

## 6.01 – Hiring v020520

The Board of Regents (Board) ~~has delegated~~delegates to the Chancellor or ~~to whomever the Chancellor delegates, designee~~ the employment of ~~all~~ faculty, staff, and other university personnel. ~~Although the Board should never actively nor directly participate in the actual hiring of university personnel, with~~With the exception of selection of the ~~Chancellor~~chancellor and the director/secretary of the New Mexico Department of Agriculture (See **RPM 1.30**), the Board ~~should always be at liberty~~is not involved directly in personnel decision, including hiring. However, the Board may request to review any particular hiring ~~by the administration or personnel decision~~ to determine whether or not the Board's ~~hiring~~employment policies are being followed.

### PART 1: EXEMPT AND FACULTY HIRING PROCEDURES

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The recruitment, selection, and hiring of exempt employees is accomplished by the employing department with approval of the appropriate director, dean/vice president, or executive vice president and provost, and the Office of Human Resource Services. Additional procedures for filling executive and faculty positions are contained in the Search Committee Guidelines, available through Human Resource Services at <http://hr.nmsu.edu/searchcommittee/>

### PART 2: RECRUITMENT

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If no underutilization exists in the job grouping, positions may be posted for a minimum of 14 calendar days. If underutilization exists, departments are encouraged to post beyond the position is normally posted for 28 calendar days in orderminimum period to generate an adequateexpanded and potentially more diverse applicant pool. ~~Requests for exception to the 28 day posting may be submitted to~~Consultation with the Office of Human Resource Services ~~for consideration or the Office of Institutional Equity is also encouraged to create a plan to address underutilization, which may include targeted posting to achieve Affirmative Action goals.~~

### PART 3: SEARCH COMMITTEE PROCEDURES

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~~Procedures to be followed when involving a search committee in the recruitment and selection process are contained in the~~ Search Committee Advisory Guidelines, are available through Human Resource Services at <http://hr.nmsu.edu/searchcommittee/>

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#### Details

**Scope:** NMSU System

**Source:** ARP Chapter 6 | HR - Hiring, Work Rules and Assignments

**Rule Administrator:** AVP Human Resource Services

**Last Updated:** Not Available

#### Related

**Cross-Reference:**

**RPM 1.30 - Delegation of Authority**

**Revision History:**

2017 Recompile, formerly Rule 4.26