

## DIVISION OF RESEARCH

### Procedures for Posting and Hiring Faculty-Equivalent Research Positions

These procedures are intended to supplement [System Regulation 33.99.01](#) and [Standard Administrative Procedure 33.99.01.M0.01](#). To the extent a conflict arises between these procedures and the referenced System Regulation or University Rule, the Regulation or Rule will prevail.

When recruiting for faculty-equivalent research positions (FERP), posting must take place (at a minimum) through the Texas Workforce Commission (TWC). Departments also have the option of posting their FERP within Workday. Postings in Workday are automatically shared with the TWC employment site. For posting and recruitment purposes, the following research positions are considered FERP's:\*

Assistant Research Scientist	Associate Research Scientist
Research Scientist	Postdoctoral Research Associate

\*Posting and recruitment for all other research titles will take place within Workday.

#### I. Posting Procedures (if position will be not be posted and recruited through Workday)

- A. Send [Research Personnel Posting Request \(RPPR\)](#) form to the Office of the Vice President for Research at [ResearchStaffing@tamu.edu](mailto:ResearchStaffing@tamu.edu). Positions will be posted on the Texas Workforce Commission website, and the department will be notified that the position was posted. The position must remain open with applications being accepted for at least five (5) calendar days.
- B. Departments are encouraged to post positions with supplemental sources, such as journals or other publications, to meet their research staffing needs and to build a diverse pool of applicants.
- C. Send an email message to [ResearchStaffing@tamu.edu](mailto:ResearchStaffing@tamu.edu) to close the position if ready to interview. Postings for multiple positions do not have to be closed to proceed with hiring process.

#### II. Departmental Hiring Procedures:

- A. Post the position, per section I above and collect all applications for consideration.
- B. Ask all candidates to complete and submit a [Self-Identification Information Form](#). (Candidates are not required to submit this form.)
- C. Follow hiring procedures per System Regulation 33.99.01 and document the search and selection process:
  1. Describe the process for recruitment and selection of the candidate based on the parameters of the job posting and required qualifications
  2. Describe the interview process and list of candidates interviewed
  3. State how/why the successful candidate was selected
- D. Make offer to selected candidate, including all necessary contingencies in offer letter.
- E. Submit [Criminal Background Check Request Form](#) to Recruitment and Workforce Planning at [jobs@tamu.edu](mailto:jobs@tamu.edu)
- F. Submit [Verification of Degree\(s\) and/or Licensure Release Form](#) to Recruitment and Workforce Planning via fax to (979) 847-8877.
- G. If hire is a foreign national, contact Immigration Services for Faculty and Scholars (ISFS) for appropriate export control restricted party screening (all visa types) at (979) 862-1719, [isfs@tamu.edu](mailto:isfs@tamu.edu)
- H. After finalist is selected, send copy of CV/resume to [ResearchStaffing@tamu.edu](mailto:ResearchStaffing@tamu.edu) to facilitate approval of the hire by the Research Partner in Workday.
- I. Complete and submit an [Affirmative Action Tracking Form](#) to [ResearchStaffing@tamu.edu](mailto:ResearchStaffing@tamu.edu) for all considered applicants (excluding PostDocs and TAMUQ hires).
- J. Retain copies of applications, interview notes, and related paperwork as specified in the [State of Texas Records Retention Schedule](#).

Questions?

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