Staff Hiring:
Process and Prioritization

Values

1. UNM-Gallup is committed to a process of hiring that focuses on the overall health and needs of the institution as a whole in order to better serve our students and our community.

2. The UNM-Gallup Executive team is committed to ensuring equitable decision making that aligns with strategic planning initiatives.

3. The underlying values of shared governance and transparency will guide our engagement and decision-making processes.

The Standard Hiring Process

1. In January of each year, Executive Team members should solicit feedback from their respective managers on the upcoming staff hiring needs for the new budget year:
   1. What staff positions are needed?
   2. What is the rationale for the position(s) (vacancies, workload, etc.)?
   3. Is this a replacement hire, a growth hire or a hire based on emergent needs?

2. In February, managers should submit to their respective Executive Team member the requested staff positions and justifications for those positions addressing the following metrics:
   1. How does the proposed hire align with UNM-Gallup's strategic planning initiatives. (30 possible points)
   2. How does the proposed hire increase the area's ability to offer required/requested services. (20 possible points)
   3. Increases in the number of Student, staff and/or faculty (20 possible points)

4. Funding sources beyond existing Instruction and General (I&G) funds and how does this hire create additional revenue. (20 possible points)
5. Documented community need. (10 possible points)

3. Each member of the Executive Team will rank each requested position, using these measures (see above), on a scale from 0-100 possible points and calculate the average total from the group.

4. In March, the Executive Team will discuss and evaluate all requests.

5. Any positions scoring below a 50-point average will not be included in the new year's budget.

6. Not all positions averaging 50 or more points may be included in the new year's budget. The budgetary impact of each position must be weighed and this calculation will change from year-to-year as our budgetary situation changes.

7. Written justification for a position not being included in the new budget year will be provided to the manager by the appropriate Executive Team member, once the decision is reached.

8. If the manager wishes to re-submit a hiring request with updated justifications or data in September or December, of the current budget year.

9. If approved, the appropriate Executive Team member will direct the manager making the request to consult with the Human Resources Department for processing.

Emergent or Off-Cycle Hiring Needs

Emergent or off-cycle hiring requests should be rare and are handled on a case-by-case basis. A manager should make this written request to the appropriate Executive team member as soon as they are aware of the need. This Executive Team member will consult on the request with the Executive Team, and if approved, the appropriate Executive Team member will direct the manager making the request to consult with the Human Resources Department for processing.