Advertising and Hiring Procedures for Faculty Vacancies

Below are procedures for the advertising and hiring of faculty vacancies. Please share this information with search committee members. If you need assistance at any time during this process, please call the HR Employment Office at ext. 2360.

1. All advertisements must carry the following statement:

   TAMIU IS AN EQUAL OPPORTUNITY EMPLOYER

2. Prior to advertising, the advertisement must be approved by the appropriate Dean and HR. The advertisement should be approved by routing it as an email attachment and obtaining approvals on the body of the email. HR should be the last office to approve, and HR will route the final approved ad to the Purchasing Department.

3. Once approved, HR will advertise the position: online at TAMIUWorks!; online at HigherEdJobs.com; with the Texas Workforce Commission; with The Texas Higher Education Coordinating Board; and with various agencies.

4. To advertise your vacancy in a pertinent journal/publication (i.e., The Chronicle of Higher Education), please work with the Purchasing Department to get pricing, generate a requisition, and have the ad placed. HR will provide the Purchasing Department with the advertisement indicating final approval by the appropriate Dean and HR, as described above in item #2.

5. To post a vacancy on a pertinent, free Internet advertising site, ensure you use the exact wording (copy and paste) from the JVN developed by HR and that the announcement carries the statement “TAMIU is an Equal Opportunity Employer” at the end.

6. Resource materials containing tips for conducting interviews and conducting reference checks are available online from the HR Employment webpage under “Resources for Hiring Supervisors.” Additionally, the System online training course called "Conducting Effective Interviews" is available from HRConnect under the TRAINING tab. You can access HRConnect via Single Sign On.

7. Upon receipt of an application, a letter of acknowledgment plus an “Applicant Self-Identification Information” form and self-addressed stamped envelope must be mailed to ALL applicants. Forms and envelopes are available through the HR Office. Prior to mailing the “Applicant Self-Identification Information” form, the top portion of the form must be completed, indicating the title and department of the position (i.e. Assistant Professor, Department of Social Sciences.) Please ensure the “Applicant Self-Identification Information” form and self-addressed stamped envelope are mailed to ALL applicants.

8. Please communicate to the HR Employment Office as applicants are interviewed. When a selection is made, please notify the HR Employment Office of the name of the individual as well as other pertinent information such as start date, rank, length of contract, salary, etc. Also, provide the HR Employment Office copies of any letters sent to applicants during the process.