<table>
<thead>
<tr>
<th>Information Required in Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Faculty Checklist</strong></td>
<td></td>
</tr>
<tr>
<td><em>(External Competitive)</em></td>
<td></td>
</tr>
<tr>
<td>Modifying an existing position to conduct an external competitive search for Regular faculty</td>
<td></td>
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</tbody>
</table>

**Before you begin, please make sure you have an available position to use. If not, refer to the Regular Faculty External Competitive Checklist -Request New Faculty Position. If yes, begin new action, select modify existing position and continue:**

**Search Positions to Begin Action on:**
- Select the position you want to use and click Start Action

**In Modification Purpose tab, ensure:**
- Request Posting
- Check other applicable tabs
  
  *If changing classification, see change classification checklist*

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**In Position Details tab, ensure:**
- Position Class Title & Position Title Match
- Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates complete
- Complete Position Summary
- Complete Min Qualifications solicit Yes/No Response
- Complete Preferred Qualifications *(ensure not same as minimums)*
- Single or Pooled = Single
- Position Appointment Percent entered
- Appoint Type= Faculty--Select: Open Rank, Tenure or Tenure Track, Non-Tenure, Clinician Educator
- FTE = 1.0

**In Funding tab, click on Add Entry:**
- Complete Index Code, Position Labor Distribution Percent, Labor Account Code
- Ensure that Labor Distribution Percent = 100%

**In Posting Form tab:**
- Enter # of positions you are posting for
  
  *If multiple hires, see multiple hire checklist*

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- Update: Posting & FBC Dates *(minimum15 calendar days)*
- Check: Open Until Filled
- Check Required Applicant Documents: at least CV
- Special Instructions: Complete if relevant
- Application Type: Faculty Profile
- Advertising: At least 1 National Source and Targeted Recruitment Resources *(enter information in field or attach to documents tab)*
- Search Committee: 3 or more (1 minor/1 Fem/+others)
- Select Search Coordinator
- Posting Scope: External
- Posting Type: Competitive

**In Documents tab, attach:**
- Advertisement(s)
- Position Analysis Memorandum (PAM)
- List of recruitment resources *(if not entered on posting form)*
- PRC approval for School of Medicine

**In Comments tab:**
- Enter notes and any information you need approvers to note

Go to Preview Action Summary to confirm the information
- Submit to next approver in the queue