

# Faculty Hiring Guidelines

The University is committed to taking affirmative steps to create a diverse faculty workforce that will enhance its ability to fulfill its academic mission. These guidelines provide the key information for successful faculty recruitments regardless if they are competitive or non-competitive hires. If you plan to initiate a hire, please refer to the [UNMJobs Department Originator Guide](#) and/or the [Faculty Search Committee Handbook](#) for UNMJobs systems and helpful search committee role and process information.

## General Principles

- The University of New Mexico is an Equal Opportunity/Affirmative Action employer and recognizes its responsibility to extend equal employment opportunities to all qualified individuals.
- [UNM's policy](#) complies with laws and regulations of federal and state regulatory agencies.
- UNM's policy also promotes the practice of the true spirit of affirmative action and equal employment opportunity.
- UNM's policy promotes positive steps to hire and promote qualified persons in protected groups to achieve a representation at UNM that is comparable to the labor pools from which it recruits and selects.

## Section I. Competitive Searches

The University recruits and hires faculty through competitive processes to attract a strong and diverse pool of candidates. Below is the process to follow for competitive searches:

### Initiating a competitive search

1. **Initiate an Action in UNMJobs to request a posting for an external, competitive search**
2. **Advertisements – in UNMJobs and to be sent to outside advertising resources must meet the following parameters:**
  - 2.1 Rank and Title of Vacancy
    - All tenure track/tenured faculty positions as designated in the [University of New Mexico Faculty Handbook](#).
    - All regular non-tenure track faculty positions as designated in the [University of New Mexico Faculty Handbook](#).
    - Visiting Faculty positions of two (2) to a maximum of three (3) year terms must be filled utilizing this competitive process.
  - 2.2 Minimum and Preferred Qualifications clearly stated.
  - 2.3 Minimum Qualifications must solicit a "yes" or "no" assessment.
  - 2.4 Affirmative Action statement clearly stated, i.e., "The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator." or "EEO/AA"
  - 2.5 Recruitment Period defined (minimum of 15 calendar days).

## 2.6 Application deadline clearly stated.

- Date Specified (hard deadline); or
- Best Consideration Date, Open Until Filled.

## 2.7 Options for Advertisement:

- [Abbreviated Ad](#)  
Position Title only with mechanism to access complete information.
- [Moderately Abbreviated Ad](#)  
Position Title/Minimum Requirements/mechanism to access complete information.
- [Complete Ad](#)  
Minimums and preferred qualifications must appear in the ad.

2.8 Include language to direct applicants to apply via UNMJobs: “For complete details of this position and to apply, please visit this website: <https://unmjobs.unm.edu/> and reference Posting Number: \*\*\*\*\*”

## 3. Search Committee

3.1 Search Committee must be diverse (one minority and one female, cannot be the same individual).

3.2 Search Committee must be made up of at least three (3) individuals. Search Committee should also reflect an adequate representation of interests, such as, Department faculty, staff, or students and community members.

3.3 [Charge](#) from hiring official to Search Committee identifying expectations of the hiring official for the committee and expected timelines. This includes specific tasks and the confidentiality of all application materials as stated below:

- Development of the position analysis and recruitment plan;
- Recruitment of a diverse and highly qualified pool of applicants;
- Screening of application materials to identify bona fide applicants and to evaluate applicants according to the selection criteria;
- Development of screening process to be utilized;
- Selection of 6-7 semifinalists and recommendation of interviewees;
- Participation in the interviews of candidates for this position according to departmental policy and previous practice;
- Search committee members and those faculty members involved in determining the candidates to be brought for interview, but who are not part of the search committee, must maintain the confidentiality of all applicant information as stated in the [Board of Regents' Policy #6.7: Confidentiality of Employment Applications](#).

3.4 Search coordinator serves as a non-voting member of the search committee who:

- Provides administrative support to a search committee and does **NOT** screen applicants for minimum or desired qualifications.

3.5 Department Originator: may or may not also be the Search Coordinator as well:

- Is the individual responsible for initiating and completing transactions and procedures required in UNMJobs to process the search and ultimate hire. Completes transactions based upon information provided by the search committee.

