

**Draft Proposal: Changes to the Hiring Plan Process**  
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This proposal was prompted by feedback from the Strategic Planning Committee, chaired by David Weiss, in AY 2021-22. The changes that are proposed are two-fold. The first is to change the format and content of information delivered by unit heads to streamline the process and to provide additional context about how hiring requests support strategic goals. The second is to provide a rubric that describes the criteria to be evaluated by the Committee.

**The material provided by the College to Unit Heads and the Committee will be unchanged. This consists of spreadsheets summarizing the following:**

Faculty FTE: (including non-tenure track and split appointments)

FSCG: Full time Faculty FTE, Student Credit Hours and Grant Expenditures, information on majors, graduate student enrollment, and degrees awarded.

HROS: Hires, Retirements and Separations within the last ten years

**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) about 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 categories:

- a. Role unit plays at UNM and enhancing R1 status (examples: high-impact research and scholarship, community-engaged research, large grants, meeting specific curricular needs, 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.)
- b. Strategic needs (as defined by most recent APR or by other indicators)
- c. Competitive advantages in teaching/scholarship
- d. Summary of how you have delivered the curriculum and addressed enrollment challenges over the past five years.
- e. Impact of retirements/separations over the past five years
- f. Creation of new major and/or degree program that justifies additional faculty lines
- g. Identification of no more than three hiring needs – why these and why now? They could be justified with reference to strategic priorities, ability to deliver undergraduate and/or graduate curriculum, research profile, development of new program, bridge funding, time-sensitive grant, etc.

**Decision-making matrix (Rubric)**

2) Under current budgetary conditions, it is unlikely that the Strategic Planning Committee will be able to consider any requests beyond your #1 hiring priority. If your unit has reason to believe that it might be able to hire more than one faculty member in a given cycle (for example, a cluster hire, an endowed position, RPSP funding, major grant funding, etc.) you may submit **a maximum of three ranked hiring requests**. For each hiring request, provide a one-page, single-spaced narrative summary that addresses as many of the following criteria as are relevant.

Hiring requests will be evaluated by the Strategic Planning Committee and the Dean of A&S according to the following criteria:

Highest priority:

- Ability to meet outside accreditation standards
- Ability to maintain and/or build competitive advantage in research profile and R1 status
- Demonstrated commitment to student success

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
- Ability to deliver graduate curriculum and to recruit and/or retain graduate students
- Ability to deliver undergraduate curriculum and ensure timely degree completion

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