

College of ACES Faculty Hiring Procedures

(Procedures do not apply to CES County Faculty)

A faculty position becomes vacant, steps to follow:

When a faculty member submits a letter of resignation, the timeline to request permission to fill the position begins the date the resignation is submitted. Final approval to allocate and fill the position is made by the Dean.

1. The department head has 40 days from the date of resignation to obtain approval to refill the position. If permission to fill a position is not obtained within 40 days, the position will revert to the Dean's office for re-assignment within the college.
2. The Department Head must assess the future needs of position in regards to the department, the College of ACES Strategic Plan and the NMSU Leads 2025. Assessment should include the position's impact on student enrollment and retention, potential to attract external funds for research, extension and the impact on New Mexico as a whole. Department Head must explore how the vacant faculty position can be best utilized and reach out to other departments to collaborate on a joint interdepartmental appointment and the best teaching/research/extension allocation. This latter process needs to be documented and justified in any case.
3. Complete the College of ACES Faculty Position Request Form. If position is already a joint appointment or is being proposed as a joint appointment, the Department Heads involved complete the joint appointment memorandum of agreement (MOA) between the collaborating departments and the Department Heads sign the MOA.
4. Department Head(s) meet with Associate Dean(s) for concurrence and recommendation on position proposal based on the position appointment.
5. Associate Dean(s) will forward the ACES Faculty Request Form to the Dean for approval with a recommendation of the position proposal to the Dean.
6. After initial approval of the proposal by the Dean, the Dean will ask the Department Head(s) involved to present the position at the following Department Heads meeting for final discussion and concurrence.
7. Once final approval has been given by the Dean, the department has 40 days to advertise the position. If the position is not advertised within 40 days of the approval date, the position will revert to the Dean's office for re-allocation within the college.

When a Faculty Position is approved to be filled:

1. After permission has been granted to fill the position, the Department Head(s) must contact the ACES Payroll/Personnel office as soon as possible to start the recruiting process. At that time, the Department Head(s) will create a memo of proposed search committee members, including

a search chair and submit to the College Payroll/Personnel office to process for concurrence of the Associate Deans and for final approval by the Dean.

2. After the search committee is approved by the Dean, the search committee chair must submit a Search Committee Orientation Request Form to NMSU Training at <https://training.nmsu.edu/search-committee-request-form/>

A search committee orientation is required before a search committee begins the process of selecting candidates. All members of the search committee must have taken the orientation within 12 months of the first activities of the committee.

3. The Department Head(s) will have the search committee prepare the job announcement. Once approved by the search committee and Department Head(s), the announcement will be sent to the ACES College Payroll/Personnel office. The draft announcement will be forwarded to the appropriate Associate Dean(s) for review and recommendation to Dean for final approval.
4. After approval by the Dean, the position announcement will be forwarded to the Provost for final university approval and for permission to begin the recruitment/advertisement process.

