



HLC Accreditation Evidence Document

Title: Criteria for Annual Faculty Hiring Plans

Office of Origin: Office of Academic Affairs

Description: An overview of the process entailed for Main and Branch Campus Deans looking to create new faculty positions within their departments, as it is given on Office of Faculty Affairs & Services (OFAS) website, ofas.unm.edu. The process includes the creation of a 3-year strategic plan/justification memo for the college in question.

Date: 2018

Office of Faculty Affairs & Services

Criteria for Annual Faculty Hiring Plans

Main and Branch Campus Deans seeking approval to search in any given academic year, for continuing faculty appointments starting the subsequent academic year, should submit a Strategic Hiring Plan/Position Justification Memo to the Office of Academic Affairs by **July 1st** of each year. In most cases, absent any concerns, approvals to initiate searches will be issued by **August 1st**. Obtaining approval to search for continuing appointments requires:

1. Demonstration of need, and alignment with UNM's perceived competitive advantages and strategic goals as identified in a 3-year strategic plan/justification memo; and
2. Demonstration of availability of adequate recurring to commit to the proposed continuing appointments using the [template](#) provided.

Strategic Plan/Justification Memo

Types of Appointments Affected

Recruiting for continuing appointments -- Tenured/Tenure Track, Lecturers and Professors of Practice --requires justification and prior approval from the Provost. However, Lecturers require prior approval only if it is a newly established position; you may search to fill any *unanticipated* vacancies within existing Lecturer ranks that arise during the academic year without seeking to amend your Strategic Plan/Position Justification memo, provided: (1) you use an open, competitive search process as determined by the Office of Faculty Affairs and Services (OFAS), and (2) your budget has sufficient revenue to cover the continuing contract commitments as determined by the Finance Officer for Academic Affairs. Please reference the 'unanticipated Lecturer vacancy' exception when submitting the job requisition in [UNMJobs](#) and describe the reason for the unanticipated vacancy and the source of revenue, e.g., 'unanticipated retirement.'

Non-continuing (temporary) appointments such as visitors, term teachers, adjuncts, research faculty on grants, etc., do not need to be included in the Strategic Plan/Position Justification memo. Job requisitions for non-continuing appointments may be initiated in [UNMJobs](#) at any time, without prior approval, provided adequate revenue exists to meet the contract commitment.

The Strategic Plan/Justification Memo seeks to encourages departments to establish long-term faculty development goals. Strategic Plan/Position Justification memos should speak to all continuing faculty hires contemplated during the next three years.

Year One Searches

List all continuing appointments for which you hope to search during the coming academic year. Separately justify each position you list, describing its impact on factors such as:

- Enrollment projections and trends for the department
- Fulfillment of departmental APR Action Plans
- Impact on departmental faculty: student ratios (whether measured by SCH, majors or both)
- Impact on outside accreditation standards (e.g., regular: adjunct faculty ratios)
- Advancement of specific UNM2020 goals, if applicable
- Unique intellectual opportunities or competitive advantages presented; any interdisciplinary joint hire partnerships
- Enhancement of the research mission and/or opportunities for creative works; opportunities to bolster OVPR's Research Focus Areas (see <http://research.unm.edu/strategic-plan>, and <http://research.unm.edu/research-emphases>).

Year Two Searches

List all continuing appointments for which you hope to search in the following academic year, and any conditions that must be met before these positions can come forward.

Strategic justifications for these positions are not required, but please include brief details about any unique intellectual opportunities or competitive advantages presented; any joint hire partnerships; or opportunities for enhancement of the research mission and/or opportunities for creative works.

Year Three Searches

List all continuing appointments for which you hope to search in the third year of your plan, and any conditions that must be met before these positions can come forward.

Strategic justifications for these positions are not required, but please include brief details about any unique intellectual opportunities or competitive advantages presented; any joint hire partnerships; or opportunities for enhancement of the research mission and/or opportunities for creative works.

