

Policy HR-E-PO2

Interviews of Executive Administrators and Other Senior Administrators

Contents

- I. Title
 - II. Policy
 - III. Definitions
 - IV. Relevant Federal and State Statutes
 - V. Relevant UT System Policies, Procedures and Forms
 - VI. Who Should Know
 - VII. UT Arlington Office(s) Responsible for Policy
 - VIII. Dates Approved or Amended
 - IX. Contact Information
-

I. Title Interviews of Executive Administrators and Other Senior Administrators

II. Policy

- A. Purpose: This policy establishes requirements for promoting diverse candidate interview pools for leadership positions within the University of Texas at Arlington (the University) while complying with applicable laws.
- B. Interviews for Executive Administrator positions: To fill a new or vacant Executive Administrator position, the University is required to:
 - 1. Prepare a written position description and offer an interview to more than one candidate.
 - 2. Offer interviews only to candidates who meet the minimum qualifications for the position and have the bona fide skills and experience reasonably related to satisfactory performance in the position, and;
 - 3. Conduct a search process that delivers a pool for interview by the Hiring Authority that includes female, male, and underrepresented group candidates.
- C. Interviews for Other Senior Administrator positions: With the exception of internal searches approved as set forth below, to fill a new or vacant Other Senior Administrator position, the hiring department must comply with Section II.B of this policy unless an exception is approved in writing by the President.

1. An internal candidate search may be conducted without meeting the requirements of Section II.B only in the event there is satisfactory justification and sufficient qualified internal candidates. To proceed with an internal search for an Other Senior Administrator position the Hiring Authority must submit to the appropriate vice president written justification for the internal search and a list of the potentially qualified internal candidates for the position. The candidate list is intended to determine whether there is a qualified pool of potential internal candidates who meet the minimum requirements of the position, regardless of whether the candidate applies for the position. If the vice president agrees with the written justification and that there are sufficient potential internal candidates the vice president will forward the written justification and the internal candidate list to the Vice President of Human Resources for review. The Vice President of Human Resources will review the written justification and internal candidate list and forward to the President along with his/her recommendation to approve or disapprove the internal search. The President will review the recommendation of the Vice President of Human Resources, the written justification and internal candidate list and notify the Hiring Authority and vice president of the approval or denial to proceed with the internal search.

- D. Voluntary identification: When a candidate applies for an Executive Administrator position or Other Senior Administrator position, the University must allow him or her to voluntarily indicate his or her (a) gender and (b) membership in an underrepresented group.

- E. Hiring decisions: All ultimate hiring decisions must comply with applicable federal and state laws and regulations, Regents' Rules, and institutional policies.

- F. Exceptions: The requirements in section II.B do not apply to
 1. Interim or acting appointments;
 2. Situations in which the University has exhausted reasonable recruitment efforts but is unable to deliver a pool for interview by the Hiring Authority that includes female, male and underrepresented group candidates;
 - a. To invoke this exception, the employee charged with the search must submit a request for the exception to the President and provide him/her with documentation to justify the exception. If the President agrees s/he will submit the request and documentation to the appropriate executive vice chancellor for approval. Written approval must be received from the President and the executive vice chancellor before the pool is finalized and provided to the Hiring Authority.
 3. Rare and compelling situations, such as the withdrawal of a candidate whose continued candidacy would have allowed the University to deliver

a compliant pool for final interview, an emergency hire, a spousal hire, or an opportunity to hire an internationally-renowned individual.

- a. To invoke this exception, the employee charged with the search must submit a request for the exception to the President and provide him/her with documentation to justify the exception. If the President agrees he will submit the request and documentation to the appropriate executive vice chancellor for approval. Written approval must be received from the President and the executive vice chancellor before the pool for interview is provided to the Hiring Authority.
- G. No legal entitlement to interview or selection: This policy does not entitle any specific candidate to be interviewed for or hired into a position, and it does not confer any rights under law.
- H. Compliance review: Unless the Chancellor directs less-frequent reviews after the first three years of implementation, a U.T. System Administration office designated by the Chancellor will annually review the University's compliance with this policy.

III. Definitions

Executive Administrator:

- Each position that performs executive duties and reports directly to the President;
- Deans; and
- Head coaches.

Hiring Authority:The employee responsible for making the final hiring decision for the position.

Other Senior Administrator:

- Associate vice president/provost;
- Assistant vice president/provost;
- Assistant/associate dean;
- Department chair;

- Executive Director;
 - Chief of Police and associate/assistant chief;
 - Registrar; and
 - Program Director reporting directly to a Dean, and Research/Academic Center Directors who report directly to the Vice President of Research or the Provost.
- Underrepresented Group Candidates:**
- Hispanic or Latino - an applicant of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race;
 - Black or African American (Not Hispanic or Latino) - an applicant having origins in any of the black racial groups of Africa;
 - Native Hawaiian or other Pacific Islander (Not Hispanic or Latino) - an applicant having origins any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
 - Asian (Not Hispanic or Latino) - an applicant having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam;
 - American Indian or Alaska Native (Not Hispanic or Latino) - an applicant having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

IV. Relevant Federal and State Statutes

N/A

V. Relevant UT System Policies, Procedures and Forms

UT System Policy 187

VI. Who Should Know

This policy applies to all employees involved in hiring executive administrators and other senior administrators.

VII. UT Arlington Office(s) Responsible for Policy

Vice President for Human Resources

VIII. **Dates Approved or Amended**

July 11, 2016

IX. **Contact Information**

All questions concerning this policy should be directed to the Office of the Vice President for Human Resources.