

## 03.FAC.01 – Faculty Recruitment and Selection

Approved by COB Faculty (November 5, 2024)

[Revision History](#)

### Summary

The College adheres to University Procedure 12.99.99.C0.01 Recruitment and Appointment of Faculty. The following is the College of Business at Texas A&M University-Corpus Christi's process for faculty recruitment and selection.

### Initiating A Faculty Recruitment Search

A faculty recruitment search shall be initiated when there is an open faculty Personnel Identification Number (PIN), either through the approval of a new PIN or the replacement of an existing PIN. The need for a particular type of faculty may be determined by course requirements, accreditation needs, and/or academic improvements.

The department chair, in coordination with the Dean's Office and Associate Dean for Faculty Success and Accreditation (AD-FSA), will complete the required university search request form once an open PIN is identified. Academic Affairs and the Provost will approve the formation of a search committee.

### Creating a College Search Committee

The College of Business Dean will appoint a search committee from among the college and departmental faculty to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation. The search committee will follow current search guidelines provided by Human Resources and the AD-FSA. The AD-FSA will assist the search committee with the administrative aspects of the selection process.

### Candidates Progression through the Selection Process

Each search committee member will screen all applicants and eliminate those lacking the required qualifications identified in the job posting. At least two (2) committee members shall review and rate each qualified applicant. The search committee chair will contact all candidates with ratings above a minimum search committee-determined threshold to arrange for structured interviews. The search committee will select finalist candidates and recommend them to the Dean for on-campus interviews after the initial interview round. The search committee will complete all required reference checks before extending invitations for on-campus interviews to the finalists. After the on-campus interviews, the search committee will make a final recommendation to the Dean. The Dean will make a recommendation to the Provost. The Dean will make the offer to the finalist via a letter outlining major provisions of the offer if the Provost approves. The Provost and Vice President of Academic Affairs will send an employment contract including compensation, teaching load, and tenure conditions upon the finalist's acceptance of the offer.

## Related Policies

[University Rule 12.99.99.C0.01 – Recruitment and Appointment of Faculty](#)

## Revision History

- Revised January 29, 1999
- Revised, COB Advisory Council, November 14, 2006
- Revision Approved by COB Faculty May 8, 2007
- Revised April 2012
- Approved by COB Faculty (March 9, 2018)
- Revised (September 4, 2020)