



Policy Chapter: Chapter 6 Academic Affairs

Policy Number and Title: 06.055 Faculty Recruitment

I. Policy Statement

The University of North Texas (UNT) is committed to fill faculty positions with the most qualified and best suited candidate for the position through promotion, transfer, or by hiring from outside of the University. In adherence with applicable laws and University policies, UNT prohibits discrimination in employment practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law. All appointments to University positions must be the result of selection decisions based on lawful, job-related, and non-discriminative criteria and in keeping with the [UNT Policy 16.004 Prohibition of Discrimination, Harassment, and Retaliation](#); Federal and State employment laws; and University regulations.

II. Application of Policy

All full-time and part-time faculty positions. This does not apply to positions that require student status as a condition of employment.

III. Policy Definitions

A. Administrative Appointment

“Administrative Appointment,” in this policy, means an appointment in which the workload consists of significant administrative duties (at least 50% administrative responsibilities) related to the operation of UNT, including the operation of a department, college, or program; and that leads or officially assists in leading a unit in a role such as a dean, associate dean, department chair, or other unit administrator.

B. Employee Preference

“Employee Preference,” in this policy, means a preference in employment over other applicants for the same position who do not have a greater qualification.

C. Former Foster Youth

“Former Foster Youth,” in this policy, means a person who was in the permanent managing conservatorship of the Texas Department of Family and Protective Services on the day preceding the individual's eighteenth (18th) birthday.

D. Hiring Authority

“Hiring Authority,” in this policy, means the individual who is responsible for final selection of the candidate to be hired and for tendering the offer letter. The hiring authority may include, but is not limited to, directors, chairs, associate deans, and deans.

E. Personnel Affairs Committee (PAC)

“Personnel Affairs Committee,” in this policy, means an elected group of faculty who make

recommendations regarding unit decisions, such as annual merit, to the unit administrator and/or dean.

F. Search Committee

“Search Committee,” in this policy, means a broadly representative group of individuals who are charged by the hiring authority to screen candidates by clearly defined and objective criteria so that high-potential candidates can be identified.

G. Security-sensitive Position

“Security-sensitive Position,” in this policy, means any position where the employee is required to handle currency on behalf of the University of North Texas, works in a location designated as security-sensitive, has access to UNT computer and information resources, has access to the personal information of another person, has access to financial information, has access to a master key, or is designated by the University of North Texas as security-sensitive. All positions with direct interaction with students or in proximity to or working with minors are security-sensitive for purposes of this policy. The employing department and Academic Resources must identify Security-Sensitive Positions.

H. Unit

“Unit,” in this policy, means an academic entity under the administration of a UNT official with responsibilities for personnel actions.

I. Unit Administrator

“Unit Administrator,” in this policy, means an individual with unit supervisory responsibilities. Unit administrators include, but are not limited to, department heads, directors, chairs, associate deans, and deans.

J. University Business Day

“University Business Day,” in this policy, means Monday through Friday during regular University business hours (8:00 a.m. to 5:00 p.m.).

K. Veteran

“Veteran,” in this policy, means a person who has served:

1. in the Army, Navy, Air Force, Coast Guard, Marine Corps, or the United States Public Health Service under [42 U.S.C. section 201 et seq.](#);
2. the Texas military forces as defined by [Section 437.001](#); or
3. an auxiliary service of one of those branches of the armed forces; and
4. has been honorably discharged from the branch of the service in which the person served.

IV. Policy Responsibilities

A. Postings

All part-time and full-time faculty jobs require a posting, and the postings must be open for a minimum of five (5) university business days to build a well-qualified and diverse candidate pool. All job postings should be consistent with [UNT Policy 06.002, Academic Appointments and Titles](#), and any related accreditation guidelines.

B. Selection

1. The selection process for tenure-system, professional, and faculty administrative and executive positions should follow the process outlined in the Faculty Search Committee Guide which details the procedures and guidelines and is published by Academic Affairs. Some units may describe how a search committee is formed in their bylaws. If there are no guidelines in a unit's bylaws, the search committee should be selected by the unit administrator in discussion with the search committee chair or/and in discussion with the PAC to appoint members. The Search Committee is responsible for selecting qualified applicants for interviews in accordance with the Faculty Search Committee Guide, university equal opportunity policies, and other applicable policies. Neither the hiring authority nor the unit administrator may serve on the faculty search committee. The search committee will then make their recommendation to the unit administrator, who will then present it to the hiring authority, before proceeding with an offer of employment.
2. The selection of adjunct faculty, postdoctoral positions, and research scientists are administered by the unit administrator, who will act as the hiring authority. The unit administrator is responsible for selecting qualified applicants based on the qualifications for the position and as defined by accreditation standards and these procedures and guidelines, and with the university equal opportunity policies and other applicable policies.
3. The selection process for administrative positions will be determined by the unit administrator, who will act as the hiring authority. The unit administrator may make the administrative appointment without a search by appointing an existing qualified faculty member. If the unit administrator determines a search is required, they may decide to issue an internal call among existing unit faculty or conduct an external search.

C. Special Provisions

1. Former Foster Youth. An individual qualifies for an employment preference over other applicants for the same position who do not have a greater qualification if the candidate is a former foster youth. An individual is entitled to an employment preference only if the individual is twenty-five (25) years of age or younger, i.e., the day before turning twenty-six (26). The designated employing department and Academic Resources will ensure that former foster youth are given preference under

this policy.

2. Veterans. An individual who qualifies for a veteran's employment preference is entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. The designated hiring department and academic resources will ensure that veterans are given preference under this policy
3. Preference will be in the following order:
 - a. a veteran with a disability;
 - b. a veteran without a disability;
 - c. a veteran's surviving spouse who has not remarried; and
 - d. an orphan of a veteran if the veteran was killed while on active duty.

D. Reinstatement or Reemployment

Former employees may be reinstated or reemployed to fill vacancies. Employees reinstated without a break in service may have benefits immediately restored. Employees reinstated after a break in service will have benefits restored as defined by current policy. Service credits accrued at the time of separation will be restored.

E. Employment Advertisements

The University of North Texas Equal Opportunity Statement, which is maintained by Human Resources, must be included in all advertisements. All external advertisements, inclusive of social media, must be approved by Academic Resources.

F. Security-Sensitive Jobs

Jobs that are considered security-sensitive must have contingent offers based on successful results of a background check, in accordance with [UNT Policy 05.006 Criminal History Background Checks](#).

G. Records Retention

Search committees must retain all records of recruitment and selection activity in accordance with [UNT Policy 04.008, Records Management and Retention](#). These documents should be provided to Academic Resources for record retention purposes within one month following the conclusion of a search. Records include, but are not limited to, position requirements, applicant qualifications, interview documents, and reasons for the hiring or rejection of applicants.

V. Resources/Forms/Tools

[Faculty Search Committee Guide](#)

[Faculty Recruitment and Onboarding Forms](#)

VI. References and Cross-References

[29 U.S.C. Chapter 8](#)

[38 U.S.C. § 101](#)

[42 U.S.C. § 201 et seq.](#)

[Texas Government Code § 437.001](#)

[Texas Government Code § 656.024](#)

[Texas Government Code § 657.002](#)

[Texas Government Code § 672](#)

[Texas Government Code § 2308.251](#)

[Texas Education Code § 51.3525](#)

[UNT Policy 04.008, Records Management and Retention](#)

[UNT Policy 05.006, Criminal History Background Checks](#)

[UNT Policy 05.027, Reduction in Force](#)

[UNT Policy 05.037, Classification of Jobs](#)

[UNT Policy 06.002 Academic Appointments and Title](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VII. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
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