

## PROCEDURE LIT.5.02.02 PROCEDURES FOR FILLING POSITIONS

### **SCOPE:** Faculty and Staff

It shall be the goal of Lamar Institute of Technology (LIT) to attract, hire and retain a highly qualified workforce for all positions. The Office Human Resources will complete the necessary process to open a position and will assist the search committees to be sure the guidelines for non-discriminatory hiring are met. All applications will be received in the Office of Human Resources and shared with the designated search committee or administrator in accordance with the blind scoring results. Records of the search and selection will be sent to The Office of Human Resources upon the identification of the recommended hire. Approval of the selection is dependent upon the anti-discrimination review by the Office of Human Resources.

1. **Announcement of Openings.** Posting of all regular full-time and regular part-time position openings must be requested from Human Resources (HR). Approved position openings will be advertised on LIT's job website and with the Texas Workforce Commission and other sites, as needed. All posted positions must remain open for a minimum of five (5) working days.
  - 1.1. Requests to fill a position (or create a new position) must be discussed with and approved by the appropriate Vice President and with the President's knowledge and support thereof. Hiring managers should consult with HR for position description assistance and approval thereof. The draft position posting will be routed through LIT's job website internal approval process to ensure each level of authority for the hiring unit views and approves the posting in advance of appearing on LIT's job website. This internal approval process includes, but is not limited to: position description review, Vice President approval, budget approval, Human Resources approval and President approval.
  - 1.2. A current and complete position description must accompany every posting and must meet the requirements of the Americans with Disabilities Act.
  - 1.3. HR may require a position analysis to validate the classification of the position before the opening is posted.
  - 1.4. The posting requirements may not apply when a promotion or transfer within the unit is for the purpose of changing the organizational structure of the department. In such cases, HR should be contacted before any commitment is made by the department to ensure position compliance in classification and salary levels.
2. **Lateral Transfers.** A posted position may be filled by the transfer of an employee from one organizational work unit to another under the following conditions:
  - 2.1. The employee interested in transferring must apply for the position.
  - 2.2. The employee must possess the minimum qualifications for the position.
  - 2.3. No increase in pay is awarded at the time of the transfer.

- 2.4. The employee must have completed the probationary employment period and have demonstrated job performance deserving of transfer consideration. Internal reference checks will be performed on internal candidates; the feedback of which will be taken into consideration for transfer.
- 2.5. The employee's accrued vacation and sick leave balance are transferred to the new organizational unit. Compensatory leave may be taken prior to the transfer, paid by the existing department, or transferred to the accepting department.
3. Promotion. Qualified employees may be considered for promotion for regular full- time and part-time position vacancies under the following conditions.
  - 3.1. A position must be available.
  - 3.2. The employee interested in promotion must apply for the vacant position.
  - 3.3. The employee must possess the minimum qualifications for the position.
  - 3.4. The employee has satisfactorily completed their probationary employment period and has demonstrated job performance deserving of promotion consideration. A background check and internal reference checks will be performed on internal candidates; the feedback of which will be taken into consideration for promotion.
4. Recruitment. HR will coordinate the recruitment of all regular full-time and regular part-time positions and will monitor adherence to all related Policies and Procedures. Positions may be advertised in profession specific journals or on other recruiting websites, as needed.
  - 4.1. HR will be the official recipient of all applications for employment at LIT. Applicants who contact the hiring organizational unit must be directed to complete a job application before the applicant may be considered a candidate for the vacant position and prior to any serious discussion of employment is conducted. This is applicable to all job applicants.
  - 4.2. Advertisements in newspapers, recruiting websites and/or professional journals must be approved by Human Resources and the appropriate Vice President before placing the advertisement to ensure compliance with LIT's nondiscrimination policies and budget guidelines.
  - 4.3. Advertisements must not appear prior to posting of the employment opportunities on LIT's job website.
  - 4.4. Positions may be posted for broad distribution or on campus only. Divisional only postings must be approved by HR. Divisional postings are intended to give all current regular employees within a division an opportunity to apply for an open position.
5. Interviewing. All applications for regular full-time and regular part-time positions will be screened and scored by Human Resources before being interviewed by the hiring unit unless the hiring manager elects to establish a scoring committee and screen and score applications directly.
  - 5.1. Applications received past the posting deadline or after candidate scoring has been

completed will not be considered.

- 5.2. Scoring criteria will be based on the position description and must be approved by HR. Human Resources (or the designated scoring committee) will apply the scoring criteria to complete the Position Screening Matrix on all applicants within the candidate pool at the time of scoring. Selection for interviews will be determined by the candidates' scores. Candidate selections for interviewing must be approved by HR.
- 5.3. The interview committee will interview a minimum of three (3) applicants, unless there are less than three qualified applicants in the applicant pool based upon the approved scoring criteria. Interview questions shall be based on the bona fide occupational qualifications as defined in the position description.
- 5.4. Scoring committees, if used, and interview committees (required) must include a minimum of three (3) participants.
- 5.5. A copy of the interview questions and applicants' answers must be submitted to Human Resources.
- 5.6. The hiring manager will inform HR of the interview committee's disposition of each interviewed candidate. In turn, HR will complete the Interview Results form on all interviewed applicants.
6. Selection. After interviewing the applicants provided by HR, the interview committee and hiring manager will select the best qualified applicant without regard to race, color, religion, sex, national origin, age, or disability.
  - 6.1. No commitment is to be made to the final candidate until the packet of applications and all other related applicant and interview forms have been reviewed by HR for:
    - 6.1.1. Objectivity in selection;
    - 6.1.2. Compliance with equal employment opportunity laws;
    - 6.1.3. Recommended salary level and start dates;
    - 6.1.4. Appropriate documentation (Hiring Packet documents)
  - 6.2. HR may require a hiring department to interview other candidates or reconsider a selection based on the above-mentioned review process and the availability of qualified candidates.
  - 6.3. Human Resources is responsible for checking the final candidate's references and conducting the background check.
  - 6.4. No offer of employment shall be made until all required levels of authority review the final candidate's applicant packet and give their approval to hire, in writing. Once approved, HR will coordinate the offer to the final candidate.
7. Orientation. Each new employee will be required to attend New Employee Orientation.

