Executive Cabinet  
Monday, November 30, 2015

Announced by President Frank on October 9, 2015
Effective Beginning on October 9, 2015 – ongoing process
Guidelines distributed on October 13, 2015

- Main Campus Only: Does not include branches or HSC
- Regular Staff Only Funded by I&G and Non-I&G (such as Auxiliary)
- Review Committee:
  - Meets weekly
  - Representatives from office of President Frank, Provost Abdallah and EVP Harris
  - Reviews and Recommends
  - Final Decision by President, Provost or EVP
  - Notification to Dean/Director
- Review of Unfunded Vacant Positions
  - 856 Positions frozen on November 17, 2015
- Review of Vacant Positions
  - Use of funds for staffing
  - Use of funds for operating
  - Obsolete positions for elimination
- Review of Previously Filled Positions Now Vacant: Prior to posting
- Review Process:
  - Receive by OPBA or Office of the Provost
  - Review completed HRP form
  - Evaluate current departmental budget
  - Evaluate prior and current staffing levels
  - Review source of funds
  - Route to HR for additional review
- Reviewing For:
  - Possible opportunities to share services – administrative, fiscal, etc.
  - Possible internal career advancement – reclassifications and/or career ladders
  - Possible elimination of position
    - Through internal consolidation
    - Based on obsolete function/responsibility
  - Appropriate level/title – reclassification
  - Span of control – appropriate number of direct reports
- To Date:
  - Positions Reviewed: 65
  - Positions Approved: 26
  - Positions Denied (includes vacancies): 21
  - Positions In Process: 18

Information and forms available at [https://hr.unm.edu/new-hiring-review-process](https://hr.unm.edu/new-hiring-review-process).