



**Search for the Director, Center for Southwest Research and Special Collections
The University of New Mexico, College of University Libraries and Learning Sciences
Albuquerque, NM**

The University of New Mexico (UNM), a Minority-Serving Institution and one of only 21 Hispanic-Serving Institutions (HSIs) in the United States with a Carnegie Classification of Highest Research Activity (R1), seeks a visionary, highly skilled, and service-oriented leader to fill the position of director of the Center for Southwest Research and Special Collections (CSWR) in the College of University Libraries and Learning Sciences (CULLS).

This is a rare opportunity to lead a truly unique collection, with the mandate to craft, implement, and promote a contemporary, forward-looking vision for the Center. The director will accomplish this in the context of UNM—New Mexico’s flagship institution—a university that is wholly committed to inclusive excellence and located in a state with a long and rich cultural heritage. Leveraging the Library’s digital repository and prioritizing community outreach and engagement, the director will build visibility and reach for the Center and its collections, the Library, UNM, the state, and the region.

To be successful, the director will address a key set of opportunities and challenges, listed below and outlined in detail on pages 5-7 of this document:

- *Develop a forward-looking, contemporary vision for CSWR;*
- *Support and advocate for Center faculty and staff;*
- *Partner both internally within the UNM ecosystem and externally with local and regional communities;*
- *Augment philanthropic support and enhance visibility;*
- *Champion special collections digitization and enhance operational efficiencies.*

The Center for Southwest Research and Special Collections specializes in interdisciplinary subjects relating to New Mexico, the Greater Southwest, Mexico, and Latin America, and includes the University Archives; it serves a wide range of students and researchers from throughout New Mexico, the U.S., and the world. Its collection strengths include Native American, Chicano/Hispano, Spanish Colonial, and environmental design history, plus a wide range of locally published and archival materials documenting the region.

It is an opportune time to join the UNM community as the University embarks on UNM 2040, an innovative and aspirational strategic plan that defines the long- and short-term objectives of the University. In line with CSWR’s mission and purpose, UNM 2040’s implementation includes a goal to: “Understand the needs and unique opportunities of our distinct New Mexican cultures and peoples, economic enterprises, and

communities to address critical issues and opportunities facing humanity and contribute to the quality of life, growth, prosperity, and advancement of New Mexico and of human societies across the globe.”

A list of the desired qualifications and characteristics for the next director is outlined in this document, which was prepared by the search committee with the assistance of Isaacson, Miller, a national executive search firm. All confidential applications, inquiries, and nominations should be directed to the parties listed at the conclusion of this document.

THE UNIVERSITY OF NEW MEXICO

Founded by an act of the New Mexico Territorial Legislature in 1889, the University of New Mexico opened its doors in June 1892, 20 years before its namesake would become a state. The University now serves over 24,000 students and offers 215 degree and certificate programs, including 94 baccalaureates, 71 masters, and 37 doctoral degrees through the following fourteen Colleges and Schools: Anderson School of Management, College of Arts & Sciences, College of Education and Human Sciences, College of Fine Arts, Honors College, College of Nursing, College of Pharmacy, College of Population Health, College of University Libraries & Learning Sciences, School of Architecture and Planning, School of Engineering, School of Law, School of Medicine, and University College.

UNM includes its flagship Albuquerque campus as well as campuses in Gallup, Los Alamos, Taos, and Valencia County. There is also a UNM Health Sciences Rio Rancho Campus. UNM offers bachelor and graduate degree completion programs throughout the state via Extended Learning and has education centers located at the four branch campus locations as well as in Santa Fe, Farmington, and at Kirtland Air Force Base. UNM’s student population reflects the ethnically diverse population of New Mexico and includes historically underrepresented groups. On the Albuquerque campus, approximately 46% of the student population is Hispanic, over 32% White, 6% Native American, 4% Asian, 3% Black or African American, 4% multi-racial, and 5% are international. Populations at the UNM branches are equally diverse, with, for example, the student population of the Gallup campus being nearly 70% Native American. It is a point of pride that the University is composed of a complex intersection of cultures and backgrounds. Additionally, UNM has a [significant non-traditional student population](#), which adds to its rich academic community.

