

## **Faculty Fellow Opportunity: Strategic Graduate Recruitment**

**UNM Graduate Studies seeks a tenured (associate or full) professor to serve in residence as a Faculty Fellow, starting January 1, 2025.** The Fellow will work in a strategic capacity with the Dean of Graduate Studies and other campus units to analyze and enhance UNM's approach to strategic recruitment across our many graduate programs. The position will be funded in spring and summer 2025, with an expectation of extension for the 2025-26 academic year.

This position represents a unique opportunity to impact the future of our graduate programs and shape our institutional approach to key UNM2040 goals: inclusive excellence, student success, and advancing New Mexico. If you are passionate about graduate education and interested in a leadership role that advances the mission of UNM Graduate Studies, we encourage you to apply.

### **Position Overview:**

The Faculty Fellow in Strategic Recruitment will collaborate with Graduate Studies and other UNM units in AY2024-25 and AY2025-26 to:

- Inventory recruiting strategies currently used in UNM graduate programs.
- Engage graduate program leaders in a broad conversation about strategic recruitment to cultivate enrollment growth, inclusive excellence, research capacity, and other priorities.
- Support UNM's ongoing effort to double the number of under-represented minority graduate students by 2030.
- Identify and develop outreach and recruiting opportunities that raise the visibility of UNM's graduate programs both regionally and nationally.
- Collaborate with UCAM to propose and curate promotional materials for graduate programs, ensuring consistent communication and effective support.
- Develop training opportunities for graduate program leaders.
- Hold weekly office hours at Graduate Studies and serve as a member of the leadership team, contributing to the mission and values of the unit.

### **Qualifications:**

Successful applicants must:

1. Hold the rank of associate or full professor.
2. Demonstrate a record of success working with one or more UNM graduate programs through service, teaching, research, advising, mentoring, or other activities.
3. Be familiar with graduate education and issues related to graduate recruitment, retention, inclusivity, excellence, research, and/or enrollment.
4. Be capable of working collaboratively with multiple graduate programs and administrative units at UNM to deeply understand recruitment approaches and potential.
5. Show a willingness to contribute to leadership within Graduate Studies across the domains of inclusive excellence, student success, and advancing New Mexico.

**Terms:**

- **Appointment:** The Faculty Fellow's term will begin January 1, 2025, with an initial appointment extending to the end of the summer semester. The appointment will be extended through the 2025-26 academic year, subject to approval of the Graduate Dean.
- **Reporting:** The Fellow will report directly to the Dean of Graduate Studies and will be provided with office space in Graduate Studies.
- **Work Expectation:** The work of the Faculty Fellow will be variable in nature, with an average expectation of about 10 hours per week.
- **Course Buyouts:** For the 2024-25 academic year, buyout funding will be provided to the successful applicant's home department for one course in Spring 2025. For the 2025-26 academic year, one course buyout will be provided in *either* Fall or Spring, with semester/timing to be negotiated with the Faculty Fellow and their department.
- **Compensation:** This position includes a Special Administrative Component (SAC), paid out in monthly installments of \$1,000 during the academic year. (The initial appointment runs from January through May 2025, for a total SAC of \$5,000. The 2025-26 extension runs from August 2025 to May 2026, for a total SAC of \$10,000.) In addition, the Faculty Fellow will receive summer funding in the amount of \$2,500 for summer 2025.

**Application Timeline:**

- Application Deadline: October 18, 2024
- Application Review: October 21-25, 2024
- Interviews: October 29-31, 2024
- Notification of Decision: By November 1, 2024
- Start Date: January 1, 2024

**Application Process:**

Submit the following by October 18, 2024, to [grad@unm.edu](mailto:grad@unm.edu):

1. **Letter of Interest:** Addressing the qualifications outlined above and your interest in the position.
2. **Curriculum Vitae (CV):** Detailing your academic achievements, professional experience, and contributions to graduate education.
3. **List of References:** Provide contact information for 1-2 references that can speak to your strengths in relation to the position qualifications. The most effective references will be department chairs or graduate program directors (current or former).
4. **Email from department chair:** Ask your department chair to provide a brief email to [grad@unm.edu](mailto:grad@unm.edu) confirming the chair is aware of your application and understands you will receive a course buyout in Spring 2025 if you are selected as the Faculty Fellow.