

Faculty Recruitment and Hiring Procedures

Updated March 2020

Part I – Position request – **Part I APPLIES TO DEAN'S OFFICE ONLY**

1. Each college will keep a hiring plan on file with the Office of the Provost. When positions become open the college should update this hiring plan.
2. When a position becomes vacant, the budget for the line is reduced to the median of the market with the difference being reallocated to a university pool for redistribution. The Dean has the authority to either fill or re-allocate the position within the college at the reduced budget. This includes reallocating funds to existing positions.
3. New positions funded by the college should also be part of the hiring plan. The college will need to submit a position request form to generate a new position number.
4. As the University pool for redistribution grows, the Office of the Provost will establish an annual process to review position requests for new faculty lines and/or allocate new faculty dollars. This will be done in collaboration with the Deans.

Part II – Posting and recruitment

For details see Hiring Toolkit for regular faculty - <http://hr.nmsu.edu/toolkits/reg-faculty/>

Unit leadership completes the following steps according to college protocol

1. Confirm the position number
2. Identify the search committee – have all members complete search committee training. **EMAIL DEAN PONTELLI WITH YOUR SEARCH COMMITTEE APPROVAL.**
3. Submit posting for approval through PeopleAdmin – The Office of the Provost will determine if the position is under-utilized and notify the Office of Institutional Equity (OIE). Under-utilized positions will be monitored by the OIE. Search committee must be made aware of this status. **REFER TO PAGE 71 of PEOPLEADMIN MANUAL.**
 - a. **Attach the Faculty Position Request Form as well as any email exchanges regarding the budget or questions regarding the position. This is attached to the “approved waiver” option.**
 - b. **Attach the external ad. Ad must contain affirmative action (EEO) statement. Please refer to the Toolkits page above for templates.**
 - c. **DO NOT USE THE SEARCH COMMITTEE FEATURE - per HR. It does not work in PeopleAdmin.**
 - d. **The job description must reference “Teaching, Research, Service and Outreach”.**
4. **Once posting is approved, department places external ads. New procedure- Copies of all actual ads must be part of the search file and uploaded to PeopleAdmin with the hiring proposal.**
5. Committee members and departmental faculty should distribute the posting and encourage potential candidates to apply.

Part III – Evaluation of the pool

For details see Hiring Toolkit for regular faculty - <http://hr.nmsu.edu/toolkits/reg-faculty/>

1. The Committee must list the criteria and method used to evaluate the candidate pool prior to evaluating the pool. ***Must use one of the matrix examples located on the A&S Website.**
2. After the position is closed, the committee determines if candidates meet the minimum qualifications. Those not meeting the min. qualifications should be deselected. The documentation of this action can be a simple yes/no determination by each member of the committee. This determination must be recorded and attached to the hiring proposal. ***Must use one of the matrix examples located on the A&S Website.**

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3. The committee must then review the remaining candidates in terms of the preferred qualifications and the criteria developed in Part III Step 1. From these discussions a list for phone/ITV/SkyPE interviews should be developed. ***Must use one of the matrix examples located on the A&S Website.**
4. For under-utilized positions and before finalizing the list for phone/ITV/SkyPE interviews, **an email must be sent to OIE (equity@nmsu.edu) with the position number and the names of those being considered for the phone/ITV/SkyPE interview. Copies of the actual ads must be sent with this request.** Within 48 hours, OIE will either concur with the list or ask for justification as to why specific candidates were not considered. Searches for under-utilized positions must have OIE approval before proceeding.
5. References provided by the candidate should be contacted at this stage by committee members.
6. After phone/ITV/SkyPE interviews are complete, the committee will determine which candidates should be considered for a campus interview. Alternate candidates for campus interviews must also be determined.
7. **A memo outlining the strengths and weaknesses of candidates being considered for a campus interview must be sent to the College Dean for approval before inviting any candidate to campus.** Generally it is expected that the department head or hiring manager for the position should write this memo. However, colleges may designate the chair of the search committee to do so.
8. Positions determined to be under-utilized must include OIE (equity@nmsu.edu) in the request for campus interviews. Any potential issues identified by OIE must be addressed at this point in the search process. **(All approvals from OIE and the Dean must be attached to the final hiring proposal.)**
9. **After** the Dean and OIE approve the individuals and alternates for campus interviews, the on-site visits can be scheduled.
10. Those scheduled for campus interviews and the alternates should remain in the “under review by Committee” designation in PeopleAdmin. All others should receive the appropriate de-selection code. The committee chair is strongly encouraged to send a personal email to anyone who participated in the phone interview process to update them on the search.

Part IV – Campus visit and final selection

1. Campus visits should be conducted in accordance with college practice and Dean’s direction. Candidates should have the opportunity to visit with a Benefits specialist during the visit or should be provided contact information for Employee Benefits so that they can call with specific questions.
2. Committees are encouraged to use every opportunity to assess each candidate, including visits during the drive from and to the airport.
3. **References not included in the official list should be contacted at this time. Even though candidates sign a release when they apply for the position, they should be informed that you will make reference calls to people who are not on their list.**
4. **After all campus visits are complete, the unit leadership along with the committee should provide the Dean with a memo listing strengths, areas of growth, concerns, and acceptability for all finalists.**

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5. The Dean along with the Department Head will make a final recommendation to the Office of the Provost. The unit will accomplish this by submitting a hiring proposal in PeopleAdmin. The following items need to be included and/or attached to the hiring proposal: Refer to page 97 of the PeopleAdmin manual.
 - a. Terms of the offer must be clearly stated in the comments section (Refer to page 99 of PeopleAdmin Manual). For example:
 - i. Provide details re: teaching load. For example: X courses for the fall semester and X courses in the Spring semester. In subsequent years, your teaching load will be X courses per semester.
 - Will you be providing moving expenses? (Remember this expense is split 50/50, college / dept)
 - Provide detail re: Startup funds provided
 - ii. Per the new E-Verify process, please include the exact work location and person of contact name for the first day.
 - iii. Remember if you have an international hire, this is handled by the department and 100% of the expense is covered by the department.
 - b. Yes/No vote on minimum qualifications.
 - c. Candidate Review Matrix with criteria used to evaluate the candidates with appropriate feedback.
 - d. Approved memo from the Dean for the campus interview.
 - e. Final strengths and weaknesses document presented to the Dean.
 - f. If the position is under-utilized, copies of OIE's approval for phone/ITV/SkyPe interviews and evidence that the memo to the Dean for the campus interview included OIE.
 - g. Proof of advertising as noted in Part II.4

Note: You may scan all the documents into one pdf. Just make sure they are in some sort of order.

6. The Office of the Provost will complete a salary equity review, verify Affirmative Action activity, and review the letter of offer.
7. After the hiring proposal is approved, the college can then make the offer to the candidate.
 - a. *Regular faculty hires - the official offer letter comes from the Dean so once verbally accepted, let Sheri Pettit know and she will email the official offer letter to the candidate for their signature.*
 - b. *College, Visiting and Temp faculty hires, the offer letter comes from the department head.*
8. Once the offer is accepted and a signed offer letter is in hand, the Hiring Confirmation must be completed right away. This requires a phone call to the candidate. (Refer to page 104 of the PeopleAdmin Manual and follow instructions through page 109.)

Part V – On-boarding

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