

30.1 Faculty Recruitment and Hiring Procedures

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1. Purpose. This section outlines the procedures involved in the recruitment and hiring of Eastern New Mexico University-Roswell (ENMU-Roswell) faculty. The recruitment and hiring of faculty needs to serve the public interest as well as the institutional interest in how individuals fill these public positions. ENMU-Roswell is an Equal Opportunity Employer. The Affirmative Action Manual contains additional information related to these procedures.

2. Approval and Advertising for Full-time Faculty. The unit assistant vice president seeking to fill a full-time faculty position will obtain approval to advertise the position. The Office of Human Resources will coordinate the advertising of faculty positions with the unit assistant vice president. All applications for faculty positions shall be sent to the Director of Human Resources and will become property of ENMU-Roswell. Applicants will need to submit a letter of application, resume, official transcripts and a list of at least three references to the Office of Human Resources. After the closing date, the Director of Human Resources will submit the appropriate application materials to the chair of the screening committee.

3. Screening Committees and Recommendations. The unit assistant vice president will form a screening committee to review applications for the vacant position. After reviewing the applications, the screening committee will interview selected candidates. Part of the interviewing process will be a brief teaching demonstration. The committee will then recommend qualified finalists to the Vice President for Academic Affairs and the appropriate unit assistant vice president. The Vice President for Academic Affairs or the appropriate unit assistant vice president will review the recommendations and interview the finalists. The Vice President for Academic Affairs, in consultation with the screening committee and the appropriate unit assistant vice president, will recommend to the ENMU-Roswell President an individual to fill the position. The ENMU-Roswell President is the only person with the authority to hire employees at ENMU-Roswell.

4. Adjunct Faculty Selection Process. The Office of Human Resources will coordinate advertising for adjunct faculty with the appropriate unit assistant vice president. Applicants will need to submit a letter of application, resume, official transcripts and a list of at least three references to the Office of Human Resources. The Office of Human Resources will submit the appropriate application materials to the unit assistant vice president. The Office of Human Resources will send unsolicited applications to the appropriate unit assistant vice president.

Each unit assistant vice president will review the applications and select qualified individuals for adjunct faculty positions. The unit assistant vice president will retain a file of qualified applicant files to provide a continuous pool of applicants.

The Vice President for Academic Affairs and the Executive Director of Human Resources would have to approve exceptions to the above procedure. Exceptions will be allowed only to meet emergency situations.