#### 4. Recruitment Methods

4.1 Recruitment period must be at least 15 calendar days.

4.2 One national recruitment/publication resource and/or website must be identified.

4.3 [Targeted recruitment](#) must be conducted for each of the protected groups (Women, Asian, African American, American Indian, Hispanic) for all vacancies.

4.4 Department must mail a copy of the advertisement to NM Workforce Solutions.

4.5 Department must maintain documentation of all recruitment resources in the search file.

#### 5. Documents to Attach to Action (Attach at Documents Tab)

- Copy of all advertisements to be used
- Position analysis memo describing how the search will be conducted
- Copies of screening tools to be used to assess applicants
- List of the recruitment resources to be used (national, targeted, NM Workforce Solutions)
- Relevant funding information and approval

### **Screening and Managing the Applicant Pool/Completing the Hire**

#### 1. Applicants meeting the FBC date or hard application date must be screened using the advertised Minimums and Preferred qualifications.

1.1 Candidates screened for minimum qualifications advertised, "yes" or "no" assessment. Those who meet all minimum requirements are "bona fide". At least two (2) members of the Search Committee must screen for minimums. (Screening tool should be attached at the posting)

1.2 Candidates screened for preferred qualifications based upon advertisement (screening tool should be attached at the posting)

1.3 Interviewees Identified at the posting:

- At the posting, the status of all applicants should be changed as they move (or don't move) through the screening process.
- All those not hired must be given a relevant non-hire reason code.
- Interview Itinerary must be consistent for all interviewees and attached at the posting.

1.4 Gender/Ethnicity information must be present for all interviewees and the successful hire(s). If interviewees and hire do not self-identify, DRA must be completed by hiring unit **before** initiating the hiring proposal.

### **1.5 Successful candidate identified and Hiring Proposal completed in UNMJobs**

- Department must maintain documentation that supports and compares the successful candidate to the other interviewees.
- Justification memo reflecting this information must be attached to Hiring Proposal.

### **1.6 Record Keeping**

- Department must maintain individual evaluations conducted by each search committee member and any other documentation of mechanisms utilized to identify interviewees.
- Department must maintain documentation utilized in screening interviewees: Interview questions, presentation evaluations, forum evaluations, and/or other venues.

**1.7** Hiring unit must maintain its complete search files for a period of 5 years from the date of hire.

## **2. Deviations from Search Process**

**2.1** When the Search Committee determines it is necessary to deviate from the prescribed process, the Hiring Unit must submit a memorandum of explanation. The Hiring Unit must receive approval for the following requests:

- Change in composition of the search committee after the screening has begun.
- Make two or more selections from the same applicant pool.
- Extend recruitment period (re-advertisement of vacancy).
- Other (case by case assessment)

## **Section II. Limited Internal Competitive Searches**

A hiring official may conduct a limited internal competitive search process for an academic administrative appointment such as director, assistant and associate dean, department chairs, and assistant and associate department chairs.

The hiring department must initiate an action requesting to conduct an internal competitive search as defined above, with the exception of:

- Recruitment period of five (5) working days.
- Recruitment resources (Listserv, etc.)

## **Section III. Alternative Faculty Appointment Procedures**

The University recruits and hires faculty through competitive processes. However, from time to time there may be circumstances when an alternative appointment procedure is necessary to fill a faculty position. These circumstances are described below. Whenever an alternative appointment procedure is used to fill a faculty position, the department must submit an action requesting a non-competitive hire and demonstrate that the proposed hire meets the requirements of the exception as described below. Requests to appoint faculty under this policy are submitted to either the Provost/Executive Vice President for Academic Affairs or the Chancellor/Executive Vice President for Health Sciences Center (HSC) as appropriate. These offices will forward the requests to OEO for approval. The Provost/Executive Vice President for Academic Affairs or the

Chancellor/Executive Vice President for Health Sciences Center and OEO monitor faculty appointments under this procedure and may require a competitive search in some cases.

### **1. Voluntary Lateral Transfer**

A faculty member is requesting a lateral transfer. A transfer is defined as a lateral move from one (1) academic unit to another, or one (1) geographical location to another, in the same faculty position. In most instances the lateral transfer creates a vacancy that will be filled through a competitive recruitment process.

### **2. Named in a Contract or Grant Award**

Individuals named as Principle Investigator or Co-Principles in a contract or grant may be hired under these alternative appointment procedures. Additionally, individuals who possess unique or highly specialized qualifications required by the granting agency may be hired under this category.

### **3. Professional Service Appointment-Not to Exceed Six (6) Months**

Where there is a critical, immediate, and temporary need for an individual to perform professional services, these alternative appointment procedures may be used. The professional service appointment will last no longer than six (6) months and there will be no extensions allowed in these cases. If a department thinks the assignment will take longer than six (6) months, the department must start a competitive search at the time the professional service appointment is made. The six (6) month professional service appointment will allow the department to have someone on board immediately while the competitive process is taking place.

### **4. Sole Source**

An individual who has unique qualifications needed for the position. Usually the position will not exist unless a specific person can be hired. This situation is very rare. Where there is a question whether the person has truly unique qualifications, a competitive search should be undertaken.

### **5. Under-Representation and/or Established Placement Goals**

An individual who is a member of a group which is historically underrepresented (as verified by OEO), in the faculty job group for which the person is being considered and another more qualified member of an under-represented group is unlikely to apply.

### **6. Acting and Interim Appointments**

An individual is considered to be in an acting position while temporarily filling a position where the regular incumbent is expected to return. An individual is considered to be in an interim position while filling a position for which a search is to be conducted. The additional assignment must be a significant portion of the position and must be performed for an extended period of time (up to six months). A hiring official may conduct a limited internal competitive search in accordance with the [Section II. Limited Internal Competitive Search Process](#) as noted in the Faculty Hiring Guidelines. The Provost/Executive Vice President for Academic Affairs or the Chancellor/Executive Vice President of the Health Sciences Center (HSC) and OEO must approve extensions beyond or appointments for longer than six (6) months.

### **7. Spouse or Domestic Partner Hiring**

Given the importance of diversity to the University and the recognition of dual career families in today's workplace, spouses or domestic partners, as defined in ["Domestic Partners," Policy 3790, UBP](#), may be

hired under these alternative appointment procedures to enhance and support the recruitment, hiring, and retention of qualified faculty. Hiring of the spouse or domestic partner depends upon the qualifications of the spouse or domestic partner, the availability of a suitable and acceptable position in each case, and is subject to the approval of the department into which the spouse or domestic partner will be hired. Placement must comply with "Employment of Relatives" as defined in the [Faculty Handbook](#).

## **8. Change in Employee Status**

A UNM retiree or former faculty member will perform duties similar to the position he or she previously occupied, but may be not be hired into a higher-ranking position than previously assigned without going through a competitive hiring process. Retirees or former faculty members can be rehired into critical or difficult to fill temporary or regular positions where it would be beneficial to the University to have requisite skills, training, and/or familiarity of unit operations or functions. UNM Retirees, who are hired under this provision for more than .25 FTE, must be certified as eligible to work under the State's Return to Work Program. These retirees must have completed the twelve (12) month lay-out period as described in 1978 NMSA 22-11-25. 1 and 2 NMAC 82.5.15 (A) to be eligible to "Return to Work" eligible faculty members can be rehired non-competitively through this provision, or considered through a competitive search process. In cases of re-employment of both retirees and former employees, candidates must meet minimum qualifications for the position and salary rates must be approved in advance by the Provost/Executive Vice President for Academic Affairs Office or the Chancellor/Executive Vice President for Health Sciences Center (HSC).

## **9. Specialized Provider**

The appointment of an individual to provide services, which are considered highly specialized and/or subspecialty that have been demonstrated difficult to recruit and there exists a unique need for these services or because the individual possesses the specific attributes required for the position.

## **10. Competitively Chosen by Outside Entity**

An individual who has been competitively chosen by an outside entity according to pre-determined criteria may be hired under these alternative appointment procedures. The UNM hiring officer must provide OEO with a statement from the outside entity certifying that the individual was selected through an open, competitive process. The hire is subject to review and approval by the Provost/Executive Vice President for Academic Affairs Office or the Chancellor/Executive Vice President for Health Sciences Center (HSC) and OEO.

## **11. Special Professional Distinction**

A most prestigious academic position in the University only offered when there is substantial evidence of outstanding achievements and significant contributions to the candidate's field. Candidate must meet all criteria for appointment or promotion to a professorship, with evidence of maturity and leadership in their field, endorsement of professional peers of national/international stature, and must bring unique scholarship and expertise to the University.

## **12. Academic Administrative Appointments**

A hiring officer may appoint a faculty member to an internal administrative position such as director, assistant and associate dean, department chair, and assistant and associate department chair. A hiring officer may also elect to fill these positions through a limited internal competitive process and or through a national competitive process in accordance with the Faculty Hiring Guidelines.

### **13. Visiting Faculty**

A hiring officer may appoint a visiting faculty member under these alternative appointment procedures in the event that an emergency exists that prohibits use of the competitive search process. A position may be filled on an emergency basis for a period of two (2) academic semesters per one (1) year. The position must be advertised during the one-year period. The three (3) year maximum appointment otherwise allowed for visiting faculty positions that are filled competitively is not applicable for this process. Please refer to [Section 1. Competitive Searches](#) in the Faculty Hiring Guidelines for these positions.

### **14. Minority Doctoral Assistance Loan for Service Program**

A hiring officer may appoint a faculty member who has completed the requirements within the Minority Doctoral Assistance Loan for Service Program. This program is sponsored by the New Mexico Department of Higher Education and serves to increase the number of minorities and women available to teach engineering, physical or life sciences, mathematics and other academic disciplines in which minorities and women are demonstrably under-represented in New Mexico colleges and universities.

### **15. Temporary Part Time Faculty Emergency Hire**

If a vacancy unexpectedly occurs, or if a new course is unexpectedly added, within thirty (30) days prior to the start of the semester, you may non-competitively hire a Temporary Part-time Faculty member under the non-competitive reason code of “20, Temporary Part Time Faculty Emergency Hire.”

### **16. Temporary Part Time Faculty Rehire**

A rehire is someone who has taught as a Summer Session or Temporary Part-time Faculty member in your organization before at any time. These individuals can be hired non-competitively.

## **Section IV. Temporary Part-Time Faculty**

**Temporary Faculty** includes individuals whose primary professional responsibility is outside the University or for professional staff of the University who may teach on an occasional, limited, course-by-course basis. The University recruits and hires from local pools for Temporary Faculty positions given the terms and conditions of these positions. These positions may be filled competitively or non-competitively. If these positions are filled competitively, they are not subject to the full search requirements of regular faculty as described above.

### **Initiate Competitive Hiring Process:**

#### **1. Initiate an Action in UNMJobs to request a posting for an external, competitive search**

#### **2. Advertisement**

**2.1** Identify the areas of study for which instructors are needed.

**2.2** Minimum Qualifications must solicit a "yes" or "no" assessment.

**2.3** Affirmative Action statement clearly stated, i.e., "The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator" or “EEO/AA”

**2.4** Recruitment Period defined.

- Advertisement must clearly state that selections will be made for the relevant academic period i.e., fall, spring or summer semesters.

2.5 Application deadline clearly stated.

### **3. Recruitment**

3.1 Recruitment period must be for a minimum of 15 calendar days.

3.2 The advertisement must be sent to NM Workforce Solutions.

### **4. Search Committee**

4.1 The hiring official may use or may not use a search committee.

4.2 If a Search Committee is used it must be diverse (one minority and one female, cannot be the same individual).

4.3 Search Committee must be made up of at least three (3) individuals. Search Committee should also reflect an adequate representation, including but not limited to, Department faculty, staff or students.

4.4 The Search Committee and/or Hiring Officer should screen the applicants and select the most qualified applicants in consultation with faculty with appropriate expertise.

4.5 A Search coordinator serves as a non-voting member of the search committee who:

- Provides administrative support to a search committee and does not screen applicants for minimum or desired qualifications or participate in the decision making process

## **Screening and Managing the Applicant Pool/Completing the Hire**

### **1. Applicants meeting the FBC date or hard application date must be screened using the advertised Minimums and Preferred qualifications.**

1.1 Candidates screened for minimum qualifications advertised, "yes" or "no" assessment. Those who meet all minimum requirements are "bona fide". At least two (2) members of the Search Committee must screen for minimums. (Screening tool should be attached at the posting)

1.2 Candidates screened for preferred qualifications based upon advertisement (screening tool should be attached at the posting)

1.3 Interviewees Identified at the posting:

- At the posting, the status of all applicants should be changed as they move (or don't move) through the screening process.
- All those not hired must be given a relevant non-hire reason code.
- Interview itinerary must be consistent for all interviewees and attached at the posting.

**1.4** Gender/Ethnicity information must be present for all interviewees and the successful hire(s). If interviewees and hire do not self-identify, DRA must be completed by hiring unit **before** initiating the hiring proposal.

**1.5** Successful candidate identified and Hiring Proposal completed in UNMJobs

- Department must maintain documentation that supports and compares the successful candidate to the other interviewees.
- Justification memo reflecting this information must be attached to Hiring Proposal.

**1.6** Record Keeping

- Department must maintain individual evaluations conducted by each search committee member and any other documentation of mechanisms utilized to identify interviewees.
- Department must maintain documentation utilized in screening interviewees: Interview questions, presentation evaluations, forum evaluations, and/or other venues.

**1.7** Hiring unit must maintain its complete search files for a period of 5 years from the date of hire.

## **2. Deviations from Search Process**

**2.1** When the Search Committee determines it is necessary to deviate from the prescribed process, the Hiring Unit must submit a memorandum of explanation. The Hiring Unit must receive approval for the following requests:

- Change in composition of the search committee after the screening has begun.
- Make two or more selections from the same applicant pool.
- Extend recruitment period (re-advertisement of vacancy).
- Other (case by case assessment)

## **Initiate a Non-Competitive Hiring Process:**

**1. Initiate an Action in UNMJobs to request a posting for an internal or external non-competitive action or contact the respective faculty contract office:**

**2 Determine if non-competitive hire is a:**

**2.1. Rehire:** A rehire is someone who has taught as a Summer Session or Temporary Part-time Faculty member in our organization before at any time. These individuals can be hired non-competitively. If they have previously been hired through UNMJobs, their start/end dates can be modified. If they have never been hired through UNMJobs, submit an action requesting an internal, non-competitive hire with the non-competitive reason code of “21, Temporary Part Time Faculty Rehire”. Attach a justification memo to the action stating that the person has successfully taught before in your department.

**2.2. Emergency Hire:** If a vacancy unexpectedly occurs, or if a new course is unexpectedly added, within thirty (30) days prior to the start of the semester, you may non-competitively hire a Temporary Part-time Faculty member under the non-competitive reason code of “20, Temporary Part Time Faculty Emergency Hire”. Attach a justification memo to the action stating why there is an emergency need for the hire and why a competitive recruitment cannot be conducted to fill the position.

**2.3.** Regular contract faculty and Emeriti faculty may be hired to teach any additional course within their academic department without going through a competitive process or UNMJobs.

**2.4.** Regular contract faculty (F9, FE and FY), regular staff, retirees, and non-credit instructors do not need to go through UNMJobs to be hired as Temporary Part-time/Summer Session faculty.

## **Section VI. Records Retention**

- 1.** Academic Departments are the official record keeper of the complete and official hiring/search file.
- 2.** Academic Departments must maintain the hiring/search file for five (5) years from the date of closure.
- 3.** Academic Departments will make available to OEO the complete search file if requested.

**Questions?** Call the Office of Equal Opportunity (OEO) at 277-5251

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