

SUL ROSS STATE UNIVERSITY

SRSU Policy: Employment Policies and Procedures/Review Guidelines

SRSU Policy ID: APM 5.01

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President of Finance and Operations Approval

Date: December 20, 2023

Next Review Date: December 20, 2025

The general employment policy of Sul Ross State University, as approved by the Board of Regents, Texas State University System, is outlined below. Specific institutional policies and procedures affecting the employment conditions of staff members at Sul Ross are included in Chapter 5 of this manual. Policies and procedures affecting the employment conditions of faculty members are addressed in Chapter 5 of this manual and in the official publication, the *Faculty Handbook*.

A. GENERAL PROVISIONS

1. EQUAL EMPLOYMENT OPPORTUNITY

Sul Ross State University (SRSU or University) is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. SRSU in accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, gender identity, or gender expression in employment, educational programs, activities, and admissions. Each supervisor, faculty member, employee, and student is responsible for maintaining an environment that is free of discrimination and for addressing behaviors that violate this obligation in accordance with this policy.

Retaliations is prohibited against a person who opposes a discriminatory practice, files a charge, testifies, assists or participates in an investigative proceeding or hearing.

2. EMPLOYMENT ELIGIBILITY

Under the Immigration Reform and Control Act of 1986, the University is required to verify a new hire's identity and eligibility to work in the United States. Employees must complete a U.S. Department of Homeland Security Form I-9 in Human Resources. The University may verify both identity and eligibility to work by examining original documents from the acceptable documents listed within Form I-9.

B. VACANCIES

A vacancy which occurs in the faculty or administration at the institution may be filled by an interim appointment by the President, subject to subsequent Board approval. An interim appointment should be submitted for Board consideration at the next Board meeting following such temporary appointment. If the appointment is not approved by the Board, it shall be considered terminated as of the date of disapproval.

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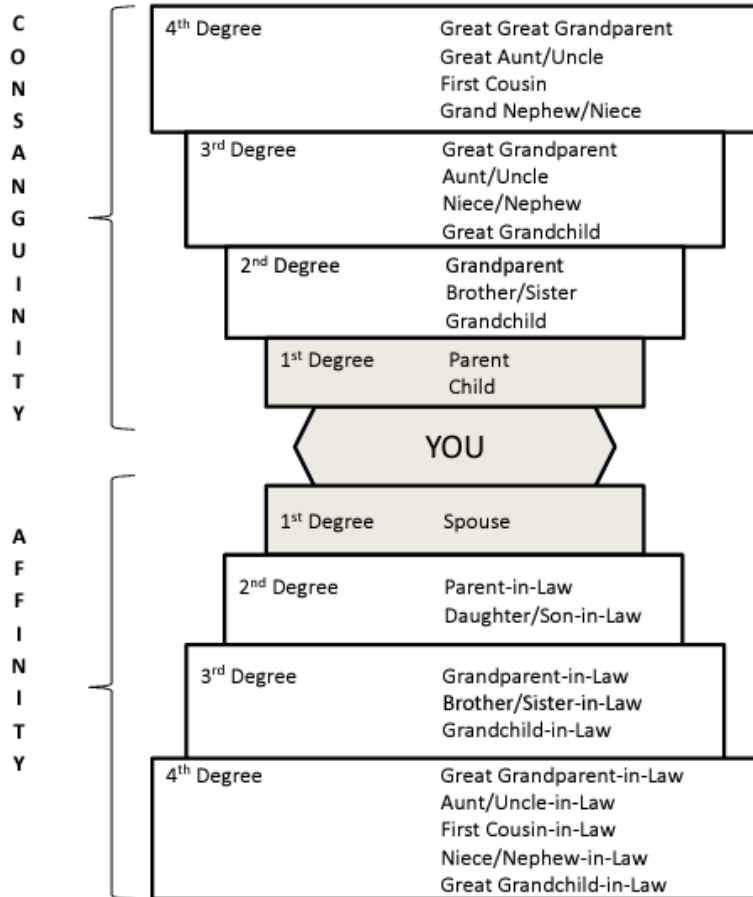
C. NEPOTISM RULE (RELATIVES)

No person related to any member of the Board of Regents within the second degree of affinity or within the third degree of consanguinity shall be eligible for appointment to any office, position, employment, or duty with any component institution of the Texas State University System, when the salary fee or compensation of such appointees is to be paid, either directly or indirectly out of public funds of any kind. This does not prohibit the continued employment of any individual employed one year prior to the appointment of the Board member.

The University may not employ any person related within the second degree of affinity or third degree of consanguinity to another employee if:

1. Such employment causes one relative to have direct supervisory relationship over the other relative; or
2. Such employment causes one relative to have authority over the salary or other terms of employment of the other.

