



WESTERN NEW MEXICO UNIVERSITY

POLICY NAME	Staff Noncompetitive Selection Policy	POLICY NO.	BA455
APPROVING BODY	President/Cabinet	VERSION NO.	~~01~~ -02
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	01-NOV-2025	REVIEW/REVISION DATE	01-NOV-2025 ~~23-SEP-2026~~

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, interim, and appointed personnel positions that may be filled through a noncompetitive hiring process, either internally or externally, as outlined in this document. Positions filled through a Noncompetitive Selection Waiver Request Form will be designated as limited term appointments, with a duration of up to one year.

NOTE: Faculty hiring is not governed by this policy at this time.

DEFINITIONS:

- **Noncompetitive selection:** A process that allows a position to be filled without a competitive search under limited duration and 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 Divisional Vice President, President or Board of Regents.
- **Interim Appointment:** ~~A temporary assignment of an employee to perform the duties of a vacant or temporarily vacated position for a defined period. Although an interim appointment is not intended to serve as a permanent appointment mechanism, demonstrated exceptional performance of duties during an interim period is justification for permanent appointment.~~
- **Interim Appointment:** A temporary assignment of an employee to perform the duties of a vacant or temporarily vacated position for a defined period. An interim appointment does not automatically result in permanent appointment. Any permanent appointment

must follow the University's established hiring process or meet the requirements for noncompetitive selection under this policy.

CONDITIONS FOR NONCOMPETITIVE SELECTION

Noncompetitive selection is intended for exceptional circumstances and must be supported by clear, documented justification. Noncompetitive selection may be utilized under the following conditions:

1. **Emergency, Temporary or Interim Appointments:**—Noncompetitive selection may be used when a short-term appointment is required to ensure continuity of operations. Interim appointments may be approved by Human Resources in consultation with the appropriate Vice President and/or President.
2. **Return to Work/Specialized Expertise:** When placement is required as part of a return-to-work arrangement and/or when a candidate possesses unique qualifications, skills, or institutional knowledge essential to the university operations and not reasonably available through a competitive recruitment process.
3. **Grant-Funded Positions:** When funding conditions require hiring of specific personnel named in a grant or contract.
4. **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 Non-Competitive Selection Waiver Request Form to the Human Resources Specialist 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 shall be conducted jointly by Human Resources, the VP and/or President, and the hiring department to ensure that all requests comply with university policy, adhere to budget parameters, and are appropriately justified.
3. Final approval will be through the Vice President of Business Affairs, or the President and Board of Regents, if applicable.

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.~~

Western New Mexico University (WNMU) provides equal opportunity for employment for all qualified applicants. WNMU prohibits discrimination on the basis of race, color, religion, sex, pregnancy, national origin, age, ancestry, disability, spousal affiliation, sexual orientation, gender identity, genetic information, veteran status, or any other basis protected by law federal and state law.

IMPORTANT REMINDERS

- Submission of a Noncompetitive Selection Waiver Request does not guarantee approval. Each request is reviewed on a case-by-case basis 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 form.
- Noncompetitive Selection Waiver Request Forms are available in Canvas - Business Affairs/Human Resources/Forms.

REF: BA438-Recruitment & Hiring Policy
SOP455 - Noncompetitive Selection Request Procedures
Noncompetitive Selection Waiver Request Form

