**REQUEST TO INITIATE FACULTY HIRING PROCESS**

**Position Analysis Memorandum**

TO:  Name, College or School Dean

FROM: Name, Department Chairperson

DATE:

SUBJECT: Position Analysis Memorandum: Replacement of \_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting approval to initiate a search for a replacement for \_\_\_\_\_\_\_\_\_\_\_, who retired/resigned effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I have discussed this opening with the entire faculty of the department of \_\_\_\_\_\_\_\_\_\_ who reached the following consensus:

Academic Parameters

The departure of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ leaves a significant gap in the coverage of \_\_\_\_\_\_\_\_\_\_\_\_\_, especially.  Of the FTE faculty in our department, only \_\_\_\_\_are specialists in the needed area of expertise and their expertise covers \_\_\_\_\_\_\_\_\_\_\_\_.  Enrollment in this segment of the department’s curriculum has been increasing over the past five years and we expect this trend to continue.  (Departments should provide more details as applicable and necessary here.)

We feel that departmental needs will be best served by the appointment of a faculty member whose specialty is the same as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.    However, we believe that an appointment at the entry level will enhance the likelihood of recruiting members of currently underrepresented groups.

We propose a base salary of between \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_ depending on the successful candidate’s qualifications.  The low figure in this range is consistent with the lower portion of the departmental salary scale anticipated for the \_\_\_\_\_\_\_\_\_ academic year.  The higher figure would be appropriate for a candidate with 1-2 years’ experience at another institution and some clear evidence of scholarship.  It is the policy of the department to provide new appointees with computer hardware and basic software (add any other start up items here).  Associated costs of this equipment will likely not exceed \_\_\_\_\_\_\_\_.  Office space, to be vacated by \_\_\_\_\_\_\_\_\_\_\_\_, will be available and the present cadre of support personnel is sufficient.  No other start-up costs are anticipated.  The successful candidate will be reimbursed for expenses incurred in moving to Albuquerque according to current and applicable UNM policies.

Affirmative Action Considerations

As mentioned above, we are anticipating the identification of strong candidates who are members of protected groups.  The department faculty and I are strongly committed to giving candidates from these protected groups very serious consideration within the academic parameters of this position.  We intend to use the links and resources listed on the attached list.

Screening and Selection Parameters

The successful candidate will have completed all requirements for the Ph.D. in  \_\_\_\_\_ by \_\_\_\_\_\_(either the time of application or the starting date of the appointment- department must decide).  The candidate’s doctoral research and teaching experience will indicate specialization in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The table below summarizes the minimum qualifications, selection criteria, and sources of evidence that the search committee will use in screening applications.

|  |  |
| --- | --- |
| Minimum Qualifications   Ph.D. by appointment/or application date with specialization in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Record of Teaching Experience  Written academic work | How Measured   Resume, Transcript, Confirmation Letter from dissertation advisor/Department Chair  Resume, Letters of Recommendation, Syllabi, Course Evaluations   Resume, copies of papers, reviews, articles and/or chapters |

|  |  |
| --- | --- |
| Preferred Qualifications  Strength of Preparation and promise of scholarship  Ability to teach undergraduate courses and graduate seminars    Ability to advise and direct graduate work | How Measured  Reputation and Ranking of Ph.D. degree granting program    Classroom teaching or significant responsibilities as a GTA as indicated in Resume, Letters of Recommendation, syllabi, Course Evaluations  Evidence of sufficient preparation and expertise as indicated in Resume, Letters of Recommendation, Interview – especially meeting with graduate students. |

 The successful candidate will be expected to assume a full teaching and graduate advising load in the department divided among lower division, upper division and graduate level course offerings and to advise master’s level and doctoral level graduate students specializing \_\_\_\_\_\_\_\_\_.

The search and screening committee is diverse and consists of:

* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity
* Name, gender, race/ethnicity

The committee will review all application materials as they arrive and identify bona fide applicants.  Those who do not meet minimum qualifications will be notified that their applications will not be considered.  The search and screening committee will evaluate all bona fide applications on the selection criteria summarized.  This process will involve rating each applicant on each criterion along a scale of 1 (weakest to 7 (strongest).  Results of these ratings will be used to identify a group of 6-7 semifinalists.

All applicants from members of protected groups will be given a “second look” to ensure full consideration.  Of the 6-7 semifinalists originally named and any added as a result of the “second look,” the search committee will recommend three interviewees in an ordered list.  The report of the search committee along with supporting documents (vita, letters, summary of the ratings) will be considered by faculty of the Department before forward the results to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dean’s Office.

**SEARCH COORDINATORS:  PLEASE NOTE THAT THIS IS A SAMPLE POSITION ANALYSIS MEMORANDUM.  YOU MAY ELIMINATE INFORMATION OR EMBELLISH AS NEEDED.**