UNM boasts an outstanding faculty that includes four National Academy of Sciences/Engineering Members, six National Academy of Inventors Fellows, six American Academy of Arts and Sciences members, more than 60 Fulbright Scholar program awardees, and many fellows of various national and international associations and societies. Faculty publish in high-impact professional journals such as *The New England Journal of Medicine*, *Nature*, *Biological Psychiatry*, *Proceedings of the National Academy of Sciences*, *Journal of the American Chemical Society*, *Physical Review Letters*, *International Journal of Art and Design Education*, and *Journal of Politics*, as well as with major academic publishers such as University of Chicago Press and Cambridge University Press. As publicly oriented scholars, UNM professors share their expertise in local and national media outlets from *The Albuquerque Journal* to *The New Yorker*. As a

dynamic visual and performing arts center for the vibrant arts community of Albuquerque, the University presents over 300 public performances, exhibitions, installations, and art lectures annually.

The University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico – Pueblo, Navajo, and Apache – since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

For more information about UNM, visit www.unm.edu.

COLLEGE OF UNIVERSITY LIBRARIES AND LEARNING SCIENCES

The College of University Libraries and Learning Sciences (CULLS) supports the University and the state of New Mexico by providing expertise, instruction, services, spaces, and collections that advance scholarship, teaching, and intellectual discovery. The College's [Strategic Plan 2023-2025](#) lays out five priorities:

- Apply a JEADI lens (Justice, Equity, Accessibility, Diversity, and Inclusion) to cultivate a safe and welcoming environment and culture for our employees, students, and users.
- Improve college affordability, enhance learning with Open Educational Resources (OER).
- Transform and optimize our physical spaces to engage students and employees for learning, creation, and performance.
- Evaluate and invest in infrastructure and capacity development to advance digital scholarship in support of the University's research mission.
- Cultivate mutually beneficial relationships with campus and community partners to enhance learning, research, arts and culture.

CULLS includes 112 faculty librarians and staff members across its three primary organizational units: University Libraries; Organization, Information and Learning Science; and the University of New Mexico Press. For more information about each of these units, see Appendix I.

To support UNM's diverse campus constituents and colleagues, the College affirms its commitment to honor diversity, ensure fairness and access, and create an environment where all employees are treated respectfully. These commitments include the support of the CULLS IDEA (Inclusion, Diversity, Equity, Accessibility) Committee and the College's [Anti-Racism statement](#).

CENTER FOR SOUTHWEST RESEARCH AND SPECIAL COLLECTIONS

The CSWR specializes in interdisciplinary subjects relating to New Mexico, the Greater Southwest, Mexico, and Latin America, and includes the University Archives; it serves a wide range of students and researchers from throughout New Mexico, the U.S., and the world. Housed in the Anderson Reading Room in the

historic west wing of Zimmerman Library, the CSWR's activities are supported by twelve full-time faculty and staff.

Manuscript Collections

Manuscript collections at the Center shed light on the political, economic, social and cultural history of New Mexico and contain materials relating to the greater Southwest, Mexico, and other parts of Latin America. Rich in primary source materials including correspondence, oral histories, scrapbooks, diaries, literary manuscripts, unpublished reports, financial records, legal documents, broadsides, maps, photographs, and audio/video recordings, most of the collections date from the 19th and 20th centuries and include the papers and records of historical and literary figures, organizations, and businesses.

Printed materials in the Center for Southwest Research and Special Collections focus on the history, literature, and culture of New Mexico and the Southwest from the earliest times to the present. The collection includes antiquarian titles as well as modern local history materials, scholarly publications, reference works, and ephemera. Latin America is another area of strength, with a focus on Mexico. General historical and literary works are complemented by travel accounts, grammars and dictionaries, sheet music, Latin American crime and detective fiction, cookbooks, fine press and artists' books, facsimiles of Mesoamerican manuscripts (including Lord Kingsborough's *Antiquities of Mexico*), and materials related to the history of books and printing.

