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**HR Services**

New Mexico State University

MSC, 3HRS, Box 30001

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**Alternative Appointment**

**For Faculty and Professional Staff**

**Request Form**

**Purpose:** Although NMSU is committed to building diversity of its faculty and Staff by supporting recruitment, applicant review, and hiring policies and practices, waivers may be granted when determined to be in the best interest of the university. Therefore, only under extraordinary circumstances will the waivers of academic appointment or staff selection posting requirements be considered and approved.

**Instructions:** This form is to be completed by the unit to request to hire a faculty/staff member into a regular vacant position without following the standard posting and recruitment process as outlined in NMSU ARP 6.01 or the NMSU Search Committee Procedures Handbook. Attach all applicable documentation and route to the Office of the Provost (faculty) or Vice Chancellor(staff).

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| **Hiring Department Information** |
| College:       | Department:       |
| Hiring Dept Head Name:       | Hiring Dept Head Position #:       |
| **Candidate Information** |
| Candidate Name:       | Banner ID (if currently with NMSU):       |
| Appointment Position Title:       | Appointment Position Number:       |
| Appointment Tenure Status *(faculty only):* [ ]  Tenured\* [ ]  Tenure Track\* [ ]  Non-Tenure \*Tenure status must be reviewed and approved in accordance with ARP Chapter 9. |
| Appointment Term *(faculty only)*: [ ]  9-mo [ ]  12-mo | Full-Time Equivalency (FTE):       |
| If the candidate is currently employed by NMSU, please provide the following information on his/her current position.Current Title:      Current Position Number:      Current Department:      Current Supervisor Name and Title:      Is current supervisor aware of request for Alternative Appointment? [ ]  Yes [ ]  No |
| Provide candidate qualifications in context of department and university needs: (How does this candidate meet or exceed the position qualifications?)     Attach the following (if applicable): [ ]  Candidate Resume/Vitae[ ]  Educational Credentials[ ]  Employment References[ ]  Professional licenses or certifications[ ]  Other:       |
| **Candidate Impact** |
| Describe the impact of the hire and how it supports the University’s strategic goals:      |
| **Justification for Waiver Request** |
| Justification for waiving the standard posting and search committee requirement:      |
| **Future Hiring Strategies** |
| Plans for future hiring strategies to maintain NMSU’s commitment to equity in the hiring process:      |

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| **Approvals/Certification and Signature Routing Order** |
| **Certification of Dept Head/Dir and VP/Dean/CC President:  Signature below indicates that the undersigned have reviewed the information included on this form and the information provided accurately reflects the need to waive the posting and/or search process requirement.**Dept Head/Dir: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Print DateVP/Dean/CC President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Date |
| **Final Approval Certification** |
| **Certification by OIE/Vice Chancellor or Provost:  Signature below indicates that the undersigned have reviewed the information included on this form and the information provided accurately reflects the need to waive the posting and/or search process requirement.**Recommendation/Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Approved (not needed for spousal accommodation hires) Executive Director, Institutional Equity/OIE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Date[ ]  Approved (needed for all alternative appointments) Vice Chancellor (staff) or Provost (faculty): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Signature Print Date*If supported, the department will initiate the posting with all necessary hiring documents attached including the Alternative Appointment form.* |