

HSC Faculty Hiring Procedures

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 procedures provide the key information for successful faculty recruitments, regardless if they are competitive or alternative hires.

General Principles

- The University of New Mexico is committed to ensuring equal employment opportunity to all qualified individuals.
- UNM complies with the laws and regulations of federal and state regulatory agencies.
- UNM prohibits discrimination and is committed to taking affirmative steps to create a workforce that reflects the rich and varied cultures of the peoples of New Mexico and beyond.
- UNM believes a diverse workforce will enhance its ability to fulfill its mission of education, research, and public service.
- Deans are responsible for assuring that these guidelines are followed for all searches in their College/School.

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 external and internal competitive searches (Please see Section II for more information on internal competitive searches):

Initiating a competitive search

1. Once approval for the recruitment is obtained, initiate an Action in UNMJobs to create a requisition for an external or internal, competitive search
2. Advertisement - UNMJobs is considered the official, full and detailed advertisement, the requisition must meet the following parameters:
 - 2.1 Identify 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](#).
 - Open Rank/Open Track recruitments create the option of recruiting junior and senior level faculty candidates and/or the option of tenure track/tenured and non-tenured faculty candidates depending on the needs of the department/school/college.
 - Visiting Faculty appointments of two (2) to a maximum of three (3) year terms must be filled utilizing this competitive process. This does not apply to flex track appointments.
 - Temporary Part-Time Faculty includes individuals whose primary professional responsibility is outside of the University or for professional staff of the University who

may teach on an occasional, limited, course-by-course basis. Identify the areas of study for which instructors are needed.

2.2 Position description. Suggested information: description of your academic department/program goals and mission, diversity goals and accomplishments of department/college/institution, and responsibilities of position broadly to attract a strong pool of qualified and diverse candidates.

2.3 Minimum and Preferred Qualifications are clearly stated.

2.4 Minimum Qualifications must solicit a "yes" or "no" assessment.

2.5 Preferred Qualifications to be evaluated along a continuum of how closely candidates meet the qualifications of an ideal candidate.

2.6 In keeping with UNM's diverse student body and institutional commitment to excellence and equity in faculty hiring, all job ads must include the following as a Preferred Qualification: **“A demonstrated commitment to cultivate an understanding of the rich and varied cultures of New Mexico and to the success of the university's mission to serve local and global communities.”**

1.1 Recruitment Period defined (minimum of 15 calendar days).

1.2 Application deadline clearly stated.

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

1.3 Equal Employment Opportunity statement must be clearly stated in advertisement:

- “The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.”

1.4 Advertisements that must be attached to the UNMJobs requisition:

- Abbreviated Ad (if used)
 - Position Title only with directions to complete information and to apply.
- Moderately Abbreviated Ad (if used)
 - Position Title, abbreviated position description, Minimum Requirements, directions to complete information and to apply.
- Complete Ad (required)
 - Full Position description, Minimum and preferred qualifications, EEO statement (above), directions to complete information and to apply.
- Required language to direct applicants to UNMJobs: “For complete details of this position and to apply, please visit this website: <https://unmjobs.unm.edu/> and

reference Requisition Number: Req*****”

2. Search Committee

2.1 Search Committee must be identified for all Faculty recruitments. For temporary part-time faculty recruitments, a hiring official may opt not to use a search committee. However, they must follow all other steps of the process.

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

2.3 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.

2.4 All Search Committee members must take the Implicit Bias Training annually

2.5 Hiring Official will identify and define the responsibilities of the Search Committee. 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 preferred qualifications;
- Development of screening matrix and measurement scale for preferred qualifications;
- Selection of 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 an 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](#).

2.6 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 preferred qualifications.

2.7 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.

3. Recruitment Methods

The University is committed to retaining and attracting a strong and diverse faculty. Every

recruitment provides an opportunity to diversify our faculty and enhance our academic mission by recruiting and retaining individuals who will further support our academic mission and student success. Search Committees and Hiring Officials should demonstrate this commitment during the recruitment period by identifying their recruitment plan. Below are additional requirements that should be included:

- 3.1 Recruitment period must be at least 15 calendar days for external competitive recruitments.
- 3.2 One national recruitment/publication resource and/or website must be identified.
- 3.3 Targeted recruitment should be conducted for each of the protected groups for all vacancies.
- 3.4 All faculty recruitments are made available to NM Workforce Solutions via UNMJobs.

The University has also identified other possible recruitment resources at <https://hr.unm.edu/advertising-resources> and <https://hr.unm.edu/docs/employment/diversity-outreach-and-advertising-resources.pdf>

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

4. Documents to Attach to Requisition

- Copy of all advertisements to be used
- Position analysis memo describing how the search will be conducted signed/initialed by Dean, Chair, or Search Committee Chair
- Screening matrix to be used to assess applicants
- List of the recruitment resources to be used (national, targeted, NM Workforce Solutions)
- Relevant funding information and approvals.

