Hiring Procedures for Faculty Positions
5 July, 2018, Revision 11

Position Approval:

1. Department Chair acquires written approval from the Vice President for Academic Affairs (VPAA) to initiate the paperwork. *Please have your Dean's approval before submitting to AA. E-mail is fine for such approvals.*
2. Department Chair forms a search committee and obtains the Dean's and VPAA's approval. (The committee must consist of at least five faculty or research staff members. If possible, a majority of the committee should be members of the department. At least two members must be faculty members from other departments. A chair of the search committee should be named.)
    a. Given the small sizes of some departments, it is acceptable to have the entire faculty of a department on the committee, including the Department Chair.
    b. The Chair of the committee should be a faculty member in the department. If the nominated Committee Chair is also the Department Chair, that must be approved by the Dean.
3. Department Chair fills out a " Position Description Questionnaire": http://www.nmt.edu/images/stories/hr/PDQ_Revised00413.pdf
4. Department Chair fills out "Personnel Requisition": http://www.nmt.edu/images/stories/hr/Personnel_Requisition0813.pdf
5. Department Chair sends the forms to their Dean and the VPAA office for signature. Then the forms will be routed for other necessary approvals.
6. Search Committee Chair takes over the administrative and leadership roles of the search, unless the Committee Chair is the Department Chair (see step (2)(b), above).

Advertising:

7. Human Resources (HR) will create the job posting after the request has been approved. A copy will be sent to the supervisor listed on the request for proofreading, and then the position will be advertised.
8. All faculty positions must be advertised online at:
    a. HigherEdJobs.com,
    b. Chronicle of Higher Ed,
    c. InsideHigherEd.com,
    d. Academic Keys
    e. Plus one should advertise in the appropriate trade journals for the discipline, assuming affordability.

    AA will provide the necessary funds to enable this expanded recruiting advertising campaign.
9. All faculty job advertisements should use the format and boiler-plate language documented at the end of this procedure.
10. If the committee wants an electronic application process via e-mail submission of PDF files, the Committee Chair should make arrangements with HR. To ensure that no electronic applications are lost, we recommend that the advertisement indicate that e-mail submissions should cc the Committee Chair.
11. Committees should check that the ads that are placed are what was agreed upon, with no omissions or alterations. A truncated or otherwise altered advertisement may misrepresent the position or fail to attract the candidates that are being sought. This is part of the QA/QC of the search process.

Speed is of the Essence:

12. We are in competition for talent with the rest of academia, as well as with industry and government. Committees should endeavor to complete the search in the Fall semester, if at all possible. This implies nominal deadlines during a normal Fall search of: (i) phone interviews in November, and (ii) on-site interviews in December. An early successfully-completed search also makes it much easier to ensure that incoming faculty lab space is ready during their first semester.

Applicant Screening and Phone Interviews:

13. HR Office will collect the applications; qualified applications will be sent to the Committee Chair who, in turn, will pass all of these applications on to the search committee.
14. General interview questions must be prepared by the committee and approved by Director of HR prior to calling any candidates. Questions should be tailored to the position description and job advertisement.
    a. It is recommended that 5 or more standard questions be prepared in advance, submitted to HR and asked of all candidates.
        i. Standardized questions are wise to prevent law suits over unequal treatment of candidates.
        ii. In an effective interview, the candidate's response to the initial questions should lead to follow-up questions which may well vary between candidates (in fact, open-ended "standard questions" may be wise to elicit just such follow-ups).
        iii. Also, each candidates CV is likely to raise a couple of obvious questions that may be unique to the candidates.
        iv. The committee should NOT feel constrained by the standardized questions in pursuing such additional lines of inquiry.
    b. The committee should ensure that they vet to HR any questions concerning eligibility to work in the U.S., or use the standard questions already approved by HR. These are, if you choose to use them:
        i. Do you now, or will you in the future, require sponsorship (e.g. H-1B visa status, etc.) to work legally for New Mexico Tech?
            1. If you will require sponsorship, do you currently hold Optional Practical Training (OPT)?
            2. If you currently hold OPT, are you eligible for a 24-month extension of your OPT based upon a degree from a qualifying US institution in Science, Technology, Engineering, or Mathematics (STEM), as defined by Immigration & Customs Enforcement?
15. Search committee reviews applicants and selects semifinalists for phone interviews. A good QA/QC practice to ensure that no applications are lost is to compare the committee's list of applicants to HR's list of applicants.
16. Search committee holds phone interviews. Search committee should ensure that all committee members either are present or have access to the records of these interviews.

