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## NOTICE TO THE APPLICANT

**Documentation:** We highly recommend that you complete *all* sections of the job application. Administrative, Professional, and Faculty should upload a PDF version of a cover letter and resume or CV. Faculty applicants should upload unofficial copies of transcripts for all qualifying coursework.

**Applicant Consideration:** Application reviews may begin immediately upon submission. Candidates who do not meet the *pre-screening provisions* or the *minimum eligibility requirements* may be eliminated from consideration *immediately*.

**Salaries:** TJC is committed to providing salaries that meet or exceed the [minimum livable wage for Smith County Texas](#) based on the terms for a full-time, regular, 12-month contract. Salaries for FULL-TIME FACULTY positions are objectively based upon education and experience per the Tyler Junior College Faculty Salary Schedule (FY21 base rate for 9-month faculty with no experience \$37,796.)

**Total Compensation for Full-Time Employees:** Employees of Tyler Junior College have a comprehensive health and retirement benefits package that is offered through the Employee Retirement System of Texas (ERS).

Full-time employee benefits cover health insurance at 100% for employee and discounted health insurance for dependents. Additional optional coverages include: dental, vision, AD&D, life insurance, and long- and short-term disability. Other benefits include retirement under the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP), an optional supplemental college-matching retirement program, accrued sick leave, vacation, paid holidays, and an employee tuition remission/dependent scholarship program (subject to policy regulations). *Health and leave benefits require a 60-day employment period.*

**Veteran Preference:** Tyler Junior College provides employment preference to veteran applicants who self-identify in accordance with Texas SB 805, Section 657.003.

**Background Checks:** Tyler Junior College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors; and to protecting its funds, property, and other assets. To this end, *Tyler Junior College conducts background checks as permitted by law and consistent with the College's policies and procedures. Applicants under final consideration are subject to a general and criminal background check in accordance with Texas Education Code, Section 51.215 and Texas Government Code, Section 411.083. Background Investigations are conducted through a third party vendor, [HireRight Inc.](#), an American background screening company based in Irvine, California. The [Fair Credit Reporting Act \(PDF\)](#) (15 USC §1681 et seq.) sets a national standard for employers to follow when conducting a background check on an applicant or employee.*

In consultation with College legal counsel, the Executive Director of Human Resources or designee will determine whether an applicant is fit to hold a position, provide a service, or be employed based upon the criminal records check obtained, or on any false statement made regarding criminal history. All information obtained in the course of the criminal background check will be kept confidential.

**Grant Funded Positions:** Positions funded in full or in part by grant funds are subject to the conditions of the grant agreement; at the conclusion of the grant period, TJC has *no duty or obligation to extend further employment. Where continued employment is offered, the individual must accept the terms, conditions, and approved salary for the new position.*

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**Job offers and continuation of employment with TJC is contingent upon:**

- [Eligibility/authorization](#) to work in the U.S.
- Proof of education and experience listed on the application
- Skills assessments for certain positions
- Drug screenings for certain positions
- Satisfactory driving record for certain positions
- Satisfactory results from a pre-employment criminal history background check
- Satisfactory performance and adherence to College policy including, but not limited to, acceptable legal and ethical conduct

***Position descriptions are not inclusive of all responsibilities or expectations and may be amended with or without prior notice.***



This document is intended for informational purposes only and does not constitute any agreement on the part to Tyler Junior College to provide employment to or benefits for any prospective, active, or retired employee regardless of status or classification. Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP). Tyler Junior College respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence.