

To: Deans – Albuquerque and Branch Campuses

From: James P. Holloway, Provost and Executive VP for Academic Affairs *James Paul Holloway*

Re: Faculty Hiring Guidelines for FY22

Date: May 11, 2021

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Over the last fiscal year, UNM has been purposefully slowing hiring of faculty, in response to the challenges created by COVID-19. In particular, Academic Affairs allocation for FY21 was reduced by 10% relative to FY20.

For FY22, we currently anticipate an improved revenue outlook. While the Board of Regents approved the University's budget, there remain several ways in which our unrestricted expendable revenue projections could fall short of current estimates. For example, tuition revenue could under-perform our predictions, or mid-year reductions in state I&G allocations might occur.

Despite these contingencies, faculty hiring remains critical to fulfilling the University's strategic missions. Therefore, authorizations for faculty hiring during FY22 will be less restrictive than for FY21, yet these authorizations will still be undertaken with care and with an eye towards strategic needs.

For faculty search requests to be conducted during FY22, Academic Affairs will continue to review and authorize requests. In light of the improved outlook, Academic Affairs will reduce the amount of information required to undertake a faculty hire.

Deans seeking approval to conduct faculty searches for appointments starting AY2022-23 will submit a strategic hiring plan to the Senior Vice Provost ([svp@unm.edu](mailto:svp@unm.edu)) by May 28, 2021. In most cases, absent any concerns, approvals to launch searches will be issued June 30, 2021 or as soon as we have clarity about fall enrollments. Amendments to the School/College faculty hiring plan also require approval from Academic Affairs. Quarterly revisions to the hiring plan are welcome.

Approval for faculty searches for continuing appointments (e.g., tenure-track, lecturer) will be prioritized against the following factors, which should be addressed in the hiring plan:

- Justification for each proposed position on the basis of the following elements
  - Need based on academic mission and in response to a unit's Academic Program Review
  - Advancement of the unit's specific diversity, equity, and inclusion goals
  - Enhancement of critical UNM research, creative works, and scholarly directions, including the Grand Challenges and other key directions in which UNM can continue to build distinction
  - Outline how faculty input helped inform the prioritization of faculty hiring needs.
  - Contribution to the unit's current strategic plan and alignment with the multiyear plans submitted in fall 2020 and to be renewed in fall 2021
  - Improved undergraduate and graduate student outcomes

- Description of the sources of *recurring* funding that will support the faculty hires requested.
  - For each position requested, specify proposed appointment and rank; salary requested; anticipated start-up funds; and the corresponding CIP code.
  - Recurring funds to support new faculty lines have been set aside centrally, and units may seek critical hires, as aligned with the criteria above, to be made using these new lines. These funds are limited.
- Additional factors to address:
  - The Regents have asked UNM to align, to the extent appropriate, our programs with the workforce needs of New Mexico.
    - Faculty hires that support this goal should be noted.

Faculty searches must be competitive, unless Academic Affairs approves a waiver to a competitive process. Such waivers will be unusual, and even when a waiver for a competitive search is authorized (as for a target of opportunity or spousal hire, see below), strong departmental and school/college support for the hire must be explicitly demonstrated.

Faculty search committee members will be required to complete Diversityedu online training, sponsored by the Division for Equity and Inclusion, and the faculty search workshops presented by ADVANCE @ UNM.

Limited funds are available to support partner/spousal hires. Such partner/spousal hires are one case in which a competitive search could be waived.

Target of opportunity hires will be considered. These are defined as hires sought outside of the approved faculty hire process above, and must represent unique opportunities to bring tenured or tenure-track faculty to UNM to support critical research areas and to bring critical diversity to the tenured faculty ranks.