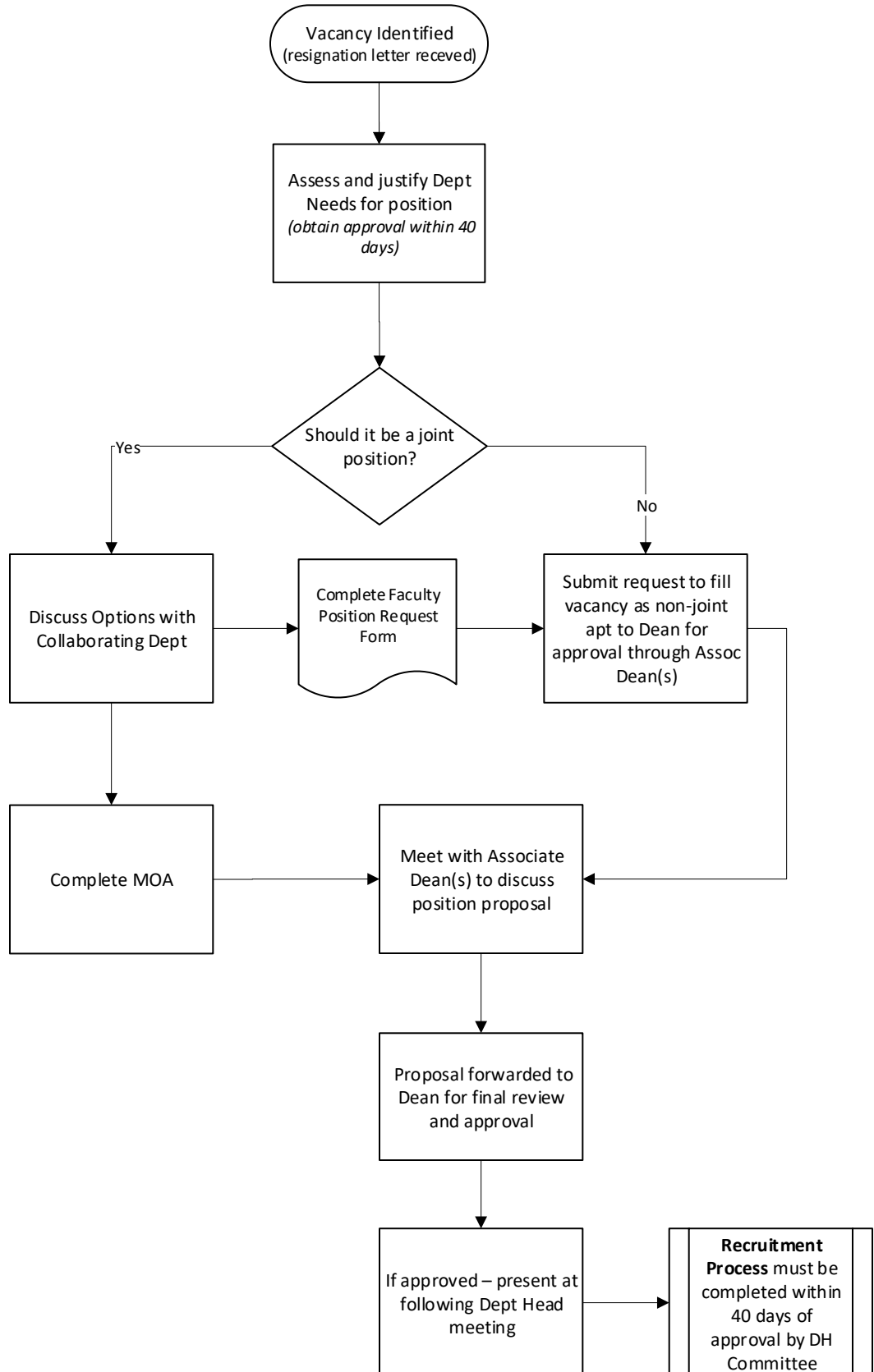
When a Faculty Position Advertisement Closes

1. A deselect form must be completed by the search committee to deselect any applicants that did not meet minimum qualifications and will not be considered for the position. The deselect form is sent to the College Payroll/Personnel office for processing and the eliminated candidates will be notified through PeopleAdmin that they were not selected for an interview.
2. When the search committee has made a decision on what applicants will be contacted for the first round of interviews (phone and/or virtual interview, not on campus interviews), a memo must be prepared by the search committee chair, through the Department Head(s), through the appropriate Associate Dean(s) and Dean to the Office of Institutional Equity (OIE) requesting permission to schedule interviews of the candidates. A copy of the matrix used to select these candidates MUST accompany the memo. Please route the memo and matrix to the College Payroll/Personnel Office for processing and approval process. After approval by the Dean, the memo and matrix are forwarded to OIE by the College Payroll/Personnel office for final approval. When OIE approves the candidates, the search committee may proceed with scheduling (phone and/or virtual) interviews.
3. When the search committee has made a decision of what applicants will be contacted for an on campus interviews, a memo must be prepared from the search committee chair, through the Department Head(s), through the Associate Dean(s) through Dean Flores to OIE requesting permission to bring the selected candidates to campus. The memo must outline the strengths and weaknesses of candidates being considered for a campus interview. Please route the memo to the College Payroll/Personnel Office for processing through the Associate Dean(s) and for approval by the Dean. After the Dean approves, the memo is forwarded to OIE by the College

Payroll/Personnel office for final approval. When OIE approves the candidates, the search committee may proceed with scheduling on campus interviews.

4. When a candidate is selected for hire, a memo from the search committee chair, through the Department Head(s), through the Associate Dean(s) to Dean Flores will be processed recommending the applicant selected. The memo must detail strengths, areas of growth, concerns and acceptability for all finalists. Please route the memo to the College Payroll/Personnel Office for processing through the Associate Dean(s) and approval by the Dean. After approved by the Dean, the selected candidate request will be forwarded to the Provost for final approval and permission to offer the position.

College of ACES Faculty Vacant Position Process



**New Mexico State University
College of Agricultural, Consumer and Environmental Sciences
Faculty Position Request Form**

DEPARTMENTAL INFORMATION	
Department	
Contact Name	
Contact Phone Number	
Contact Email	

POSITION INFORMATION	
Position Number	
Current Position Title	
Date of Resignation Notification	Click here to enter a date.
Name of Incumbent	
Reason for Vacancy	Click here to enter text.

