**Hiring Procedures for a Faculty Positions**

**23 August, 2017**

**Revision 7**

1. Approval from the Vice President for Academic Affairs (VPAA) to initiate the paperwork. [*Please have your Dean’s approval before submitting to AA.*](http://www.nmt.edu/images/stories/hr/Personnel_Requisition0813.pdf%20Please%20have%20your%20Dean%27s%20approval%20before%20submitting%20to%20AA)
2. Department Chair forms a search committee and obtains VPAA’s approval. (The committee must consist of five-to-seven 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.)
3. Fill out a “ [Position Description Questionnaire”:](http://www.nmt.edu/images/stories/hr/PDQ_Revised00413.pdf) <http://www.nmt.edu/images/stories/hr/PDQ_Revised00413.pdf>
4. Fill out **“**[Personnel Requisition](http://www.nmt.edu/images/stories/hr/Personnel_Requisition0813.pdf)”: <http://www.nmt.edu/images/stories/hr/Personnel_Requisition0813.pdf>
5. Send the forms to VPAA office for signature. Then the forms will be routed for other necessary approvals.
6. The job posting will be created by Human Resources Office (HR) 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.
7. HR Office will collect the applications; qualified applications will be sent to the Department Chair who, in turn, will pass all of these applications on to the search committee.
8. Interview questions must be prepared; and approved by Director of HR prior to calling any candidates. Questions should be tailored to the position description and job advertisement. The committee should ensure that they vet to HR any questions concerning eligibility to work in the U.S.
9. Search committee reviews applicants and selects semifinalists for phone interviews.
10. Phone interviews are held. Search committee should ensure that all committee members either are present or have access to these interviews.
11. Search committee recommends finalists (typically three) for on-site interviews. VPAA and the Dean should approve the finalists, who will then be invited for interviews.
12. Interviews are held. Search committee should ensure that all committee members have access to the candidates. 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 Director of HR\*. The committee may add to this list as they see fit.
13. Each person on the search committee must fill out the “Record of Interview**”:** [http://www.nmt.edu/images/stories/hr/RecordInterviewRevised0316.pdf](http://www.nmt.edu/images/stories/hr/RecordInterviewRevised0316.pdf%20%20)  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.
14. The committee must solicit input from each of the parties that met with the candidates.
15. After soliciting input, the committee should separate candidates into “acceptable” or “not acceptable”, and rank the acceptable candidates.
16. The “Interview and Selection Summary Form”**:** [http://www.nmt.edu/images/stories/hr/Interview\_and\_Selecton\_Summary\_Form\_Revised\_0413.pdf](http://www.nmt.edu/images/stories/hr/Interview_and_Selecton_Summary_Form_Revised_0413.pdf%20%20)  should be filled out and sent to HR for approval. 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 thecandidates on this form. ***Obtain approval from the appropriate Dean and the VPAA before submitting your final selection to the HR office.***
17. HR and Affirmative Action offices will let you know when your selection is approved.
18. Negotiations with the highest-ranked available candidate begins. 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. 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 that includes expectations for promotion and tenure as well. Departments are welcome and encouraged to attach a supplemental letter that explains with greater detail the departmental-specific expectations of faculty.
19. Prepare a PAF and send to VPAA for approval. Please allow 3-5 business days for the processing of the PAF.

\* - or his or her representative.