

Alternative Appointment Procedures for Faculty and Professional Staff

The University recruits and hires faculty and professional staff through competitive processes. However, from time to time there may be circumstances when an alternative appointment procedure is necessary to fill a position. Whenever an alternative appointment procedure is used to fill a faculty or staff position, the department must submit an Alternative Appointment Request Form. By signing the form, the department head and dean certify that the condition of the appointment meet the criteria as defined in this procedure. The hiring department head and dean must present a reasonable justification for waiving the standard search process. Each request will be considered individually on its own merits, and no waiver will be granted as a matter of routine.

Requests for approval to appoint under this procedure are submitted to the Office of the Executive Vice President and Provost (EVPP). Approval by both the EVPP and the Director of OIE is required in order for a department to pursue an alternative appointment, except in the case of a spousal accommodation. The EVPP will forward the request to the Office of Institutional Equity (OIE) for further review and approval as needed. OIE is responsible for informing the Office of the EVPP and the requesting college of the decision to deny or approve the request. If approved, the college will then contact HR Services who is responsible for facilitating the hiring action. OIE is responsible for monitoring all appointments approved under this procedure.

The following are examples of situations in which a waiver of the normal advertising and search processes may be appropriate.

1. **Sole Source:** An individual with truly unique qualifications is needed for a position. Usually the position would not exist unless a specific person can be hired. This situation is very rare. When there is a question about whether an individual is truly uniquely qualified, a competitive search should be undertaken.
2. **Under-Representation and/or Established Placement Goals:** An individual who is a member of a group which is historically underrepresented (as verified by OIE) in the faculty or staff job group for which the person is being considered and another more qualified member of an under-represented group is unlikely to apply.
3. **Partner Hiring:** Given the importance of diversity to the University and the recognition of dual career families in today's workplace, spouses or domestic partners, as defined in Policy 7.04, may be hired under these alternative appointment procedures to enhance and support the recruitment, hiring, and retention of qualified faculty or staff. Hiring of the spouse or domestic partner depends upon the qualifications of the spouse or domestic partner, the availability of a suitable and acceptable position and is subject to the approval of the department into which the spouse or domestic partner will be hired.
4. **Special Professional Distinction:** An individual with extraordinary academic distinction, as recognized by an external national or international body (e.g. National Academy of Science, National Academy of Engineering, etc.) or holder of an award of particular national or international distinction (Nobel Prize, Pulitzer Prize, etc.) who might be attracted to NMSU would not apply for a position under normal search procedures. In such circumstances, and if such individual could bring unique scholarship and expertise to NMSU, recruitment should be as simple and well-facilitated as possible.