

Key Hiring Guidelines***General Rule for Faculty Hiring:**

The general rule is jobs should be posted for competitive hire and any time a job is not posted for competitive hire there must be thorough justification that meets all criteria for an exception. **Requests for exceptions to competitive hire process should be scrutinized to ensure these processes are not being used to circumvent the competitive hire process and our responsibilities to market opportunities at UNM to a diverse audience including Veterans, persons with disabilities, and other under-represented populations.**

Tenure Track Positions

Tenure track positions should receive particular scrutiny when there is any suggestion a non-competitive hire should occur. Tenure track positions are hot commodity jobs so to speak and the University needs to take extra care to ensure filling a tenure track position non-competitively is not opening the door to discriminatory practices and/or skirting our Affirmative Action responsibilities. **There may be legitimate exceptions to filling a tenure track position non-competitively; however, these instances are rare.**

- A highly qualified spouse may be hired non-competitively into a tenure track position if approved by a department.
- A sole source provider where the individual's skills and experience are so unique that this tenure track position would not exist if that specific person could not be hired is unlikely. [Caution: The job description has to be reasonable and not intentionally written to reflect a specific individual's skills and experience as a means to create a sole source exception. This exception would be incredibly rare and justification of the exception must be thoroughly documented.]
- A specialized provider where the individual's skills and experience are so unique and there is clear evidence the department has been unsuccessful in filling the position through competitive hire processes (multiple failed searches with no qualified candidates or no qualified candidates accepting the position) could be hired into a tenure track position.
- Named in Contract or Grant is an exception specifically for the purpose of a specific contract or grant. An individual hired under this exception cannot be hired non-competitively into a tenure track position. This individual, if performing so well that a department is interested in this person becoming a full time faculty, has an advantage in any competitive hire process. The purpose of the competitive hire process is to ensure all qualified individuals (not only those known to current employees) are given the opportunity to compete for the position and the best qualified candidate is hired (not only people known to current employees).

Two Consecutive Alternative Hires

An individual cannot be hired consecutively through alternative appointment procedures, except TPT Faculty Rehires.

- A person in a Visiting Faculty appointment cannot be hired consecutively through another alternative appointment procedure. **A person in a Visiting Faculty appointment who wants to secure employment at UNM beyond the term of the Visiting Faculty appointment must apply through competitive hire processes.** If a department wants to fill a position beyond a visiting appointment term, they are directed to post the position immediately so it can be filled more permanently upon the completion of the visiting appointment term. The person filling the Visiting Faculty appointment can apply competitively for the permanent position.

- A TPT Faculty Emergency Hire cannot be hired consecutively through another alternative appointment procedure. Someone hired as an emergency hire who wants to secure more long-term employment at UNM must apply through competitive hire process. [Note: The Emergency Hire exception is regularly used incorrectly by departments and applied to situations that do not meet the criteria. This creates at a minimum the perception that departments are using this exception to circumvent the competitive hire process.]
- TPT Faculty Rehire is treated differently than other alternative appointments because those persons were at one time hired through a competitive TPT Faculty search and/or hold regular contract faculty, regular staff, non-credit instructor positions and/or are retirees. As such, someone can be rehired to fill a TPT Faculty position multiple times consecutively and/or non-consecutively.

If you have any questions regarding the above please contact the HSC FCO at 272-4231.

Generally, each use of an alternative appointment procedure should be evaluated to ensure it is being appropriately applied and not used as a means to circumvent UNM's responsibilities under law and policy.

* For complete Faculty Hiring Guidelines see <http://oeo.unm.edu/hiring/index.html>