

UTHealth Houston General A&P Recruitment Guidelines

Budget Authority Approval

Before initiating a search, department chairs, division leaders, section chiefs, or other hiring authorities must obtain the necessary approval according to the general a&p recruitment request process within each school.

Position Summary

All postings for General A&P positions must include a position summary that identifies the percent time appointment and the essential functions and areas of specialization sought for the position. The position summary should identify expectations for research, clinical service, and other service, as appropriate. The posted position summary must identify minimum and preferred qualifications, such as terminal degree(s) and licensure (if a qualification is preferred rather than required, this should be indicated in the position summary).

Candidate Searches

A search committee is not required for General A&P searches, but a posting and the hiring manager, except as delineated in Appendix A, must conduct a search. When a search is required, the hiring manager shall have the position posted as outlined below.

Position Posting and Announcements

UTHealth Houston requires a minimum posting period of 10 calendar days for all General A&P searches. To identify well-qualified candidates, all positions (except for the circumstances listed in Appendix A) must be posted to and recruited via the [UTHealth Houston Human Resources online applicant tracking system](#) before initiating the interview process.

In addition, it is encouraged that at least one external announcement be placed. This would typically be on a professional society website, an appropriate electronic job posting service, or a medical/scientific journal, depending on the nature of the position. The key requirement is that given the nature of the position, the hiring authority should make a good-faith effort to identify a group of well-qualified applicants. Appendix B lists examples of job-posting services (including several services that are at no cost) and other recruitment resources.

All announcements in journals or other publications, at conferences, in online directories, and/or on departmental web pages must include the web link <https://www.uth.edu/careers/index.htm> to the UTHealth Houston job posting with the following statement:

“UTHealth Houston is committed to providing equal opportunity in all employment-related activities without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law or university policy. Reasonable accommodation, based on disability or religious observances, will be considered in accordance with applicable law and UTHealth Houston policy. The University maintains affirmative action programs with respect to women, minorities, individuals with disabilities, and eligible veterans in accordance with applicable law.”

Where space/character limitations apply, minimum language required:

“Equal Opportunity Employer/Disability/Veteran”

Selection of Candidates, Interviews, and Final Recommendations

- Determine, prioritize, and document search criteria based on position duties and expectations and ensure that the criteria are applied consistently for all candidates.
- Complete an initial screening of all candidates to identify those who meet minimum qualifications. Disposition all who do not meet the minimum qualifications.
- Determine the candidates to be interviewed. Disposition all remaining candidates no longer under consideration.
- Contact the candidates about an appropriate timeframe for an interview and share with each of the candidates selected for interview information on the position, the department/division/school, UTHealth Houston, and its affiliates (as appropriate).
- Develop an interview schedule and coordinate campus visits as appropriate.
- Evaluate candidates for the full range of strengths and contributions each can provide UTHealth Houston in support of its research, teaching, clinical, and service missions, as appropriate, based on the qualifications and the position summary.
- Recommend final candidate(s) to the dean, department chair, division head, section chief, or other hiring authority, as appropriate.

It is unlawful under Texas law to require or consider a “diversity, equity, and inclusion statement” or “DEI statement.” UT System Policy ([UTS 197](#)) defines a “DEI statement” as a “written or oral statement of a person’s commitment to (1) furthering diversity, equity, and inclusion based on race, color, ethnicity, national origin, sex, gender identity and/or sexual orientation or (2) promoting differential treatment of or providing special benefits to individuals based on their identification as a member of one or more of these classifications.”

Additional information and resources can be found on the [Human Resources General A&P Recruitment page](#).

Recruitment of General A&P to Fill Multiple Vacancies

For programmatic areas of growth, and for other situations that require an ongoing pool of candidates, departments and schools may wish to develop recruitment strategies that include an open, broad timeline (up to one year) for recruitment. For such situations, The UTHealth Houston applicant tracking system allows for the posting of multiple positions of the same title and requirements on one requisition.

