

Alternative Hiring Process

Guiding Principles

As the flagship research university in New Mexico, the University of New Mexico (UNM) has goals, opportunities, and commitments that guide our mission. Prominent among these are:

- We best contribute to well-being in New Mexico by achieving and sustaining deep excellence in our research mission; that commitment lies at the center of our institutional identity.
- Our society at the state, national, and global levels must urgently fortify the pipelines to institutional leadership roles of both academic and other institutions. As a research university in a dynamic state, UNM is uniquely positioned to contribute to forming that future leadership. Truly delivering on that promise is both the ethically right and academic strategic approach to take.

UNM pursues these priorities via competitive searches for excellent scholars from all backgrounds. This will continue to be the case. In some rare circumstances, however, and as recognized in UNM's longstanding alternative hiring policy, the University's strategic needs justify faculty recruitment focused on individuals whose expertise and background make them uniquely qualified to advance the institution's missions.

The University of New Mexico will conduct competitive recruitments for faculty positions, unless there is a compelling justification to waive the competitive recruitment and pursue an alternative hiring process. The alternative hiring process, an extremely rare vehicle for faculty hiring, may be considered to recruit a candidate that has not emerged through a conventional national search.

Waiving the Standard Search Process

Requests to waive the standard search process will be considered where there is a clear, demonstrated need that must be quickly met (i.e., addressing an unforeseen, external event that necessitates a prompt response to remain competitive), in an exceptional situation (i.e., where a world-class candidate or one with special expertise that will confer a distinct benefit to the University's mission is available); the requirements for certain positions are sufficiently specialized that they can be filled by only a limited number of scholars, or an opportunity arises to recruit a scholar of great eminence.

Factors considered in assessing a waiver request include, but are not limited to: budgetary constraints; competing institutional priorities; unique opportunities afforded by the appointment; legal/regulatory issues; or other extenuating circumstances.

Step 1: Requesting Permission

A school/college/branch seeking to pursue an alternative hiring process (or a waiver of the competitive process) must obtain permission, from the Provost/Executive Vice President for Academic Affairs, to initiate the process (described below). Such permission does not imply final approval.

To request permission, submit the candidate's CV and a memorandum to svp@unm.edu describing the special circumstances that necessitate a departure from the standard recruitment and evaluation process.

Step 2: Hiring Process After Provost Permission to Proceed Has Been Granted

With permission from the Provost/Executive Vice President for Academic Affairs to waive the standard search process, the alternative hiring process described below must be followed:

- A. **Evaluation.** The school/college/branch dean will consult with departments that might be potential academic homes for the appointment to determine the quality of the candidate, procedures for campus visits or equivalent as appropriate, and how the candidate will enhance the department's strategic initiatives.
- a. The department faculty discuss the merits of hiring the candidate, including,
 1. contributions to teaching, scholarship, and service,
 2. support in reaching the department's strategic goals and enhancing the excellence of the department,
 3. address specific needs within the department, and
 4. contribute to the diversity goals of the department.
 - b. The department presents a written proposal to the school/college dean or branch campus chancellor. The proposal must include:
 1. an assessment of the candidate's professional accomplishments and teaching and scholarly contributions,
 2. the candidate's curriculum vitae, letter of interest, letters of recommendation (3),
 3. an explanation of how hiring the candidate would advance the strategic initiatives of the department,
 4. a summary of the department's support of the candidate, including the process and results of the faculty vote (following the department's governance procedures), and
 5. the mentorship plan to support the candidate in building long and productive careers at the University of New Mexico.
- B. **School/college/branch approval.** The dean/chancellor will assess the proposals received from their departments, and send forward the proposals that hold promise, and that fit most closely with the school/college/branch strategic goals for excellence.
- a. The respective dean writes a brief endorsement of the departmental proposal and sends it forward to Academic Affairs.
 - b. The endorsement will include an assessment of how the candidate fits the school/college/branch strategic plans and its goals for diversity and will note what resources the school/college/branch will contribute to the candidate's mentorship and retention plan.
- C. **Final approval.** Academic Affairs notifies deans of the approved proposal; the Dean's Office then notifies the relevant department.