



POLICY NAME	Noncompetitive Selection Policy	POLICY NO.	BA455
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	01-NOV-2025	REVIEW/REVISION DATE	01-NOV-2025

PURPOSE:

Western New Mexico University (WNMU) is committed to hiring practices that are fair, transparent, and compliant with federal and state employment laws. This policy establishes the conditions under which noncompetitive selection may be utilized for university staff and appointed personnel positions.

POLICY:

This policy applies to all WNMU staff and appointed personnel positions that may be filled through a noncompetitive hiring process, as outlined in this document. Positions filled through a Waiver of Recruitment Request will be designated as limited term appointments, with a duration of up to one year.

Faculty hiring is not governed by this policy.

DEFINITIONS:

- **Noncompetitive selection:** A process that allows a position to be filled without a competitive search under limited, defined circumstances.
- **Staff:** Employees in non-faculty positions that support the operations and mission of the University.
- **Appointed Personnel:** Employees serving in temporary or appointed roles designated by the President or Board of Regents.

CONDITIONS FOR NONCOMPETITIVE SELECTION

Noncompetitive selection may be utilized under the following circumstances:

1. **Emergency, Temporary or Interim Appointments:** When a short-term appointment is required to ensure continuity of operations.
2. **Reorganizations:** When a position is reassigned or reclassified as part of a documented organizational restructuring.
3. **Return to Work/Specialized Expertise:** When a candidate possesses unique qualifications, skills, or institutional knowledge essential to university operations.

4. **Grant-Funded Positions:** When funding conditions require hiring of specific personnel named in a grant or contract.
5. **Internal Placement:** When an employee is placed into a comparable position due to reduction-in-force, disability accommodation, or other legally supported employment action.

APPROVAL PROCESS

1. The hiring department must submit a Waiver of Recruitment Request to Human Resources documenting the justification for a noncompetitive hire.
 - a. Prior to submission, the request must be approved by the supervisor and the Divisional Vice President.
2. Final review and approval shall be conducted jointly by the Office of Employee Services & Programs – Hiring/Recruiting and the hiring department to ensure that all requests comply with university policy, adhere to budget parameters, and are appropriately justified. Approval is contingent on compliance with these established criteria and alignment with institutional standards.

COMPLIANCE

All noncompetitive hires must comply with applicable state and federal employment regulations, University policies, and Equal Employment Opportunity (EEO) standards.

EQUAL EMPLOYMENT OPPORTUNITY

Western New Mexico University is an Equal Opportunity Employer and prohibits discrimination in hiring, promotion, and all conditions of employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, veteran status, genetic information, or any other status protected under applicable federal or state law.

IMPORTANT REMINDERS

- Waivers are not guaranteed — each request is reviewed for justification and compliance.
- WNMU is an equal opportunity employer — all waivers are subject to EEO standards and audit review.
- Documentation must be clear, complete, and attached to the waiver request.
- Recruitment Waivers can be found in Canvas - Business Affairs/Human Resources/Forms.