



# Glossary of Terms

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<b>Ad-interim</b>	Appointments are strictly temporary in nature and are used to fill departmental needs on short notice due to increased enrollment, an unexpected vacancy, or for special projects per Procedure 33.99.01.R0.02 Ad-interim appointments are made for no longer than a 9 or 12 month term basis and will automatically terminate at the completion of the appointment period. Position <u>must</u> be posted.
<b>Ad-interim (Exceptional Hire)</b>	Appointments are strictly temporary in nature and are used to fill departmental needs on short notice per Procedure 12.99.99.R0.09.
<b>Adjunct Faculty</b>	Non-tenure track instructional staff serving in a TEMPORARY (or occasional basis) rather than for every (Fall and Spring) semester or auxiliary capacity. Appointment at this rank is for one academic semester, to carry out instructional responsibilities that constitute less than a full-time load in an academic department or program. Positions are teaching only.
<b>Administrative Support</b>	The departmental admin that is assigned to providing support to the search committee and/or hiring supervisor for the search process.
<b>Affirmative Action Plan (AAP)</b>	An AAP is a management plan for ensuring equal employment opportunity. It sets forth the policies, practices, and procedures that contractors implement to ensure that all qualified applicants and employees receive equal opportunity in recruitment, selection, advancement, and other benefits and privileges of employment.
<b>Applicant / Candidate</b>	Persons who have indicated an interest in being considered for hiring by completing an application for employment. <b>External Applicants</b> - Applicants not currently employed by a Texas A&M System Member. <b>Internal Applicants</b> - A current/active employee of the Texas A&M University System (including its campuses and agencies).
<b>Educational Institution</b>	School, college, university, or other educational institution or institution of higher learning that is a federal contractor or subcontractor under the laws and regulations enforced by OFCCP.
<b>Equal Employment Opportunity (EEO)</b>	Equal employment opportunity (EEO) means freedom from discrimination on the basis of protected classes such as race, color, sex, national origin, religion, age, disability or genetic information.
<b>Faculty</b>	Persons identified by the University as having assignments for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of instructor, lecturer, assistant/associate professor or full professor (or an equivalency of these ranks). Faculty may also include chancellor/president, provost, vice provosts, deans, directors or equivalents, as well as assistant/associate deans, executive officers and academic department heads.
<b>Foreign National</b>	A person who is not a naturalized citizen of the country in which they are living.
<b>Former Foster Child Preference</b>	Hire if Equally qualified with top candidate.
<b>Non-Instructional Staff</b>	All employees at the educational institution who are not in a teaching capacity. Includes executive and administrative positions, professional, technical, clerical and others.
<b>Optional Practical Training (OPT)</b>	A period during which undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for one academic year are permitted by the United States Citizenship and Immigration Services (USCIS) to work for one year on a student visa towards receiving practical training to complement their education.

<b>Pay Grade</b>	A grade or level on a pay scale.
<b>Permanent Residency</b>	A person's resident status in a country of which they are not citizens.
<b>Position Description (PD)</b>	A structured document assigning work to a given position as it is expected to be performed after customary orientation and training. It will tell the reader what the worker is responsible for doing, how it is done, and how it relates to other positions within and outside the work unit.
<b>Position Number (Formerly referred to as PIN #)</b>	A position number is a sequentially assigned number. When various components of position data (example: P-#####) are entered and saved the system auto-assigns a number to associate with the position data.
<b>Postdoctoral Research Associate (Post Docs)</b>	A person engaged in postdoctoral research.
<b>Preferred Criteria</b>	Preferred, on the surface, means, "it would also be nice if you had these."
<b>Reference Checks</b>	A list of references are provided by the candidate so the employer may contact an applicant's previous employers, schools, colleges, and other sources to learn more about his or her employment history, educational background, and qualifications for a job.
<b>Required Criteria</b>	Criteria the candidate must demonstrably possess to be considered as a candidate.
<b>Requisition Number (Example: R-XXXXX)</b>	A sequentially assigned number given to the requisition created to be able to post the position.
<b>Reduction in Force (RIF) Preference</b>	<p>A RIF may take the form of elimination of jobs, reduction in percent effort or reduction in salary. Every reasonable effort will be made by human resources offices to place dismissed employees in comparable positions for which they are qualified.</p> <p>Employees impacted by a RIF may be eligible for a hiring preference for open positions at Texas A&amp;M for which they may qualify.</p> <p>Service =&gt; 10 Years Must interview if meet minimum qualifications  Service &lt; 10 Years Hire if Equally Qualified with Top Candidate</p>
<b>Search Committee</b>	<p>Any group of people whose collective job is to:</p> <ul style="list-style-type: none"> <li>• Review a broad group of candidates who applied for available positions</li> <li>• Evaluate candidates fairly; and</li> <li>• Select the best candidate for the position.</li> </ul>
<b>Search Committee Narrative</b>	A document submitted for administrative review and presents the Search Committee's recommendations and assessments of finalists' strengths and weaknesses, based on documentation reviewed, to the hiring supervisor.
<b>Special Handling</b>	Department of Labor regulations allow for universities to use a special labor certification process for professors and those who teach.
<b>Verbal Offer</b>	An oral offer or commitment is made to the selected candidate by the hiring supervisor.
<b>Military Preference</b>	If the applicant pool contains military service members, one or more must be interviewed if they meet minimum requirements for the position.
<b>Visa Sponsorship</b>	A Visa Sponsorship means someone is sponsoring a candidate to support their application for a Visa. Sponsor means to support, to take responsibility for. If an individual sponsors a candidate for a Visa, they are taking responsibility for them and their actions while in the country.
<b>Work Authorization</b>	Allows a foreign national to work in the U.S. for a temporary period of time.