On-site Interviews:

17. Search committee recommends finalists (typically three) for on-site interviews. Department Chair, Dean and VPAA must approve the finalists, who will then be invited for interviews.
18. Interviews are held. Committee, with departmental administrative support, arranges for or coordinates with candidate for travel and interview logistics.
    a. Departments/Committees should ensure, to the maximum extent practicable, that someone picks up the candidate at the Albuquerque airport and takes them to their hotel in Socorro.
    b. Throughout the interview process candidates should not be left to fend for themselves for any meal.
    c. Search committee should ensure that all committee members have access to the candidates.
    d. Also, each candidate should meet with (i) departmental faculty, (ii) student representatives of the department, (iii) College Dean*, (iv) Dean of Graduate Studies*, (v) VPAA*, (vi) VPR&ED*, and the Associate Director of HR*. The committee may add to this list as they see fit.
    e. Departments/Committees should ensure, to the maximum extent practicable, that someone returns the candidate to the Albuquerque airport.
19. Each person on the search committee must fill out the "Record of Interview**":** http://www.nmt.edu/images/stories/hr/RecordInterviewRevised0316.pdf for each candidate **or** the whole committee can fill out one form for each candidate but all the members of the committee must sign it.
20. The committee must solicit input from each of the parties that met with the candidates.

21. After soliciting input, the committee should separate candidates into “acceptable” or “not acceptable”, and rank the acceptable candidates.
22. Committee submits ranked list of acceptable candidates to Department Chair for his/her approval.

Selecting & Prioritizing Candidates and Making an Offer:

23. Department Chair must obtain approval from the appropriate Dean and the VPAA before submitting final selection to the HR office.
24. Department Chair fills out the “Interview and Selection Summary Form” and sends to HR for approval**:** http://www.nmt.edu/images/stories/hr/Interview_and_Selecton_Summary_Form_Revised_0413.pdf . Any candidate listed on this form must receive an offer of employment, if the one(s) ahead turn down the offer; therefore only list the ones you would want to hire, i.e. don’t list all of the-candidates on this form.
25. HR and Affirmative Action offices will let Department Chair know when your selection is approved.
26. Led by the Department Chair, negotiations with the highest-ranked available candidate begin. Check with VPAA office and Financial Administrator for the constraints on the offer of salary, and negotiate details of the offer (salary, moving expenses, start-up funds, summer salary, etc.) with candidate via email or phone call.
27. Led by the Department Chair, negotiations about startup (summer salary, equipment purchases, etc.) should be negotiated with the VPR&ED. Once agreement is reached, Office of VPAA will issue offer letter to Department Chair that includes expectations for promotion and tenure as well.
28. Departments are welcome and encouraged to send the candidate a supplemental letter that explains with greater detail the departmental-specific expectations of faculty.
29. Department Chair prepares a PAF and sends to VPAA for approval. Please allow 3-5 business days for the processing of the PAF.

* - or his/her representative.

New Mexico Tech invites applications for
Assistant Professor of (field/discipline goes here)

Position Description: (details about the faculty position go here …)

Department Description: (details about the department, facilities, emphasis areas & strengths, kudos/sales pitch, etc. go here …)

(Below is boiler-plate language for all ads …)

Application Deadline: For best consideration please apply by Month, date, year. Inquiries should be directed to … dept info goes here…

Equal Employment Opportunity: NMT is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual. NMT is an Equal Opportunity Employer.

Benefits: Excellent benefits (health, vision, dental), tuition fee waiver, and a generous retirement plan.

Regional Attractions: New Mexico Tech is located in Socorro, in the scenic Rio Grande River Valley of central New Mexico, 75 miles south of Albuquerque with its many attractions, and 139 miles south of Santa Fe. Nearby mountains and desert canyons provide opportunities for excellent hiking, climbing, and mountain biking. The Bosque del Apache National Wildlife Refuge, located just south of Socorro along a major north-south flyway, offers some of the best birding in the USA.