

# New Faculty Selection and Formal Offer of Hiring

**System Regulation:** 33.05.02

**Approved:** February 1, 2008

**Most Recent Revision:** January 28, 2022

**Next Scheduled Review:** January 28, 2027

**Responsible University Office:**

Human Resources

**Responsible University Administrator:**

Chief Human Resources Officer

Faculty and various administrators are frequently involved in the identification, screening, and recommendation of new faculty. However, only the president, or the provost or the dean of the appropriate college as the president's designee, can employ or make an offer to employ, which is only done by written offer. To ensure compliance with equal opportunity and nondiscrimination, university search procedures must be followed (See *A&M-Commerce Hiring Procedures and Guidelines*).

Texas A&M University-Commerce provides equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity or any other classification protected by federal, state or local law and strives to achieve full and equal employment opportunity throughout the system.

Employment of relatives of faculty is permitted so long as a faculty member does not participate in initial recruitment and employment decisions or in ongoing retention, promotion, salary, or any other direct benefit decisions pertaining to his or her relative.

All new employees must complete required training in accordance with [System Regulation 33.05.02](#), *Required Employee Training*.