

1. Title

Interviews of Executive Administrators and Other Senior Administrators

2. Policy

Sec. 1 Purpose. This policy establishes guidelines and procedures for promoting diverse candidate interview pools for leadership positions within the U.T. System Administration and U.T. institutions while complying with applicable laws.

Sec. 2 Interviews for Executive Administrator Positions. To fill a new or vacant Executive Administrator position, a hiring institution is required to:

2.1 Prepare a written position description and offer an interview to more than one candidate;

2.2 Offer interviews only to candidates who meet the minimum qualifications for the position and have the bona fide skills and experience reasonably related to satisfactory performance in the position;

2.3 Conduct a search process that delivers a pool for interview by the final decisionmaker that includes female, male and underrepresented group candidates.

Sec. 3 Interviews for Other Senior Administrator Positions. When filling a new or vacant Other Senior Administrator position, a hiring institution is encouraged to comply with section 2 of this policy.

Sec. 4 Identification is Voluntary. When a candidate applies for an Executive Administrator position, the hiring institution must allow him or her to voluntarily indicate his or her (a) gender and (b) membership in an underrepresented group.

Sec. 5 Hiring Decisions. All ultimate hiring decisions must comply with applicable federal and state laws and regulations, Regents' Rules, and institutional policies.

Sec. 6 Exceptions. The requirements in Section 2 do not apply to:

6.1 Interim or acting appointments;

- 6.2 Situations in which the hiring institution has exhausted reasonable recruitment efforts but is unable to deliver a pool for interview by the final decisionmaker that includes female, male and underrepresented group candidates.

Before a hiring institution that is invoking this exception delivers a pool for interview by the final decisionmaker, it must request the exception from the Chancellor or Deputy Chancellor (if the hiring institution is U. T. System Administration) or its president and the appropriate executive vice chancellor (if it is a U. T. institution), provide the officials with documentation to justify the exception, and receive their written approval.

- 6.3 Rare and compelling situations, such as the withdrawal of a candidate whose continued candidacy would have allowed the hiring institution to deliver a compliant pool for final interview, an emergency hire, a spousal hire, or an opportunity to hire an internationally-renowned individual.

Before a hiring institution invokes this exception, it must inform the Chancellor or Deputy Chancellor (if the hiring institution is U. T. System Administration) or its president and the appropriate executive vice chancellor (if it is a U. T. institution), provide the officials with documentation to justify the exception, and receive their written approval.

- Sec. 7 No Legal Entitlement to Interview or Selection. This policy does not entitle any specific candidate to be interviewed for or hired into a position, and it does not confer any rights under law.
- Sec. 8 Compliance Review. Unless the Chancellor directs less-frequent reviews after the first three years of implementation, a U. T. System Administration office designated by the Chancellor shall annually review hiring institutions' compliance with this policy.

3. Definitions

Executive Administrator –

For U. T. System Administration: a deputy chancellor, executive vice chancellor, vice chancellor or associate vice chancellor.

For U. T. institutions: each position that performs executive duties and reports directly to the president and each other position the president designates as an Executive Administrator under this policy.

Other Senior Administrator –

For U. T. System Administration: an assistant vice chancellor, director or executive director.

For U. T. institutions: an associate vice president, assistant vice president, associate dean, assistant dean, department chair, associate department chair, assistant vice chancellor, division chief, section chief or head coach and each other position the president designates as an Other Senior Administrator under this policy.

Hiring institution – the U. T. institution, including U. T. System Administration, that is attempting to fill a new or vacant Executive Administrator or Other Senior Administrator position.

Underrepresented group candidates –

- a. Hispanic or Latino – an applicant of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race;
- b. Black or African American (Not Hispanic or Latino) - an applicant having origins in any of the black racial groups of Africa;
- c. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - an applicant having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
- d. Asian (Not Hispanic or Latino) - an applicant having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam;
- e. American Indian or Alaska Native (Not Hispanic or Latino) - an applicant having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

4. Relevant Federal and State Statutes, Policies, and Standards

None

5. Relevant System Policies, Procedures, and Forms

None

6. System Administration Office(s) Responsible for Policy

Office of The Chancellor

7. Dates Approved or Amended

December 11, 2015

8. Contact Information

Questions or comments about this policy should be directed to:

- bor@utsystem.edu