Pictorial Collections

The pictorial collections contain over 120,000 images dating from the mid-1850's to the present and focus primarily on New Mexico, the Southwest, and Latin America. Major collections include the Cobb Memorial Collection, the Henry A. Schmidt Collection, and the Atlantic & Pacific Railway Collection. In addition to its extensive photographic holdings, the Center for Southwest Research and Special Collections also holds the Sam L. Slick Collection of Latin American & Iberian Posters (10,000 items), an archive of prints and broadsides by the Mexican popular graphic artist José Guadalupe Posada, eleven portfolios of lithographs by Guatemalan artist Carlos Mérida, and a comprehensive archive of work done by the Mexican printmaking cooperative *Taller de Gráfica Popular*.

University Archives

The University Archives was established in 1985 to prepare for UNM's centennial celebration in 1989. The mission of the University Archives is to collect, organize, preserve, and make available University records that have long-term historical significance and to encourage their use in classes and by the community. The collections include administrative records, departmental records, faculty papers, alumni collections, and student organizational records.

John Gaw Meem Archives of Southwestern Architecture

The John Gaw Meem Archives of Southwestern Architecture documents the built environment of New Mexico and the Southwest region. Named for renowned New Mexican architect and preservationist John Gaw Meem, the archives document the works of numerous New Mexican and Southwest regional architects, builders, preservationists and architectural historians.

John Donald Robb Archive of Southwestern Music

The John Donald Robb Archive of Southwestern Music is dedicated to preserving the musical heritage of New Mexico and the Southwest and works closely with the John Donald Robb Musical Trust. Robb deposited his collection of field recordings, compositions, and papers at UNM in 1957. In 1964, Donald L. Roberts established the Archive of Southwestern Music at UNM, which was named for Robb in 1981. In addition to Robb's work, the Archive contains thousands of hours of recordings by more than twenty other collectors. Featured are Native American, Hispanic, Anglo American, and African American recordings, interviews and programs, as well as material from Spain, Mexico, and Latin America.

Protocols for Native American Archival Materials

The CSWR recently adopted the [Protocols for Native American Archival Materials](#), which guides non-tribal libraries, archives, and museums to follow tribal protocol for access to culturally specific and sensitive information. The intent of the Protocols is to communicate the concern of protecting cultural information from Native American nations housed in non-tribal repositories. The CSWR recognizes that some materials were collected as part of historic field research and contain culturally sensitive information. There is also evidence of items in collections lacking expressed permission for access. The Center intends to seek consultation from cultural preservation departments and community reviewers to determine appropriate cultural protocols for materials identified as such.

To learn more about CSWR and its collections, visit: <https://elibrary.unm.edu/cswr/strengths.php>.

ROLE OF THE DIRECTOR

Reporting to the associate dean for University Libraries, this is a senior management position with the responsibility to articulate strategic leadership, clear vision, and direction for the CSWR; forge dynamic partnerships with academic departments, local communities, and regional, national, and international cultural organizations; advance a workplace culture that is collaborative, productive, empowering, and mutually respectful; cultivate and steward donors; and provide expertise in the acquisition, processing, management, and preservation of unique collections and archival materials in a variety of physical and digital formats.

The director is responsible for the stewardship and promotion of the CSWR's collections and must possess strong, innovative leadership, collaboration and communication skills and have proven expertise in special collections and archives. The director must also be familiar with and committed to ethical practices in decision-making, and have relevant skills, experience, and knowledge of professional principles and practices relating to materials found in special collections. They will have a demonstrated commitment to diversity, equity, and inclusion and will have a willingness to partner within the libraries and across the University. They will oversee a 12-person team of faculty and staff, three graduate fellows (varies year-to-year), and manage a \$490,000 operating budget.