Faculty Compensation Rates

An assessment of the impact of proposed salaries of new hires on current faculty compensation rates is not required in the **Strategic Plan/Position Justification**, due to the availability of compensation data obtained from recent compensation studies. However, if any proposed salaries for new hires raise concerns, OFAS may ask you to subsequently provide further justification and/or to develop a separate compensation plan to ensure equity for current faculty members.

Office of the Vice President for Research

Revenue may be available from the OVPR to support:

- unique intellectual opportunities or competitive advantages presented, e.g., joint hire partnerships, secondary appointments, which foster the strategic goal of furthering interdisciplinary research. In each case, partnering colleges and departments should be clearly identified and recruitment strategy to achieve interdisciplinary synergy should be outlined.
- enhancement of the research mission and/or opportunities for creative works; opportunities to bolster OVPR's [Research Focus Areas](#) and [Strategic Plan](#).

Be sure to address the OVPR's award criteria in the Strategic Plan/Position Justification memo if you plan to seek financial support from the OVPR.

Joint Appointments must comply with Faculty Handbook Section [B3.2.3](#):

Appointments in Two or More Units

(a) Appointments in which the services of a full-time faculty member are shared by two or more academic units or colleges are not only possible but encouraged when they benefit the University. A joint appointment must:

1. *not total more than 1.0 Full-Time Equivalent (FTE) and*
2. *be approved, in writing, by the faculty member, all the departments and colleges involved and the Provost/VPHS.*

(b) Before a faculty member receives a joint appointment, the appropriate academic units must jointly specify in writing, and secure written administrative approval for, all conditions of the appointment. The resulting agreement shall address matters such as probationary period, criteria for tenure and promotion and procedures for recommending salary increases and reappointment or non-reappointment, promotion and tenure. The agreement shall specify the academic unit that shall have primary responsibility for promotion and tenure. Any such agreement shall conform to the provisions of this Policy pertaining to promotion and tenure.

OFAS has templates to guide development of interdepartmental memoranda of understanding and offer letters for joint appointments.

Affirmative Action and Advance at UNM

UNM is fully committed to advancing faculty diversity, which will continue to be an important factor in future hiring consideration. However, advancing faculty diversity is more appropriately addressed through the recruitment process and through the development of college diversity plans, than through the Strategic Plan/Position Justification memo which focuses on resource allocation and identifying discipline-based need and competitive advantages.

Under-utilization and availability data from UNM's most recent Affirmative Action Plan is available from OEO. Deans are encouraged to use these data and to work with the [Advance at UNM](#), and with the [Division of Equity and Inclusion](#), to develop individual Diversity Plans to guide their search committees and hiring officials.

Spreadsheet Template

Using the spreadsheet the [template](#), list all proposed continuing appointments you propose to fill in the subsequent academic year, i.e., all positions listed in Year One of your Strategic Plan/Position Justification memo. Be sure to indicate proposed rank, e.g., Open Rank, Probationary, Tenured. Please do not create your own spreadsheet or vary the format on the spreadsheet template provided.

Revenue: Please address revenue availability and sustainability on the spreadsheet, and not in Position Justification memo narrative. For each position listed on the spreadsheet include a statement in the Revenue field indicating where the recurring revenue for each position will come from, e.g., anticipated retirements, tuition differentials, endowments, joint appointment with another unit, etc.

Provide additional written evidence of commitments from any third parties if you list them as a revenue source, e.g., DEI, HSC, OVPR, etc. If bridge funds will be used, describe the source and timeline for transitioning the position to your own recurring revenue.

Start Ups: Anticipated start up packages must be described together with the source of the revenue. Startup funds listed as coming from third parties must be described.

Anticipated Salary: For each position listed on the spreadsheet include the maximum starting salary you are prepared to offer. Include the CIP code for the proposed position as well.

5.16.17

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Our Location

