

ACES Faculty Recruitment and Hiring Procedures

Updated August 2023

Part I – Evaluation of the pool

1. The Committee must create a matrix and list the criteria and method used to evaluate the candidate pool prior to screening the applicant pool.
2. After the position is closed, the committee determines if candidates meet the minimum qualifications. Those not meeting the min. qualifications should be deselected. The documentation of this action can be a simple yes/no determination by each member of the committee. This determination must be recorded and sent via email to Debbie Pepion at depepion@nmsu.edu to be deselected in PageUp.
3. The committee must then review the remaining candidates in terms of the preferred qualifications and the criteria developed. From these discussions a list for phone/ITV/SkyPE interviews should be developed.
4. A list of candidates **MUST** be sent to Affirmative Action @affirmativeaction@nmsu.edu for approval before Zoom interviews can be conducted. Cc depepion.
5. References provided by the candidate should be contacted at this stage by committee members.
6. After phone/ITV/SkyPE interviews are complete, the committee will determine which candidates should be considered for a campus interview. Alternate candidates for campus interviews must also be determined.
7. **The matrix used to evaluate candidates along with a memo outlining the strengths and weaknesses of candidates being considered for a campus interview must be sent to the College Dean, through Yesenia, for approval before inviting any candidate to campus. Generally, it is expected that the department head or hiring manager for the position should write this memo. However, colleges may designate the chair of the search committee to do so.**
8. After the Dean approves the individuals and alternates for campus interviews, the on-site visits can be scheduled.
9. Those scheduled for campus interviews and the alternates should remain in the “under review by Committee” designation in PageUp. All others should receive the appropriate de-selection code. The committee chair is strongly encouraged to send a personal email to anyone who participated in the phone interview process to update them on the search.

Part II – Campus visit and final selection

1. Campus visits should be conducted in accordance with college practice and Dean’s direction. Note: after Dean’s approval, and before scheduling on campus visits, coordinate with Executive Admin to ensure Dean’s availability to meet with the candidates.
2. Committees are encouraged to use every opportunity to assess each candidate, including visits during the drive from and to the airport.
3. References not included in the official list should be contacted at this time. Even though candidates sign a release when they apply for the position, they should be informed that you will make reference calls to people who are not on their list.
4. *****During the interview process, you will need to ask each candidate when they would be available to start if they are selected.** In the new PageUp system, a start date must be entered into the electronic offer letter that is now part of the permission to offer action. We no longer send a letter of offer for signature, once the candidate accepts the letter of offer is electronically sent and signed. If the candidate changes the original start date, the process of requesting permission to make the offer will need to be restarted with the new date and routed for approval.
5. **After all campus visits are complete, the unit leadership along with the committee should provide the Dean with a memo listing strengths, areas of growth, concerns, and acceptability for all unranked finalists. Once approved by the Dean, the approval along with the matrix will be sent to Debbie Pepion to start the hiring process.**

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****For details on hiring process, see Hiring Toolkit for regular faculty - <https://hr.nmsu.edu/general-resources/toolkits1/reg-faculty.html>. There is some out dated information on this site so please contact Debbie Pepion at 646-3230 if you have any questions.**