

Faculty Search Process

When a faculty vacancy occurs, the Department Chair and Program Director meet to discuss current and future needs of the program, and current and future finances to cover the position in order to decide how to fill the position. The Department Chair and Program Director will also identify a Search Chair and individuals to serve on the Search Committee who are knowledgeable in the program's specialization and can adequately review and assess the qualifications of the applicants. The Search Committee must be composed of at least three individuals and must include one minority member and one female member, which cannot be the same individual.

The following steps in the faculty search process are given as an example if you are called upon to serve as a Search Chair or Search Committee member.

1. Approval to Begin Search - The Search Chair will work with the Department Administrator and the Search Coordinator to prepare the following documents:
 - Request to School of Medicine, Academic Affairs (Position Review Committee – PRC), the Search Chair provides the following:
 - Rank and title of position;
 - Description of role of proposed hire in the success in the home department and of departments other than the primary department;
 - Impact of hire on patient care, research, education or other programmatic areas;
 - Sources of funds that will be generated/used to support the hire;
 - Financial costs/benefits of hire on other programs/departments;
 - How costs of recruitment, travel, and moving expenses will be paid;
 - Whether or not there is existing support staff to support this position;
 - Description of the impact of postponing or canceling the proposed search;
 - Advertisement, the Search Chair provides the following:
 - Title of the position (rank and tenure status)
 - General statement of position duties and responsibilities
 - State minimum requirements clearly. These minimum requirements should not be unduly restrictive.
 - State preferred qualifications clearly. These preferred qualifications should: describe the quality and quantity of additional education, experience, knowledge, and ability sought for the position.
 - Identify appropriate journals, websites, listservs, etc for placement of advertisement.

With this information, the Department Administrator and the Search Coordinator prepare the required paperwork and forms for submittal to Academic Affairs. If approved, this packet is submitted to the Office of Equal Opportunity (OEO) for review and approval. Once approved, the advertisement will be posted to the UNM faculty job opening webpage:

<http://hsc.unm.edu/facultyjobs/> and outside advertisements can be posted.

2. Review of Candidates – at least 2 members of the Search Committee must screen all candidates for the minimum requirements. These candidates are then referred to as "bona fide" applicants. All applicants that self-identified as being in a protected group must be given a second look. Non bona-fide candidates will be informed that their application does not meet the minimum requirements of the position and will not be considered further.

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3. **Select Candidates for Interviews** - Search Committee members will review all bona fide applicants based on criteria developed in scoring matrix to determine which candidates should be invited to interview. The matrix is developed from the preferred qualifications of the position. Each preferred qualification is given a score (for example: 0 being the lowest possible score and 5 being the highest possible score) by each member. Scores are tabulated and reviewed and discussed for any disagreements in scoring. The candidates (typically 3 to 5) with the highest scores are forwarded to the department chairperson for his approval and selection as finalists for interviews.
4. **Interview Process** – Applicants are invited to campus for interviews. Each Search Committee member must develop a list of questions they will ask each candidate, and note responses of each candidate during interviews. These questions and answers must be submitted to the Search Coordinator to include in the official search file. Please note, in order for each Search Committee member's score/assessment of candidates to be considered, the Search Committee member must interview every invited candidate.

The Search Committee, as a group, then reviews each candidate based on the candidate's ability to meet the qualifications of the position. The Search Committee submits their recommendation to the Department Chair.

5. **Select Finalist** – The Department Chair makes the hiring decision and seeks approval from Academic Affairs and OEO to extend an offer to the chosen candidate.

See the Faculty Search Timeline which lists the steps in a Faculty Search process. For more detailed information on the Faculty Search procedures, see the Office of Equal Opportunity, Faculty Hiring Guidelines webpage:

<http://www.unm.edu/~oeounm/Faculty%20Hiring%20Guidelines.htm>