



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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SUBJECT

APPOINTMENTS

SUB-TOPIC

ADMINISTRATIVE AND PROFESSIONAL SERVICES

SEARCH PLAN

When it becomes necessary to fill an Administrative and Professional position within the University, the employing party will distribute the following information about the position to the Affirmative Action officer responsible for the appointment of A&P personnel and other concerned parties:

1. Description of the position,
2. Salary range,
3. Date the position must be filled,
4. Date all applications must be received,
5. Qualifications required to include the minimum acceptable, and preferred education and experience, and
6. Persons named to any "Search Committee."

A Search Plan in accordance with the UTD Affirmative Action Plan must be approved by the President, or his designee, to include:

1. Placing an advertisement in major Dallas/Fort Worth news media,
2. Notifying the acting director or head of the UTD office or department the position will affect that a search is being conducted and requesting recommendations from interested applicants within the University,
3. Listing the position with the Texas Workforce Commission,
4. Screening of all applicants and eliminating those who do not meet the minimum qualifications,
5. Applying an appropriate ranking system to those applicants meeting or exceeding minimum qualifications,
6. Interviewing applicants, from the top-ranked to the lowest-ranked, by a committee appointed by the President, or his designee, until a suitable applicant is found,
7. Conducting a thorough background review of the selected applicant and reporting the findings to the President, or his designee.

If the background review is acceptable, the applicant will be offered the position; however, if at any of the above steps, the top-ranked applicant is found to be unacceptable, the procedure will be repeated for the second-ranked candidate and continue until a suitable candidate is chosen and the University offer is accepted.