Screening and Managing the Applicant Pool/Completing the Hire

The search committee is responsible for screening applicants based on the advertised qualifications and recommend applicants for interview and assist the hiring official with identifying the most qualified candidate(s). Each search presents an opportunity to market the University to potential faculty. A well-managed search will reflect well on the University and applicants who feel that they have been treated in a courteous and respectful manner during a search process. Search committees must treat all applicants consistently and fairly and communicate their status at the appropriate time.

1. Applicants meeting the For Best Consideration (FBC) date or hard application date and have submitted a complete application must be screened using the advertised Minimums and Preferred qualifications.
 - 1.1 The minimum qualifications screening must be completed before the committee screens for preferred qualifications. 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 matrix should be attached to the requisition) Candidates who are non-bona fide should be dispensed as "Does not meet minimum qualifications" and the UNMJobs system will email the candidates notice of their disposition.

1.2 All members of the search committee should screen bona fide candidates based on preferred qualifications listed in UNMJobs (screening matrix should be attached to the requisition).

1.3 Interviewees Identified:

- The interview itinerary should be consistent for all finalists and the search committee should be prepared to participate in the process. The committee should also consider how travel and accommodation arrangements for the interviewees are being handled. This includes complying with policies for travel and lodging. All documentation related to the interview process should be collected, reviewed, and retained by the Department/College to assist with making a recommendation to the hiring official. Only interview itineraries will be attached to the Offer Details.

1.4 Successful candidate identified and Offer Details completed in UNMJobs

- The status of all applicants should be changed as they move (or don't move) through the screening process. This will assist in managing the expectations of candidates who are not being considered.
- All those not hired must be given a relevant non-selection reason that is supported by the evaluation/screening process and consistent with the justification memo.
- Interview itinerary must be consistent for all interviewees and a copy of the itinerary should be attached to the Offer Details.
- Departments/Colleges must maintain documentation that supports and compares the successful candidate to the other interviewees.
- Justification memo (signed/initialed by Dean, Chair, or Search Committee Chair) reflecting the process and justifying the review process must be attached to Offer Details.

1.5 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.
- 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 signed by Dean, Chair, or Search committee Chair to the HSC Faculty Contracts Office. The Hiring Unit must receive approval for the following requests or any other deviations from the defined process:

- Change of the search committee. If there is a need to change the composition of the search committee, it is essential to confirm that the change will not impact the search

process, especially if the change needs to occur after the start of the screening process. As noted in hiring processes, a search committee must be diverse (one minority and one female, cannot be the same individual). The committee must also be made up of at least (3) individuals. It should continue to reflect an adequate representation of interests, such as Department faculty, staff, and students (or, in special cases, community members).

- Make two or more selections from the same applicant pool.
- Extend the recruitment period/for best consideration date (re-advertisement of vacancy).
- Other (case by case assessment) The request for deviation cannot fundamentally alter the original recruitment.

Section II. Internal Competitive Searches

A hiring official may conduct an 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 a requisition 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.) which should have the potential to attract a strong pool of diverse candidates based on the position and recruitment area (college, school, and/or campus).

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 a requisition 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 Executive Vice President of Health Sciences Center/Vice President of Academic Affairs (HSC) as appropriate. The Vice President for Academic Affairs or the Executive Vice President for Health Sciences Center and HSC FCO 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. 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.

3. 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.

4. 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.](#)

5. 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 Executive Vice President for Health Sciences Center (HSC) and CEEO.

6. 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 the 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.

- Visiting Instructor appointments for Non-ACGME Fellowships, Chief Residents, or Psychiatry Interns are hired as an alternative hire and for the time period designated in the Letter of Offer. Once the program has ended, they must be hired in another capacity.

7. 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.

8. 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.

9. 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.

10. 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 [Section II. 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.

11. 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 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).

12. 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.

13. 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.”

14. 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.

Initiating an Alternative Hire

1. Once approval for the hire is obtained, in UNMJobs create a requisition for an external/internal, non-competitive search.
2. Position description should provide information related to the academic program and needs of the department
3. The minimum qualifications should be related to the position and program requirements.
4. Preferred qualifications must include the diversity qualification.
5. The candidate should submit all required application materials.
6. The offer details should be processed via UNMJobs and the hiring department/college is responsible for managing in a timely process.

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 a Competitive Hiring Process:

1. See Section I above.

Initiate an Alternative Hiring Process:

1. Determine if the alternative hire is a:

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

1.2 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. 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.

1.3 Working Retirees do not need to go through UNMJobs to be hired as Temporary Part-time.

2. See Initiating an Alternative Hire in Section III above.

Section VI. Records Retention

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

Other Key Principles

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 the competitive hiring 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, Individuals 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 highly desirable 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 Visiting Instructors, Named on a Contract or Grant, and 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 a 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.

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.