- 7.1. Benefits orientation (for those eligible employees) will assist the new employee with the selection of insurance and retirement benefits. Failure to attend this orientation and complete benefit enrollment documents in a timely manner may mean loss of benefits eligibility.
  - 7.2. The orientation conducted by HR also provides the new employee with information on policies, information on the college, as well as required training.
  - 7.3. New (or rehired) employees must meet with HR in order to complete the required new hire paperwork and provide work eligibility documentation and other items needed to establish their personnel and payroll files with LIT.
8. Exceptions to Normal Recruitment Procedures. Should the hiring organization unit wish an exception to normal procedures and practices such as waiving a posting period, waiving education and/or experience requirements, or offering a salary rate in excess of the established salary range for the position, prior approval from the President must be obtained. In all cases, a letter of justification for the requested exception must be submitted by the hiring manager and approved by the appropriate Vice President and Executive Director of Human Resources before submitting the request to the President.
  - 8.1. Interview exception may be given when a posted position only yields one qualified applicant and that applicant is already employed by LIT in a temporary or part time status and is performing the same job duties as the advertised opening.
9. Employment Advertisement. All employment advertisements will include LIT's EEO statement. All recruiting advertisements for LIT must be approved by Human Resources before release for publication.
10. Disqualification of Applicants. LIT may reject any applicant who lacks the minimum qualification requirements; who has a record of dismissals, removals, or other concerning exits from employment; who is not in good standing as evidenced from inquiries to former employers; who has practiced deception in his/her application; background check findings are inconsistent with the security sensitive job requirements or for such other causes and reasons deemed sufficient by Human Resources.
11. Contracts. No contracts for employment are authorized nor will such contracts be binding upon the College unless prior written approval is given by the President and Board of Regents. NOTE: Faculty appointments are not contracts.
12. Special Criteria for Employment. Because of the special nature of certain positions within the college, additional requirements are necessary for the incumbents. Those special employment requirements are as follows:
  - 12.1. Security sensitive positions including those with access to critical Infrastructure: Security sensitive positions will be identified on individual job descriptions and on job postings with the following statement, "This position is security sensitive and thereby subject to the provisions of Texas Education Code §51.215." For those staff positions with access to critical infrastructure, such positions will be identified on the individual job descriptions and job postings with the following statement, "This position has been identified as a position involving critical infrastructure as defined under Texas law. As a condition of employment, this position requires that applicants for and employees in

this position be able to maintain the security and integrity of the critical infrastructure at all points during their employment with Lamar Institute of Technology.”

12.2. Driver's License: Positions requiring employees to drive vehicles, which are the property of the State of Texas, will be required to provide a valid Driver's License and be subject to review of his/her motor vehicle report. A copy of this license will be maintained in the employee's file, if appropriate.

12.3. Selective Service Registration: State law requires new hires to present proof of registration or exemption from registration with the selective service system.

12.3.1. Individuals who are exempt from registration include:

12.3.1.1. Females.

12.3.1.2. Lawfully admitted nonimmigrant aliens.

12.3.1.3. Members of the armed forces on full-time active duty, including cadets and midshipmen at military academies.

12.3.2. This requirement does not apply to a person employed by state agency before September 1, 1999, as long as the person's employment by the agency is continuous.

12.3.3. The Office of the Attorney General issued an opinion that requires only those males who are between ages of 18 and 25 years, inclusive, to furnish proof of either selective service registration or exemption from selective service as a condition of state employment.

13. Falsification of Information. The information submitted by the applicant on the application and/or resume is used to make decisions regarding hiring; therefore, the applicant must sign the application certifying that the statements made therein are true, complete, and correct to the best of his/her knowledge and belief and are made in good faith. False statements made on the application which were used by the hiring department in the decision-making process will void the application and any actions based on it. If it is found that an employee falsified his/her application and the hiring decision was made based on the invalid representation, that employee is subject to dismissal from employment.

14. Acceptance of Employment and Other Institute Applications. When an applicant accepts employment with a unit of the College, all previous or pending applications shall be rendered null and void.

15. Additional Background Checks. Upon notification by an employee of a criminal conviction, HR will run a background check.

15.1. In addition, a background check can be requested at any time at the discretion of the LIT leadership team.

**Related Policies:** LIT.5.02

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:** TSUS Rules and Regulations Chapter 5.

Component Employees

**Relevant Statutes:**

**Relevant SACSOC Standards:** 5.5, 6.3

**Document History:**

*Adopted:*

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