



Office of the Dean of Instruction

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## **Faculty Hiring: Process and Prioritization**

### **Values**

1. UNM-Gallup is committed to a process of hiring that focuses on the overall health and needs of the institution as a whole in order to better serve our students and our community.
2. The UNM-Gallup Executive team is committed to ensuring equitable decision making that aligns with strategic planning initiatives.
3. The underlying values of shared governance and transparency will guide our engagement and decision-making processes.
4. Hiring plans are created in the Spring and Summer Semesters for positions that will start in the Fall of the next calendar Academic Year.

### **The Standard Hiring Process**

1. In the Spring Semester of each academic year, Division Chairs should solicit feedback from faculty on the upcoming hiring plan.
  1. What full-time faculty positions are needed, from a divisional perspective?
  2. What is the rationale for the position(s) (curricular, student demand, etc..)?
  3. Is this a replacement hire, a growth hire or a hire based on emergent need?
2. By August 1<sup>st</sup>, Division Chairs should submit to the Dean of Instruction the requested faculty positions and justifications for those positions addressing the following metrics:
  1. How does the proposed hire align with UNM-Gallup's strategic planning initiatives. (20 possible points)

2. How does the proposed hire align with the area's most recent Program Review. (10 possible points)
3. How does the proposed hire integrate with the area's Assessment Plan. (10 possible points)
4. How does the proposed hire increase the area's ability to offer required/requested courses. (10 possible points)
5. Course fill rate percentages for the past 3 years. (10 possible points)
6. Student persistence data from the past three years. (10 possible points)
7. Student completion data from the past three years. (10 possible points)
8. Funding sources beyond existing Instruction and General (I&G) funds and how does this hire create additional revenue. (10 possible points)
9. Documented community need. (10 possible points)

3. Each member of the Executive Team will rank each requested position, using these measures (1-9 above), on a scale from 0-100 possible points and calculate the average total from the group.

4. By September 1<sup>st</sup>, the Executive Team will discuss and evaluate all requests. Any positions scoring below a 50-point average will not be included in the annual hiring plan.

6. Not all positions averaging 50 or more points may be included in the hiring plan. The budgetary impact of each position must be weighed and this calculation will change from year-to-year as our budgetary situation changes.

7. Written justification for a position not being included in the annual hiring plan will be provided to the Division Chair/Director, by the Dean of Instruction, once the hiring plan is submitted.

8. If the Division Chair/Director wishes to re-submit a hiring request with updated justifications or data, this can be done quarterly, in September or December, of the current calendar year.

### **Emergent or Off-Cycle Hiring Needs**

1. Emergent or off-cycle hiring requests should be rare and are handled on a case-by-case basis. A Division Chair or Director should make this written request to the Dean of Instruction as soon as they are aware of the need. The Dean of Instruction will consult on the request with the Executive Team, and if approved, will request final approval from the Senior Vice Provost. If the SVP approves, the Dean will recommend to the Chair/Director what hiring process best suits the situation (competitive, non-competitive, emergency, etc...).