

## **STANDARD OPERATING PROCEDURES- GUIDELINES**

### **EXTERNAL COMPETITIVE HIRES FOR FACULTY LEADER POSITIONS**

#### **PURPOSE:**

These guidelines describe the process for competitively recruiting, interviewing and hiring Faculty leadership positions such as Division Chiefs or other Directors.

#### **PROCEDURE:**

- The need for an externally recruited role is identified by the Department Chair and/or other appropriate leaders.
- The Faculty Services Rep (FSR) prepares and submits the PRC to post for the identified position.
- Once the posting is live, external and internal candidates may view it.
- External candidates will apply through the UNMJobs system and submit the required documents. Internal candidates will apply by submitting the required documents (typically CV and letter of interest) directly to the FSR.
- After the best consideration date, the selection committee will review and rank all applicants and identify those selected for a 1<sup>st</sup> interview.
- The standard interview process will be followed for both external and internal applicants. The selection committee will host a dinner social for external candidates and an on-campus lunch for internal applicants.
- After the interview process has concluded, the selection committee identifies a finalist and submits to the chair for approval.
- If the finalist is external, a verbal offer is extended and upon acceptance, the FSR submits the PRC to Hire and other hiring/credentialing documents.
- If the finalist is internal, a verbal offer is extended and upon acceptance, the appropriate paperwork to add the leadership role is submitted, typically an SOM-1.
- Once a start date is identified, a welcome announcement is created and circulated to the Department.


#### Notes:

- Internal candidates may not serve on the selection committee.



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**APPROVALS:**

SOP Owner:	Sarah T. Martinez	Date: 10/17/2022
Chair Approval:		Date: 10/18/2022
Effective Date:	October 18, 2022	