KEY OPPORTUNITIES AND CHALLENGES FOR THE DIRECTOR

To be successful, the director will address the following key opportunities and challenges:

Develop a forward-looking, contemporary vision for CSWR

- In collaboration with Library leadership and leveraging the collective wisdom of CSWR's faculty and staff, develop an innovative and collaborative vision that celebrates and champions CSWR's historic success and world-renowned collection;
- Provide strategic oversight and guidance over CSWR's collection, thoughtfully aligning the Center's goals with the overall College and University and staying in tune with contemporary best practices;
- Ensure a commitment to social justice and continuing to advance diversity, equity, and inclusion in the Center and across its collections and programs;
- Comprehend and think broadly about the collection and the atmosphere of public universities and their commitment to local communities.

Support and advocate for Center faculty and staff

- Dismantle silos and encourage an inclusive, collegial, and respectful work culture that prioritizes belonging, collaboration, open dialogue, and transparent communication;
- Empower and develop faculty and staff professionally;
- Recruit, hire, support, and retain talented staff from diverse backgrounds;
- Engage in regular planning and assessment of CSWR operations and staff.

Partner both internally within the UNM ecosystem and externally with local and regional communities

- Identify new potential partnerships and collaborate effectively across the University, while building on existing relationships, such as those with the Center for Regional Studies and the Latin American & Iberian Institute;

- Continue to grow instruction and instructional support, including the mentorship of undergraduate students and graduate fellows;
- Extend CSWR's community outreach activities with local communities and activists, including Indigenous communities;
- Strive to be a trusted community partner and resource for the benefit of the state and region.

Augment philanthropic support and enhance visibility

- Apply a demonstrated talent or potential for fundraising;
- Work closely with the dean and director of development to cultivate and steward donors and ensure gifts are processed and recorded accurately and efficiently with the UNM Foundation;
- Understand the rich context and history of the collection and the significant role it plays in helping University Libraries and UNM meet their fundraising goals.

Champion special collections digitization and enhance operational efficiencies

- Assess and enhance CSWR business operation systems; understand both contemporary and traditional archiving; modernize processes around acquisitions and collection processing;
- Consider, prioritize, and leverage the increased role and availability of technology, artificial intelligence, and digitization in expanding access and supporting emerging scholarship uses of CSWR's distinctive collections.

QUALIFICATIONS AND CHARACTERISTICS

Minimum Qualifications

Qualified candidates will possess the following:

- An earned master's degree from an ALA-accredited library/information sciences program or equivalent, or an earned doctorate;
- Five years of progressively responsible experience working with special collections, rare books, archives, or digital collections;
- Three years of management experience.

Preferred Qualifications

Applicants with any combination of the following interests or desirable qualifications are encouraged to apply:

- Record of librarianship/teaching, scholarship, and service to support appointment as an Associate Professor or Professor;
- Advanced degree in the humanities, social sciences, or public history;
- Evidence of scholarly engagement with the history and culture of the Southwest U.S. and/or Latin America;
- Knowledge and experience in applying efficient processing techniques in accessing, appraising, arranging, describing, digitizing, and preserving archival collections of varying size and complexity;
- Understanding and ability to stay abreast of privacy, confidentiality, copyright, and use policies associated with archives and special collection materials;
- Demonstrated initiative and proven ability to learn new technologies and adapt to changes in the profession;
- Evidence of effectively leading and managing a special collections department in an academic/research library and successfully supervising faculty (or professional equivalent), staff, and graduate students;
- Evidence of experience with cultivating and stewarding donors, fundraising, and grant management;
- Experience working with faculty, students, and scholars to support their research and instructional endeavors and community outreach, exhibit development, and public programming;
- Knowledge of Spanish or an Indigenous language of the greater Southwest;
- Evidence of effective communication, interpersonal, conflict management, and problem-solving skills;
- Demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities;

COMPENSATION

This is a full-time, 12-month faculty position with a salary range of \$95,000-\$110,000 and generous benefits. Faculty rank (assistant professor, associate professor, or professor), tenure status, and salary are negotiable based on qualifications and experience.