Dispositioning of Candidates within 12 months

Once a candidate ages at any step up to 12 months, that candidate must be dispositioned out of the process or moved to the next step (not including meets basic qualifications step). Failure to do this will result in the position being placed on hold until that has occurred.

Appendix A

A competitive search process is required to fill all General A&P vacancies, except in the circumstances listed below.

Search Waivers

The hiring department may submit a request to waive the competitive search process:
<https://www.uth.edu/hr/resources/hiring-and-recruiting-resources/general-ap.htm>

Search Exemptions

In these circumstances, a competitive search and a search waiver do not apply.

1. Automatic exemptions to a competitive search process

- Temporary, non-renewable appointment for up to one year
- Appointment to a general A&P position “without salary” (WOS)
- An acting or interim appointment made in exigency (acting or interim appointments may not be changed to a permanent appointment without a search)
- Visiting Scientists (scientists who collaborate with UTHealth faculty and staff while being employed and paid by another institution)

2. Acquisitions

The employees associated with situations where a UTHealth department, school or business unit acquires another organization as part of its business or service line development. A requisition is required for documenting faculty hired as part of the acquisition process. For any questions on creating requisitions in Taleo or any other questions in general pertaining to acquisition, please call 832-325-7671.

3. Internal Promotion with Expanded Responsibilities

In cases where a new position is created to address the needs of the institution/school and there is a natural trajectory of an existing position (e.g., promotion from assistant dean to associate dean).

Appendix B

Recruitment Resources

McGovern Medical School

New England Journal of Medicine Career Center \$670/posting
Leading career site for academic medicine positions
<http://www.nejmcareercenter.org/>

JAMA Career Center \$331/posting
<http://www.jamacareercenter.com/>

AAMC Career Connect \$250-\$550/posting
Price dependent on specialty
<http://www.aamc.org/services/careerconnect>

eHealth Careers \$550/posting
A service by Elsevier <http://ehealthcareers.com/>

PracticeMatch No pricing available
(Used by Memorial Hermann Health System)
<https://www.practicematch.com/employers/>

MD Job Site \$500/month or \$3,600/year
<http://www.mdjobsite.com/>

MD Search Free
Non-academic (staff physicians, hospitalists, clinical practice) <http://www.mdsearch.com/>

Association of American Indian Physicians \$500/posting
<http://www.aaip.org>

NHMA (National Hispanic Medical Association) \$350/posting
<http://www.nhmamd.org>

National Medical Association \$250/posting
<http://www.nmanet.org>

American Medical Women's Association \$389/posting
<http://www.amwa-doc.org>

School of Dentistry

American Dental Association (Career Center) American
Association of Public Health Dentistry American
Association of Endodontics Career Center American
Academy of Pediatric Dentistry
International Association for Dental Research Career Center

School of Public Health

Public Health Jobs (part of the Association of Schools & Programs of Public Health) Public
Health Career Mart (American Public Health Association)
American College of Epidemiology (Job listing service)

General

University Jobs Higher Ed Jobs
Academic Keys (academic careers)
Chronicle of Higher Education

Association for Women in Science \$299/posting
<http://www.awis.org>

SACNAS \$299/posting
(Society for Advancement of Chicanos/Hispanics & Native Americans in Science)
<http://www.sacnas.org>