PROPOSED POSITION ATTRIBUTES			
Home Department		FTE	
Proposed Joint Department*		FTE	
*If proposing a joint appointment, attach College of ACES Memorandum of Agreement Form			
Title			
Tenure Track	<input type="checkbox"/> College Track <input type="checkbox"/> Tenure-Track <input type="checkbox"/> Tenured		
Rank	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Other		
Faculty Position	<input type="checkbox"/> 9-Month <input type="checkbox"/> 12-Month <input type="checkbox"/> Other: Specify _____		
Estimated Start Date			

**New Mexico State University
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Faculty Position Request Form**

SALARY INFORMATION			
Current Salary Budget	§		
Salary Requested	§		
Current Salary Distribution	Percentage	Amount	Fund Information: Account/Index
I&G			
AES			
CES			
Other			
Comments:			
Revised Salary Distribution	Percentage	Amount	Fund Information: Account/Index
I&G			
AES			
CES			
Other			
Comments:			

POSITION INFORMATION
What teaching needs will this position meet and how will this position increase student enrollment and retention?

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Will this position promote team-building and teaching/research/extension collaboration across departmental and college lines as a joint appointment? If yes, please explain how. If this position is not a joint appointment, please explain why. (Related Department Heads sign indicating agreement in the box below)

How will this position align with the College of ACES Strategic Plan and NMSU Leads 2025 Strategic Plan?

How will this position support and positively impact the State of New Mexico?

If this position is not filled, are there important intellectual areas left uncovered in this department? If "yes", please explain.

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Faculty Position Request Form**

START UP PACKAGE				
Start Up Package Request				
Type of Funding:	Amount	Percentage		
I&G				
AES				
CES				
Departmental				
Other				
Total Start Up Request				
Itemization	Year 1	Year 2	Year 3	Total
Summer Salary				
Graduate Assistant Salary				
Office Equipment				
Travel and Operations				
Total				
Comments:				

**New Mexico State University
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Faculty Position Request Form**

Department Head	DATE
Name	
Signed	

Department Head (If Joint Appointment)	DATE
Name	
Signed	

Associate Dean Recommendation	Yes	No	DATE
Name			
Signed			

Dean Approval	DATE
Name	
Signed	

Department Heads Council Concurrence	
Date of Meeting	
Date of Concurrence	
Date Position must be advertised (30 days from DH Council Concurrence)	

**New Mexico State University
College of Agricultural, Consumer and Environmental Sciences
Faculty Position Request Form**

Announcement XXXXXXXXXX

Position

Assistant Professor
Agricultural Economics
9-Month, Tenure-track
Available January 1, 2018

Salary

Competitive compensation package,
commensurate with education and
experience.

*Offer of employment contingent upon
verification of eligibility for employment
in the United States*

Reply to:

Dr. XXX, Search Committee Chair
Department of Agricultural Economics & Agricultural Business
New Mexico State University
PO Box 30003, MSC 3169
Las Cruces, NM 88003
Phone: (575) 646-3215
Email: XXX@nmsu.edu

Review of letter of interest, vitae, unofficial transcripts, and three
letters of reference will begin July 1, 2017 and continue until position
is filled.

QUALIFICATIONS

Ph.D. (awarded by hire date) in Agricultural, Resource, or Applied Economics. The successful candidate will show a commitment to excellence and specific evidence of: (1) interest and expertise in agricultural economics and agribusiness management; (2) potential to apply research to teaching at both undergraduate and graduate levels one or more economic and business analysis tools, such as econometrics, simulation modeling, and/or math programming relevant to agricultural production and business. Demonstrated ability to (1) communicate with various and appropriate audiences (e.g., stakeholders, policymakers, and academic), (2) publish research in appropriate outlets, (3) develop and sustain external funding, and (3) advise both undergraduate and graduate-level students. The department is diverse and multicultural and the ability to enjoy and thrive in this team-oriented environment will be necessary.

REQUIREMENTS OF THE POSITION

Success in this position requires excellence and expertise that strengthens the university's capacity to engage students, community members, and affiliated scientists on issues of agribusiness management, policy and trade. It is envisioned that the faculty member will establish a nationally recognized program in agricultural policy and trade analysis. In addition, applied research and development of decision-support analytics for the local and regional agribusiness community is also expected (e.g., assist in the design and maintenance of crop-specific "cost and return budgets"). Although no formal Extension duties are outlined in the position, outreach and service to stakeholders are an essential aspect of this position. Excellence in teaching is required of at least three courses annually, and includes advising of both undergraduate and graduate students including serving as the major advisor of master's level students. Service to the profession and on university, college, and departmental committees is also expected.

