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.
Office of Faculty Affairs & Services

Criteria for Annual Faculty Hiring Plans

Planning for the upcoming academic year’s annual faculty hiring plans involves a detailed process that should be initiated in the early summer of the current academic year. This process is designed to ensure that the hiring needs for the upcoming academic year are met in a timely and effective manner. The following criteria should be considered when developing annual faculty hiring plans:

1. **Faculty Needs**: Faculty needs are determined based on the current staffing levels, the anticipated workload, and the strategic plans of the department. Faculty needs should align with the institution’s strategic initiatives and goals.

2. **External Market**: The external market for faculty positions should be analyzed to ensure that the institution is competitive with other institutions in terms of salary and benefits. This includes reviewing the job market for similar positions and determining the average compensation for faculty in the institution’s field.

3. **Student Demand**: Student demand for courses and programs should be considered when determining faculty needs. This includes reviewing enrollment data and forecasting future enrollment trends.

4. **Interdisciplinary Collaboration**: Faculty hires should be considered in the context of interdisciplinary collaboration. This includes identifying faculty who can contribute to the institution’s interdisciplinary programs and initiatives.

5. **Institutional Goals**: Faculty hiring plans should align with the institution’s overall strategic goals. This includes identifying faculty who can contribute to the institution’s mission and values.

6. **Budget Constraints**: Faculty hiring plans should be developed within the constraints of the institution’s budget. This includes determining the maximum number of hires that can be accommodated within the budget and ensuring that the hires align with the institution’s financial goals.

7. **Faculty Diversity**: Faculty diversity is a critical factor in the hiring process. The institution should strive to hire faculty who represent diverse backgrounds, experiences, and perspectives.

8. **Faculty Development**: Faculty development and professional growth should be considered when developing faculty hiring plans. This includes identifying faculty who can contribute to the institution’s professional development initiatives.

9. **Faculty Evaluation**: Faculty evaluation data should be considered when determining faculty needs. This includes reviewing faculty performance evaluations and identifying areas where additional faculty may be necessary.

10. **Legal and Regulatory Requirements**: Faculty hiring plans should comply with all legal and regulatory requirements, including affirmative action and equal opportunity policies.

11. **Faculty Search Committee**: Faculty search committees should be established to assist in the hiring process. This includes identifying committee members who can provide a diverse range of perspectives.

12. **Faculty Search Strategy**: Faculty search strategies should be developed to ensure that the institution attracts qualified candidates. This includes determining the appropriate channels for advertising faculty positions and identifying strategies for evaluating candidates.

**Timeline for Development**

The annual faculty hiring process should be initiated in the early summer of the current academic year. The following timeline should be used to guide the development of faculty hiring plans:

- **June**: Faculty needs are determined and external market analysis is conducted.
- **July**: Interdisciplinary collaboration and institutional goals are considered.
- **August**: Budget constraints and faculty diversity are considered.
- **September**: Faculty development and evaluation data are considered.
- **October**: Legal and regulatory requirements are considered.
- **November**: Faculty search committees are established.
- **December**: Faculty search strategies are developed.

By following these criteria and timelines, the institution can develop effective annual faculty hiring plans that align with its strategic goals and comply with all legal and regulatory requirements.