

## 6.01 – Hiring v020520

The Board of Regents (Board) delegates to the Chancellor or designee the employment of faculty, staff, and other university personnel. With the exception of selection of the chancellor and the director/secretary of the New Mexico Department of Agriculture (See **RPM 1.30**), the Board is not involved directly in personnel decisions, including hiring. However, the Board may request to review any particular hiring or personnel decision to determine whether the Board's 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 minimum period to generate an expanded and potentially more diverse applicant pool. Consultation with the Office of Human Resource Services 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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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 Recompilation, formerly Rule 4.26