

**UNM College of Arts & Sciences  
Hiring Plan Guidelines  
February 20, 2023**

These guidelines were prepared using feedback from the Strategic Planning Committee in 2022. The changes that are proposed are as follows: 1) To provide additional context about how hiring requests support strategic goals. 2) To simplify content and format. 3) To provide a rubric that describes the criteria to be evaluated by the Committee to make the process more transparent.

**The College will provide data to unit heads and to the Strategic Planning Committee, including the following:**

Faculty FTE: (including non-tenure track and split appointments)  
Undergraduate headcount (including Majors, Pre-Majors, Second Majors, and Minors)  
    Undergraduate headcount of College  
    Term by term change comparison to College  
Graduate student headcount  
Degrees Awarded (Bachelors, Masters, PhD)  
Student Credit Hours (lower division, upper division, graduate)  
    Student credit hours of College  
    Term by term change comparison to College  
Faculty / Student Ratios (undergrad and grad)

**Instead of filling out the tabbed spreadsheet with character limits, unit heads will provide the following:**

1) An executive summary of no more than two single-space pages (standard 12-point typeface with 1-inch margins) describing the unit and its current hiring needs. Ideally this statement should be proactive and forward-thinking, emphasizing what you hope to build, rather than dwelling on losses from the past.

Here are some suggested topics to include in your executive summary:

- Role unit plays at UNM and enhancing R1 status (examples: high-impact research and scholarship, community-engaged research, large grants, meeting specific curricular needs, interdisciplinary collaboration, contributing to General Education program, innovation in creating unique educational experience for New Mexico students, offering nationally ranked graduate programs, placing students in prominent academic and non-academic positions, etc.)
- Strategic needs (as defined by most recent APR or by other indicators)
- Competitive advantages in teaching/scholarship
- Summary of how you have delivered the curriculum and addressed enrollment challenges over the past five years.
- Impact of retirements/separations over the past five years
- Creation of new major and/or degree program that justifies additional faculty lines

2) Up to **two ranked tenure track and two ranked lecturer hiring requests**. Each hiring request should be no longer than one single-spaced page and justified with respect to the strategic

priorities identified in your executive summary. Lecturer requests will be considered separately from tenure-track by the Strategic Planning Committee. If you want to convert a term teacher or PTI to lecturer status, include in your justification a calculation of the costs relative to PTI costs.

3) **HROS:** Hires, Retirements and Separations within the last five years.

### **Hiring Priorities Rubric:**

Under current budgetary constraints, it is unlikely that the Strategic Planning Committee will be able to consider any requests beyond your #1 hiring priority in each category. Exceptions may apply, for example, a cluster hire, an endowed position, RPSP funding, major grant funding, etc. Hiring requests will be evaluated by the Strategic Planning Committee and the Dean of A&S according to the following criteria:

Highest priority:

- Hire contributes to meeting outside accreditation standards
- Hire maintains and/or build competitive advantage in research profile and R1 status
- Hire enhances demonstrated commitment to improving student outcomes
- Ability to deliver graduate curriculum and to recruit and/or retain graduate students
- Ability to deliver essential undergraduate curriculum and ensure timely degree completion

High priority:

- Support for the hire in the most recent APR or other strategic indicator
- Potential for enhancing interdisciplinary teaching and research at UNM
- Possibility of shared hire with another academic department or program

High-medium priority:

- Creation of new major, degree program, or curriculum track requiring additional faculty support
- Graduate and undergraduate SCH – including trends over the past five years
- Demonstrated commitment to curriculum planning and enrollment management over the past five years

Medium Priority:

- Retirements or resignations over the past five years relevant to the request
- Evidence of previous promises to hire
- Availability of non I&G funding to support the hire (bridge or long term)
- Any strategic priorities or objectives not listed above