

1. GENERAL

Sam Houston State University endorses the views of the United States Supreme Court in *Grutter v. Bollinger* (2003) that the educational benefits of diversity “are not theoretical but real;” that they include “cross-racial understanding;” the breaking down of racial stereotypes; and the promotion of learning outcomes. Founded as a normal school for white teachers over a century and a quarter ago, the University’s considered academic judgment is that the antiquated biases of the majority-dominant nineteenth century have no application or relevance in a twenty-first century of global cultures and marketplaces and that a diverse faculty best prepares students to meet those challenges; that “the skills needed in today’s increasingly global marketplace can only be developed through exposure to widely diverse people, cultures, ideas, and viewpoints;” and, that “[e]ffective participation by members of all racial and ethnic groups in the civic life of our Nation is essential if the dream of one Nation, indivisible, is to be realized.”

1.01 This revised policy statement incorporates the provisions of Academic Policy Statement 810729, Affirmative Action Procedures for Filling Faculty Positions, which has been rescinded.

2. INSTRUCTIONAL STAFFING

2.01 The University assumes responsibility for instructional staffing, and it is expected that instructional staff will be diverse.

3.01 The overall responsibility for the implementation and administration of Diversity Plans is included in the job duties of the President of Sam Houston State University. As the chief administrator, the President has delegated to the vice presidents, deans, directors, department/school chairs, the authority and responsibility for diversity plans and procedures at each corresponding level. Each of these individuals is expected to put forth a good-faith effort to ensure

the success of this plan, and each will be evaluated as to their diversity efforts and results on the same basis as other work performance criteria.

- 3.02 For purposes of clarification, the term “academic administrative unit” and herein also referred to as “academic unit” and “hiring unit” is:
- a. An academic department/school, the administrator of which is a chair; or
 - b. The Newton Gresham Library, the administrator of which is a director.
 - c. A chair reports to the Provost and Vice President for Academic Affairs through the appropriate academic dean; the Library Director reports directly to the Provost and Vice President for Academic Affairs.

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5.04 A term position is one which is allocated to an instructional program on a term basis, i.e., for one or more semesters or during a summer on either a part- or full-time basis. The University makes no commitment to either a faculty member or to an administrative unit regarding the future of a term position allowance beyond the specified period.

6. ALLOCATION PROCESS FOR POSITION ALLOWANCES

6.01 During the preliminary budget request (PBR) cycle each academic dean/director will develop and present to the Provost and Vice President for Academic Affairs a statement of position allowance needs.

- a. This statement shall be presented in accord with instructions included as a part of the PBR cycle.
- b. The statement shall address the number of position allowances required for tenured faculty, the number required for tenure-track faculty, and the number requested for term appointments.

6.02 The Provost and Vice President for Academic Affairs shall review all requests for positions, whether for new positions, vacated positions, or reallocation of existing positions, and shall develop recommendations conce0 Td [mn4(ve)4(l) Td [(r)-1(a

position is confirmed to the appropriate academic dean/director by the Provost and Vice President for Academic Affairs.

6.06 A term position is authorized for a specific period of time only, not to exceed one academic year. It is subject to reallocation.

7. FACTORS INFLUENCING THE ALLOCATION OF POSITION ALLOWANCES

7.01 The criteria which shall influence the assensI1

- 8.03 All faculty job vacancies are posted and publicized in accordance with University policy to maintain EEO compliance.
- a. It is the responsibility of the administrator of the hiring unit to ensure that, as a minimum, all faculty vacancies are posted in an appropriate professional publication or other outlet.
 - b. All position ads must have approval of the department of Human Resources.
- 8.04 All full-time and part-time faculty vacancies will be posted for at least ten working days prior to filling a faculty vacancy.
- 8.05 Except in cases of bona fide, emergency a

9. HIRING PROCESS

- 9.01 The hiring unit will notify the Department of Human Resources as soon as it is determined that a sufficient number of applicants has been secured. The job will be placed in a “closed” status and advertising discontinued for that position. Additional applicants should not be considered unless the job is reopened with proper administrative approvals.
- 9.02 From each applicant, the hiring unit will request pertinent, job-related information (e.g., vitas, copies of research, teaching evaluations, compositions, and references). Using an initial screening device (referring to elements cited in the advertisement), the hiring unit will evaluate each candidate and may choose to invite one or more applicants to provide additional job related information or to visit the campus for a more detailed interview. During the campus interview the candidates may meet with the departmental/school chair and faculty, make a professional presentation, and be evaluated with respect to the posted job requirements. The hiring unit will develop job-related interview questions to be asked of all candidates during the interview. Questions and answers are to be recorded and maintained.

With the approval of the Provost and Vice President for Academic Affairs, the dean may immediately provide the candidate with a tentative letter of offer pending approval of the President and of The Texas State University System Board of Regents.

- 9.03 Once a priority list has been established, the administrator of the hiring unit presents a written recommendation through channels for the employment of the preferred candidate. Along with the proposed rank, salary level, and recommendation for years transferred for tenure purposes, the file will contain an SHSU faculty application, official transcripts, at least three letters of recommendation, the evaluation tool, criteria for ranking candidates, and the interview questions and answers. If the dean concurs, his/her written recommendation, along with the entire file is forwarded to the Provost and Vice President for Academic Affairs.

The dean, prior to an official offer to an applicant, will ensure AA/EEO compliance in the hiring procedure by reviewing the evaluation tool that shows how the candidate compared to the requirements for the position, the criteria used in the evaluation, and the interview questions and answers. Upon

favorable recommendation of the Provost and Vice President for Academic Affairs and the subsequent concurrence of the President, a letter of offer for the position will be issued to the successful candidate by the President with appropriate notification to the administrators involved.

9.04 When a signed response from the potential faculty member accepting the employment offer is received by the President, the position is considered to be filled.

a. Upon issuance of the appointment, a signed copy of the contract must be returned to the Office of (s)-1(ubs)-1(e)4(u-10(oe4(c)-6(c7r.)c)4(o-1(t)-p m)-0-2(on ih)6()T

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one-quarter or one-half time, to teach laboratories and lower division courses under the supervision of a full-time faculty member.

- 13.02 Teaching Assistant positions are allocated by the appropriate academic dean based upon available funding. Once a preferred candidate has been selected by the hiring unit, it is the responsibility of the dean to make a written offer to the candidate. If the position is accepted, the dean will forward the entire personnel file to the Pro