DEPARTMENT DESCRIPTION

New Mexico State University
College of Agricultural, Consumer and Environmental Sciences
Faculty Position Request Form

New Mexico State University, with the main campus located in Las Cruces, is the state's land-grant institution, with more than 22,000 undergraduate and graduate students on its five campuses. The AEAB Department is part of the College of Agricultural, Consumer and Environmental Sciences, which is home to seven other academic departments, five extension departments, approximately 150 faculty members and 1,800 students. The department offers an undergraduate degree in two majors (1) Agricultural Economics and Agricultural Business and (2) Natural Resource Economics and Policy, and participates in the offering of four graduate degrees: A Master of Science in Agricultural Economics, a Master of Agriculture with an emphasis in Agribusiness, an MBA with specialization in Agricultural Business, and a Doctorate in Economic Development (DED). For more information about the department, please visit [http:// http://aces.nmsu.edu/academics/aeab/](http://aces.nmsu.edu/academics/aeab/).

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Faculty Position Request Form

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Memorandum of Agreement for joint appointments within the College of ACES

Position Title:

This memorandum outlines the process by which [Department 1] and [Department 2] will jointly oversee the workload management and performance assessment of the full-time, probationary faculty member to be hired as an Assistant Professor in [Department 1] and the [Department 2]. [Department 1] will be considered the academic appointment home for administrative purposes.

Position Description

The position will be a full-time, probationary appointment as an Assistant Professor of [Department 1] and [Department 2]. The position will be a nine-month appointment starting in the Fall Semester of [year], with ___ percent (% teaching, research and/or Extension) in [Department 1] and ___percent (% teaching, research and/or Extension) in [Department 2] The official appointment is ___% teaching and ___% research and ___%Extension .

Reviews

During the annual Promotion and Tenure review, a single dossier will be prepared for review by committees in both programs. To facilitate a harmonious review process, an interdisciplinary mentor team with at least one senior faculty from each program will meet at least once per year with the probationary faculty member regarding progress toward tenure and promotion. The outcomes of these mentoring meetings and any recommendations for the probationary faculty member will be documented in writing, and a copy provided to both the Head of the [Department 1] Program and the-Head of [Department 2]. This process is essential in making sure the faculty member's efforts are strategic and targeted to meet both common and special tenure and promotion guidelines in both programs.

Additionally, the performance of the faculty member will be evaluated annually by the Head in [Department 1], and by the Head of [Department 2]. A single annual performance document will be prepared by the faculty member and submitted to the Heads of both departments. Working together, the Heads will issue a written summation of the recommendations on an annual basis in accord with standard practice. During the annual review with the faculty member, the past year's teaching, research/scholarship, Extension/outreach and service performance will be reviewed by the Heads based upon the goals and expectations established at the outset and annually thereafter.

Mentoring Committee

Each department must identify a mentor or mentoring committee

Mentor Committee Responsibilities

During the appointees' probationary appointment, a mentoring committee will meet once a year to oversee progress towards tenure. Service, research, teaching loads and scholarship relevant to each [Department 1 and Department 2] will be reviewed at each meeting with the goal of providing advice and feedback concerning the appointee's progress toward the goal of attaining tenure and promotion in each [Department 1 and Department 2]. A document summarizing any advice and feedback will be timely provided to the [Department 1] Head and the appointee, addressing service, research, teaching and scholarship rendered, and containing recommendations for the coming year.

It is essential that the mentors' progress reports reflect pro rata adjustments of the typical productivity expectations that each [Department 1 and Department 2] has for its probationary faculty so that this information is clearly available to both the probationary appointee, and to the senior faculty in the two

[Department 1 and Department 2] who will ultimately assess performance for future tenure and promotion decisions.

[Department 1 and Department 2] Head Responsibilities

[Department 1] Head and the [Department 2] Head will conduct an annual review in the Spring semester. The two will mutually agree upon the annual merit rating. One in-person evaluation will be conducted with both department heads and the faculty member present.

Teaching

Statement on the teaching load with respect to each department.

Course Release

The faculty member will be expected to seek external grants in support of scholarship and creative activity. It is possible, if funding is obtained, for the faculty member to “buy-out” a percentage of their teaching appointment in accordance with the grant. Course buy-outs will require the agreement of the Associate Dean of Academic Programs in the affected college as well as the Head of the affected department.

[Please describe any other typical reduction in teaching load or service that may occur during the probationary appointment year, if applicable.]

Workload and any Adjustments

It will be essential that the offer letter issued to the finalist contain a description of the initial, total teaching load in both [Department 1 and Department 2]. Any change in either the percentage or load in future years must be discussed and determined during each annual review, and memorialized in writing.

[Department 1 Hiring Officer]

Date

[Department 2 Hiring Officer]

Date
