hiring Procedures and Controls for Faculty

May 2023

Office of Internal Audit
4901 E. University Boulevard
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Executive Summary

We have completed our audit of Hiring Procedures and Controls for Faculty at UT Permian Basin (UTPB), as included in the approved audit plan for the fiscal year 2023.

Conclusion

Documentation related to the faculty recruitment process was no longer available; additionally, UTPB does not have a set of comprehensive, approved procedures for hiring foreign faculty.

Audit Findings	Risk Level	Detail
1. Documentation related to the recruitment process prior to September 2022 is no longer accessible due to a change in talent management and recruitment software.	High Risk	Pages 3 – 6
2. UTPB does not have a set of comprehensive approved policies related to hiring foreign faculty.	High Risk	Pages 7 - 8

Finding 1 – Documentation related to the recruitment process prior to September 2022 is no longer accessible due to a change in talent management and recruitment software.

High Risk

Generally speaking, documentation over the faculty recruitment process, such as job listing and posting, a listing of all applicants, copies of the applicant's Curriculum Vitae, search committees' notes, etc., was no longer accessible and available due to a change in talent management and recruitment software.

Faculty hiring procedures are posted on SharePoint; however, there was no requirement regarding the maintenance of hiring documentation. Additionally, we could not determine if these procedures had been formally approved and were currently in effect.

Recommendation:
Federal and state laws and regulations require the maintenance of all documentation related to the recruitment and hiring process; therefore, we recommend the following:

A. In conjunction with the Provost, Deans, and Human Resources, faculty hiring procedures should be updated to include all federal and state requirements and be disseminated to all faculty and department chairs.

B. All faculty recruitment and hiring information, including search committee applicant evaluations, should be provided to the Human Resources Department (HR). The HR department has knowledge of federal and state employment laws and best practices and functions as the owner of the employment process. HR should be the official record keeper of all information gathered during recruitment and hiring. This does not preclude such information from being maintained at the college and department levels.

Finding 1 – Cont'd. Documentation related to the recruitment process prior to September 2022 is no longer accessible due to a change in talent management and recruitment software.

High Risk

Management's Response/Action Plan – Recommendation A
The Human Resources Department (HR) will work with the Provost and Deans to update faculty hiring procedures, including all federal and state requirements. Once the faculty hiring procedures are updated, the Human Resources Department can use Skill Soft to communicate this information to all faculty and department chairs.

Target Implementation Date – Recommendation A
December 2023

Responsible Party – Recommendation A
Provost, Deans, and Director of Human Resources

Finding 1 – Cont'd. Documentation related to the recruitment process prior to September 2022 is no longer accessible due to a change in talent management and recruitment software.

High Risk

Management's Response/Action Plan – Recommendation B

PeopleAdmin, a third party recruiting software, was used as the online recruiting software for the University from 2019 to September 2022. In 2021, UTPB's HR Team began discussing the implementation of the PeopleSoft Recruiting module as part of their effort to implement all modules. UT SIS recommended waiting to implement this module until 2022 because some enhancements were being developed. In early 2022, the HR Team started working with UT SIS to implement the People Soft Recruitment module to go live on September 1, 2022. In May or June 2022, PeopleAdmin was contacted to determine if there was a way to download the recruiting data in case it was needed in the future. PeopleAdmin seemed reluctant to do this, and at the time, our office did not have any Student Workers or extra time from the staff to download the data ourselves one position at a time. Several additional requests were made to PeopleAdmin for the download, but they continued to be unhelpful. In July 2022, PeopleAdmin was formally notified that the university would not renew the contract and would be moving to a new recruiting software. Once PeopleAdmin was informed of this decision, little to no support was provided to the HR Team, including downloading the data. On September 2022, we lost access to the data.

With the PeopleSoft Recruiting module, a UT System-supported software, now in place, the chances of losing access to recruiting data are minimal. The HR Team has begun requiring all recruiting documentation to be uploaded before the position is closed. With the new strategy, the HR Team can maintain a more complete repository of this information.

Finding 1 – Cont'd. Documentation related to the recruitment process prior to September 2022 is no longer accessible due to a change in talent management and recruitment software.

