



<b>Institutional Handbook of Operating Procedures</b> <b>Policy 03.03.02</b>	
Section: Human Resources Policies	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Employment	Responsible Entity: Human Resources

**I. Title**

*Administrative & Professional Recruitment*

**II. Policy**

The University of Texas Medical Branch (“UTMB”) is an Equal Opportunity/Affirmative Action employer and is committed to the recruitment and selection of highly qualified employees without regard to race, color, religion, age, national origin, sex, gender, sexual orientation, gender identity or expression, genetic information, disability, veteran status, or any other basis protected by institutional policy or by federal, state or local laws unless such distinction is required by law. As required by federal regulations, special efforts will be made to identify qualified, underutilized, underrepresented ethnic minorities and women for positions where underutilization has been documented. If the position is covered by the UT System Opportunity Rule (UTS187), additional requirements may be necessary.

Prior to hire, professional references, drug screening, and appropriate criminal history background checks will be completed and cleared. Salary offers for all A&P and Executive positions, regardless of placement in salary range, require review by the Compensation division of Human Resources. If the position reports directly to the President or if the total compensation is over \$1,000,000 annually, additional approvals may be required based on the UT System Operating Budget Rules and Procedures which are published annually. In cases where additional approvals are required, Compensation sends the Request for Budget Change (RBC) communication to the UT System Office of Health Affairs for approval.

**III. Search Committee**

Hiring authorities may use search committees as advisory units, but they are not required to do so.

**IV. Waiver of Recruitment and Selection**

Waivers of the recruitment and selection process are considered an exception. A request for an exception to this policy must demonstrate that the institution’s capacity to deliver education, sponsored scientific research or patient care will be seriously hampered if not granted, or the requestor can show that a competitive recruitment is not in the best interest of the hiring institution. These circumstances must be fully documented and justified in writing. A request for an exception to the recruitment and selection process must be approved by the entity leader and reviewed by the Vice President of Human Resources and Chief HR Officer.

**V. Procedure**

The responsibilities of the hiring authority and/or search committee are detailed in the “Recruitment and Selection Procedures for A&P and Executive.” The procedures can be obtained from the Talent Acquisition and Recruitment division of the Office of Human Resources.

**VI. Related UTMB Policies and Procedures**

[IHOP - 03.02.01 - Nondiscrimination, Equal Employment Opportunity and Affirmative Action](#)

[IHOP - 03.02.06 - Criminal History Background Checks for Employment and Promotion](#)

[IHOP - 03.07.02 - Pre-Employment Drug Testing](#)

[IHOP - 05.03.05 - Faculty Recruitment](#)

[IHOP - 03.02.02 - Americans with Disabilities Act Policy](#)

**VII. Relevant System Policies and Procedures**

[Regents' Rules and Regulations, UTS 187 Interviews of Executive Administrators and Other Senior Administrators](#)

**VIII. Dates Approved or Amended**

<i>Originated: 07/01/2002</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
01/08/2010	08/08/2022
09/09/2015	
07/08/2019	09/02/2022
07/05/2023	

**IX. Contact Information**

Human Resources – Talent Acquisition and Recruitment  
(409) 747-4800