

**REQUEST TO INITIATE FACULTY HIRING PROCESS**  
**Position Analysis Memorandum**

TO: Name, College or School Dean

FROM: Name, Department Chairperson

DATE:

SUBJECT: Position Analysis Memorandum

The Department of \_\_\_\_\_ is requesting approval to initiate a search for \_\_\_\_\_. I have discussed this position with the entire faculty of the department of \_\_\_\_\_ who reached the following consensus:

Academic Parameters

The department has been approved for a \_\_\_\_\_ (rank) Professor position, with a specialization in \_\_\_\_\_ (discipline). This will be a \_\_\_\_\_ FTE appointment.

We are approved for a base salary of between \_\_\_\_\_ and \_\_\_\_\_ depending on the successful candidate's qualifications. The low figure in this range is consistent with the lower range of the departmental salary scale anticipated for the \_\_\_\_\_ academic year. The higher figure would be appropriate for a candidate with 1-2 years' experience at another institution and some clear evidence of scholarship.

It is the policy of the department to provide new appointees with computer hardware and basic software. Associated costs of this equipment will likely not exceed \_\_\_\_\_. Office space will be available and the present cadre of support personnel is sufficient. Other anticipated start-up costs include \_\_\_\_\_. The successful candidate will be reimbursed for expenses incurred in moving to Albuquerque according to current and applicable UNM policies.

Affirmative Action Considerations

The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator.

Screening and Selection Parameters

The successful candidate will have completed all requirements for the Ph.D. in \_\_\_\_\_ by \_\_\_\_\_ (either the time of application or the starting date of the appointment- department must decide). The candidate's doctoral research and teaching experience will indicate specialization in \_\_\_\_\_. The tables below summarize the minimum and preferred qualifications, selection criteria, and sources of evidence that the search committee will use in screening applications.

Minimum Qualifications	How Evaluated
<ul style="list-style-type: none"> <li>Ph.D. by appointment/or application date with specialization in _____ or a related discipline.</li> <li>Other Minimum</li> </ul>	Resume, Transcript, Confirmation Letter from dissertation advisor/Department Chair

Preferred Qualifications	How Evaluated
Strength of Preparation and promise of scholarship in _____	Evidence from CV, research statement, Cover letter
Ability to teach undergraduate courses and graduate seminars	Classroom teaching or significant responsibilities as a GA/TA as indicated in CV, teaching and mentoring statement, Cover letter
Ability to advise and direct graduate work	Evidence of sufficient preparation and expertise as indicated in CV, Interview performance, Cover letter
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	Teaching and mentoring statement, research statement, cover letter

The successful candidate will be expected to assume a full teaching and graduate advising load in the department divided among lower division, upper division and graduate level course offerings and to advise master's level and doctoral level graduate students specializing \_\_\_\_\_.

Members of the search committee include \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. The chair of the search committee will be \_\_\_\_\_. Search committee members reflect an adequate representation of interests among Department faculty members, (in some cases staff and students are included and in rare instances, community members).

The committee will review all application materials as they arrive and identify bona fide applicants. Those who do not meet minimum qualifications will be notified that their applications will not be considered. The search committee will evaluate all bona fide

applications. This process will involve rating each applicant on preferred qualifications using the attached rubric, agreed upon by the search committee. Results of these ratings will be used to identify the semifinalists. Based on the expected applicant pool, the committee will select X-Y semifinalists.

Applicants scoring close to a cutoff (threshold) score will be given a “second look” to ensure no highly qualified applicants are eliminated. The semifinalists will be invited for Zoom interviews. Of the semifinalists participating in the Zoom interviews, the search committee will recommend 3-5 individuals for on-campus interviewees with descriptions of their strengths with respect to the preferred qualifications. Each finalist will be interviewed using a consistent interview process and schedule. The report of the search committee along with supporting documents (CV, summary of the applicants’ qualifications) will be considered by faculty of the Department before forwarding the recommendation to the \_\_\_\_\_ Dean’s Office.

**SEARCH COORDINATORS: PLEASE NOTE THAT THIS IS A SAMPLE POSITION ANALYSIS MEMORANDUM. YOU MAY ELIMINATE INFORMATION OR MODIFY AS NEEDED.**