Target Implementation Date – Recommendation B
The People Soft Recruiting module was implemented in August 2022.

Responsible Party – Recommendation B
Director of Human Resources

Finding 2 – UTPB does not have a set of comprehensive approved policies related to hiring foreign faculty.

High Risk

There are no written guidelines pertaining to the hiring of foreign faculty. The absence of approved policies could lead to confusion, potential compliance issues, and increased expenditures to the University. Guidelines would clarify the type(s) of acceptable employment positions, outline the requirements for hiring foreign nationals, and include timeframes that specify when or what action(s) are required for an employee's visa to avoid the need to expedite the paperwork.

Recommendation:
We recommend UTPB draft standard policies pertaining to study-based exchange visas (F1), temporary nonimmigrant and exchange workers (H1B, J1), and workers seeking legal permanent residence. In addition, the policy should include details such as standard fees that the University will cover, the source of funds covering those fees, and the percentage of expenses the employee will be required to cover. Individuals with knowledge of immigration law should review the drafted guidelines to ensure UTPB complies with the Department of Homeland Security, the Department of Labor, the Texas Workforce Commission, and other federal and state laws.

The policy should indicate the required information and documentation provided to Human Resources throughout the faculty hiring process.

We also recommend that policy makes it clear that an offer of employment for all faculty, whether domestic or foreign, requires, at a minimum, approval by the Provost.

Finding 2– Cont'd. UTPB does not have a set of comprehensive approved policies related to hiring foreign faculty.

High Risk

Management's Response/Action Plan
The Office of Academic Affairs will update the faculty hiring policy and include specific guidelines for hiring foreign nationals. The policy will be reviewed by the individual(s) familiar with immigration law and federal and state hiring requirements, including cost-sharing provisions for administrative processing between UTPB and the employee.

Target Implementation Date
December 2023

Responsible Party
Provost and Executive Vice President

Background, Audit Objective, and Scope & Methodology

Background

In the annual risk assessment, Hiring Procedures and Controls for Faculty was determined to have a "critical" risk score. UT Permian Basin's Audit Committee approved the audit over hiring procedures and controls for faculty as part of the Fiscal Year 2022 Audit Plan and then reapproved it as a possible carryforward in the Fiscal Year 2023 Audit Plan.

Audit Objective

The objective of our audit was to evaluate the effectiveness of procedures and controls over the hiring of faculty, including foreign faculty.

Scope & Methodology

We requested and received a listing of all faculty members hired during the fiscal years 2021 and 2022; we judgmentally selected 10 faculty members for testing and requested all documentation related to the recruitment process and all legally required documents for the employment of those faculty members. Our audit included the following procedures:

- Obtained an understanding of the procedures and policies in place for the recruitment and hiring of faculty, including foreign faculty
- Reviewed UTPB policy, federal and state statutes, laws, and regulations regarding the recruitment and hiring of faculty
- Requested and received the population of all faculty hired during the 2021 & 2022 fiscal year and judgmentally selected a sample of 10 faculty members for testing
- Performed testing to verify compliance and effectiveness of the existing procedures and controls over the recruitment and hiring of faculty

Background, Audit Objective, and Scope & Methodology – Cont'd

We conducted our audit in accordance with *Generally Accepted Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. We also conducted our audit in accordance with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

The UTPB Office of Internal Audit meets the independence requirements set forth in *Generally Accepted Government Auditing Standards (GAGAS).*

Risk Ranking Criteria for Audit Findings

Risk Definition	Risk Level
An issue or condition, if not addressed immediately, has a high probability to directly impact achievement of a strategic or important operational objective of UT Permian Basin or UT System as a whole	**Priority Risk**
Risk that is considered to be substantially undesirable and results in a medium to high probability of significant adverse effects to UT Permian Basin either as a whole or at the college/department/unit level	**High Risk**
Risk that is considered undesirable and has a low to medium probability of adverse effects to UT Permian Basin either as a whole or at the college/department/unit level. Without appropriate controls, the risk will occur some of the time	**Medium Risk**
Considered to have minimal probability of adverse effects to the UT institution either as a whole or at the college/ school/unit level. Even with no controls, the exposure to UT Permian Basin will be minimal	**Low Risk**

Distribution

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