Faculty Recruitment and Hiring Procedures
Updated August, 2019

Part I – Posting and recruitment
For additional resources see Hiring Toolkit for regular faculty - http://hr.nmsu.edu/toolkits/reg-faculty/

1. Confirm the position number

2. Identify the search committee and email Dean Pontelli for approval. Make sure all members complete search committee training. Save the approval for when ready to hire.
   a. Make sure search committee members take or have taken the required search committee training.

3. Create posting in 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. If appropriate, attach the approved Faculty Position Request Form or email approvals.
   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, unit places external ads. OIE will require external postings to be attached to the hiring proposal so save your receipts.

5. Committee members and departmental faculty should distribute the posting and encourage potential candidates to apply.

Part III – Evaluation of the pool

1. The Committee must list the criteria and method used to evaluate the candidate pool prior to evaluating the pool.

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.

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.

4. For under-utilized positions and before finalizing the list for phone/ITV/SkyPE interviews, an email must be sent to OIE with the position number and the names of those being considered for the phone/ITV/SkyPE interview. 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 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.

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 attached to the hiring proposal: (These documents can be combined into one pdf and uploaded in either the OIE Review or External Documents section in PeopleAdmin. Refer to page 100 of PeopleAdmin Manual.)
   a. Yes/No vote on minimum qualifications.
   b. Criteria used to evaluate the candidates with appropriate feedback.
   c. Approved memo from the Dean for the campus interview.
   d. Final strengths and weaknesses document presented to the Dean.
   e. 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.
   f. Copies of external postings.

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 department may call and make the offer to the candidate. For regular faculty hires, the official offer letter comes from the Dean so once verbally accepted, let Sheri Pettit know and she will email and mail the official offer letter to the candidate for their signature. For college / 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 from there through page 109.)

Part V – On-boarding
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