

April 4, 2017

To: Main and Branch Campus Deans, Directors and Chairpersons

From: Carol Parker, Senior Vice Provost for Academic Affairs *Carol A. Parker*

cc: Distribution List

Re: UNMJobs 2.0 Implementation

In July 2015, the University began the work of developing and implementing a new job application system to modernize and improve the hiring process for faculty, staff and student positions. As of April 3, 2017, the new system, UNMJobs 2.0, will become available and must be used for all new faculty postings and searches – both competitive and non-competitive recruitments.

UNMJobs 2 provides a modern web-based application experience for faculty applicants, and allows for customized faculty recruitment processes for departments and search committees. To improve the experience for new faculty, it will also automate the process by which the hired candidate becomes an employee. In short, the entire recruitment and hiring process will be conducted entirely online.

Consequently, approvals of decisions throughout the search process need to be noted in the system by clicking through various authorizations. Faculty and faculty administrators who oversee various portions of the process – approving postings, selection of finalists, hiring decisions, and extending of offer letters – will need to perform these approvals online. **These responsibilities cannot be delegated to a staff employee. This work must be performed in the system by the individuals with the authority to make them, e.g., Chairperson, Search Committee Chair, or Hiring Official**, because the system will track the identity of the approving individual in order to make the record of the search process for compliance purposes. For instance, offer letters will be accepted via electronic signatures. No paper copies will be printed out and circulated for approval signatures.

Faculty approvers do not need to request a Banner role to have accesses to UNMJobs 2.0. The Office of Faculty Affairs and Services (OFAS) will authorize whomever needs to be granted access to the new hiring system for each individual search.

OFAS will be providing training opportunities for faculty via Skype and can meet with faculty to provide in-person training. Deans and department chairs are encouraged to contact the OFAS to schedule an in-person training for faculty as soon as a faculty hiring need has been identified, and to allow extra time to accomplish training for the search committee chairs and hiring officials. OFAS has created a webpage with additional important information for faculty involved in the recruitment and hiring processes (<http://ofas.unm.edu/faculty/recruitment--hiring/recruitment.html>). I would urge you to read this web page carefully.

Thank you for your attention to this important development.

Distribution List

Craig White, Acting Provost/EVP for Academic Affairs
Main and Branch Campus Deans, Directors and Chairs

Main and Branch Campus College Administrators
Theresa Ramos, Director, Faculty Affairs and Service