IMMEDIATE FAMILY MEMBERS



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

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This does not prohibit the continued employment of any person employed prior to the adoption of this policy; however, all decisions concerning reappointment, promotion, or salary shall be the responsibility of the next highest administrative supervisor. The next highest administrative supervisor shall also make a written review of the work performance of such employee annually to be submitted to the President. All such situations will be reported annually to the Board of Regents.

D. FACULTY HIRING

1. NOMINATIONS

The President shall recommend annually to the Board of Regents the employment or re-employment of such faculty who, in his opinion, will best serve the interests of the University. All nominations for employment or re-employment shall be in writing and shall state the name and highest degree of the nominee. The tenure status of the nominee should also be included if he is proposed for a faculty position.

2. APPOINTMENTS

All appointments shall be made on the basis of merit. The Board of Regents shall elect and employ members of the faculty at the annual meeting of the Board upon the recommendation of the President. All faculty appointments and contracts of employment shall be for a specified term not to exceed one year, and each appointee shall be so advised by the President.

Commensurate with aspirations and ideals of the institution, the Board of Regents strongly desires to maintain and encourage learned faculties who, by precept and example, will instruct and inspire their students with distinction and reflect credit upon the institution.

E. SELECTION PROCEDURES FOR FACULTY AND STAFF

1. WORKFORCE DIVERSITY

a. Equal Employment Opportunity

It is the policy of Sul Ross State University to provide equal employment opportunity for all persons in accordance with their individual, job related qualifications and without consideration of race, creed, color, sex, religion, age, national origin, disability, sexual orientation, gender identity, veteran status and ancestry. Equal employment opportunities shall be afforded in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary. Retaliation is prohibited against a person who opposes a discriminatory practice, files a charge, testifies, assists or participates in an investigative proceeding or hearing.

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b. Veteran's Preference

All other qualifications being equal, preference will be given to Veteran's, Widows and Orphans of Veterans. Any Veteran's Preference given must be documented in the Other Factors section of the Applicant Interview Evaluation and Selection form.

c. Testing

Any tests required by the hiring department must be administered under the same conditions for all finalists.

2. SCREENING AND SELCTION MATRIX FOR FACULTY AND STAFF

a. Application Screening

All applications are sent to the Human Resources Office for initial screening. Only applications meeting the basic qualifications for the position are sent to the hiring department or search committee for further consideration. Applicant screening is used to objectively compare applicants to the announced job qualifications.

b. Credentials Verification

The hiring department will complete the Verification of Candidate's Credentials form for a candidate who is recommended for hire. It is necessary to verify credentials required and/or relevant to the job on the application, resume or other credentials submitted by the applicant. This form is available on each employment posting on the applicant tracking portal. The completed verification form must be returned to the Human Resources Department before a job offer may be extended.

3. INTERVIEW FOR FACULTY AND STAFF

1. Interviews

The hiring department and/or search committee for the position conduct interviews. Only legal job-related questions may be asked. Questions or statements related to gender, age, religion, minority status, marital status, health or disability are strictly prohibited. Interview questions will cover objective, job related criteria and seek information on the applicant's knowledge and competencies to perform the job. Interview questions asked and notes on candidate answers for faculty and staff positions will be maintained for each interview conducted and submitted to Human Resources before a job offer may be extended.

2. Candidate Selection

The hiring department or search committee will carefully and impartially evaluate all candidates for the position based on bona fide job-related qualifications. The Applicant Interview Evaluation and Selection form will be completed by the hiring department to document interview results for each candidate interviewed.

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3. Evaluations

The hiring department must complete the Applicant Interview Evaluation and Selection form for each candidate interviewed for a position. This form is available on the Human Resources webpage.

F. HUMAN RESOURCES REVIEW BEFORE HIRING FOR FACULTY AND STAFF

The results of the interviews with all supporting documentation will be submitted to two levels of supervision above the position being offered for approval. The Applicant Interview Evaluation and Selection form must be submitted to Human Resources prior to the job offer.

G. MANDATORY TRAININGS

The State of Texas wants its employees and customers to feel comfortable working in an environment free of harassment and other forms of discrimination. The Human Resources Department in partnership with the Office of Information Technology has placed on-line required trainings in approved University learning system. The trainings are designed to inform you of the State's Equal Employment Opportunity policies, Title IX Sexual Misconduct policy, Child Protection, and Ethics. These policies define your rights and duties as an employee as well as cover the state and federal laws that support them. State Law (Chapter 21, Section 21 Texas Labor Code) requires you to take mandatory trainings, and follow up with a refresher course **every two years**.

The four mandatory trainings must be completed by all new Faculty, Staff, and Student employees within 30 days of hire date.