LOCATION

The state of New Mexico is known as "The Land of Enchantment" or "La Tierra del Encanto" because of its scenic beauty and rich history. New Mexico offers a wide variety of art, music and dance, breathtaking landscapes, and multicultural heritage, including a combination of cultures that cannot be found in any other state in the U.S. New Mexico has the highest percentage of Hispanics in the U.S., including descendants of the original Spanish/Mexican settlers who have lived in the area for more than 400 years, as well as more recent immigrants from a variety of nations in Latin America. It has the second-highest percentage of Native Americans as a proportion of the population and the fourth-highest total number of Native Americans. The major Native American nations in the state are Pueblo, Navajo, and Apache peoples.

New Mexico has one of the most diverse landscapes in the world, with a range of incredible outdoor adventures to match. The geography ranges from snow-capped 13,000-foot peaks, wildflower fields, thick forests of cottonwoods, white sand dunes, volcanoes, and lava fields to vast expanses of ranchland and desert. Averaging 310 days of sunshine a year, it is also a great place for outdoor activities, including biking, skiing, hiking, or golfing on some of the best golf courses in the Southwest. Residents and visitors alike take advantage of the many traditional New Mexican restaurants, enjoy world-class visual and performing arts, and visit the many museums and historical sites around the state.

The University of New Mexico Main Campus is located in Albuquerque, a vibrant metropolitan area that boasts the title of being the most populous city in New Mexico, with over a half million residents. The city has a rich culture and heritage as one of the oldest cities in the U.S. Albuquerque is home to the International Balloon Fiesta, the world's largest gathering of hot-air balloons. The Sandia Mountains run along the eastern side of Albuquerque, and the Rio Grande River flows through the city, north to south. More information about Albuquerque can be found at <https://unmfirst.unm.edu/why-choose-us/why-albuquerque.html> and www.visitalbuquerque.org.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/university-new-mexico-college-university-libraries-and-learning-sciences/director>. Electronic submission of materials is strongly encouraged.

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The University of New Mexico is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.

Appendix I. About CULLS

University Libraries

University Libraries has over 3.5 million volumes and millions more electronic resources in a combination of specialized and traditional collections of great depth. Services across the Libraries are provided by expert staff and faculty who put the needs of the UNM community as their highest priority.

University Libraries consists of three buildings on campus open to the public:

- [Centennial Science & Engineering Library](#)
- [Fine Arts & Design Library](#)
- [Zimmerman Library](#) (humanities, social sciences, business, and education, which also houses CSWR)

The UL also operates an off-site storage facility with lesser used items.

The University Libraries is a member of the Association of Research Libraries, the Greater Western Library Alliance, and the New Mexico Consortium of Academic Libraries and leads the LIBROS Consortium, which hosts the shared catalog for 17 academic libraries in New Mexico. The library is also a designated regional library in the Federal Depository Library Program.

For more information, visit: <https://ulls.unm.edu/about/university-libraries.php>

University of New Mexico Press

Established in 1929 by the Regents of the University of New Mexico, the University of New Mexico Press (1 Professor of Practice faculty and 11 staff) ranks within the top third of publishing houses in the Association of University Presses and is the fourth largest university press west of the Rocky Mountains in publishing new titles. With over 1,200 titles currently in print and as a distributor for local and regional publishers, the Press has been an important element in enhancing the scholarly reputation and worldwide visibility of the University.

The University of New Mexico Press participates in the public mission of the University of New Mexico through a publishing program that seeks to maintain the professional excellence of American university presses in general and to present the finest national and international scholarship in the academic areas in which it publishes. UNM Press produces scholarly books in the arts, humanities, and natural and social sciences—more specifically, in the areas of fine arts, Western history, Latin American studies, literature, poetry, environmental studies, archaeology, anthropology, and natural history. In recognition of the University's educational outreach and public role, UNM Press also publishes books of general interest and significance for the state and the region.

For more information, please visit: <https://unmpress.com/>

Organization, Information and Learning Sciences (OI&LS)

OI&LS awards both undergraduate and graduate degrees, and offers classes in an online environment focusing on adult learning; instructional design and technology; the design, development, delivery and evaluation of training; organization development; knowledge management; distance education; eLearning and data management.

For more information, visit: <https://oils.unm.edu/>