Science Careers \$525/posting
<https://employers.sciencecareers.org/>

McGovern Medical School - Additional Professional Societies

American Academy of Allergy, Asthma & Immunology (AAAAI) American Academy of Dermatology (AAD)
American Academy of Family Physicians (AAFP)
American Academy of Hospice and Palliative Medicine (AAHPM)
American Academy of Neurology (AAN)
American Academy of Ophthalmology (AAO)
American Academy of Otolaryngology-Head and Neck Surgery (AAOHSNS)
American Academy of Pediatrics (AAP)
American Academy of Physical Medicine & Rehabilitation (AAPMR)
American Association of Clinical Endocrinologists (AACE)
American Association of Neurological Surgeons (AANS)
Congress of Neurological Surgeons (CNS)
American College of Cardiology (ACC)
American College of Emergency Physicians (ACEP) American College of Medical Genetics and Genomics (ACMG)
American Congress of Obstetricians and Gynecologists (ACOG)
American College of Occupational and Environmental Medicine (ACOEM)
American College of Physicians (ACP)
American College of Preventive Medicine (ACPM) American College of Radiology (ACR)
American College of Rheumatology (ACRr)
American College of Surgeons (ACS) American Epilepsy Society (AES)
American Gastroenterological Association (AGA) American Geriatrics Society (AGS)
American Medical Informatics Association (AMIA) American Psychiatric Association (APA)
American Society for Clinical Pathology (ASCP) American Society for Radiation Oncology (ASTRO) American Society for Reproductive Medicine (ASRM) American Society of Anesthesiologists (ASA) American Society of Clinical Oncology (ASCO)
American Society of Colon and Rectal Surgeons (ASCRS) American Society of Hematology (ASH)
American Society of Nephrology (ASN)
American Society of Plastic Surgeons (ASPS)
American Urological Association (AUA) North American Spine Society (NASS) Society of Critical Care Medicine (SCCM) Society of Gynecologic Oncology (SGO) Society of Hospital Medicine (SHM)
Society of Interventional Radiology (SIR)
Society of Nuclear Medicine and Molecular Imaging (SNMMI)
Society of Thoracic Surgeons (STS)
American Society for Microbiology Biochemical Society
American Society of Human Genetics
American Society for Biochemistry and Molecular Biology American Physiological Society
American Society of Pharmacology and Experimental Therapeutics American Society for Cell Biology
American Chemical Society

Appendix D

Board	Website
African American Careers	https://www.africanamericancareers.org
African American Jobs	https://www.africanamericanjobs.org/
American Indian Jobs	https://www.americanindianjobs.org/
Asian Careers	https://www.asiancareers.org/
Asian Jobs	https://www.asianjobs.org/
Asian Workforce	https://www.usd-asianworkforce.com/
CareerAlerts.com	http://www.careeralerts.com
David Careers	https://davidcareers.com/
Disability Careers	https://www.disabilitycareers.org/
Disability Jobs	https://www.disabilityjobs.org/
EARN	https://www.askearn.org/
Employment Crossings	https://www.employmentcrossing.com/
Gay Careers	https://www.gaycareers.org/
Gay Jobs	https://www.gayjobs.org/
Glass Door	http://www.glassdoor.com
Hire a Hero	http://www.hireahero.org/
Hispanic Careers	https://www.hispaniccareers.org/
Hispanic Jobs	https://www.hispanicjobs.org/
Jobcase	https://www.jobcase.com/
JobInventory.com	http://www.jobinventory.com
Jobs Trovit	https://job.trovit.com/
JOFDAV	https://www.jofdav.com/
JuJu	http://www.juju.com
Kimble Group	https://kimblegroup.com/
LinkedIn	www.linkedin.com
Military1	https://www.military1.com
Native American Careers	https://www.nativeamericancareers.org/
Recruit-ABILITY	http://www.recruit-ability.com/
Senior Careers	https://www.seniorscareers.org/
Senior Jobs	https://www.seniorsjobs.org/
US Diversity	https://www.usdiversity.com/
US Diversity	https://www.usdiversity.net/
US Diversity	https://www.usdiversity.org/
USD Disabled Vets	https://www.usd-disabledvets.com/
USD Hispanic Workforce	https://www.usd-hispanicworkforce.com/
USD Veterans	https://www.usd-veterans.com/
USD Working Women	https://www.usd-workingwomen.com/
Veteran Careers	https://www.veterancareers.org/
Veteran Jobs	https://www.veteranjobs.org/
Women's Careers	https://www.womenscareers.org/
Women's Jobs	https://www.womensjobs.org/