

# Regular Faculty Checklist

## (External Competitive)

Modifying an existing position to conduct an external competitive search for Regular faculty

Information Required in Action	Notes
<p><b>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:</b></p>	
<p><b>Search Positions</b> to Begin Action on:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the position you want to use and click Start Action</li> </ul>	
<p>In <b>Modification Purpose</b> tab, ensure:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request Posting</li> <li><input type="checkbox"/> Check other applicable tabs</li> </ul> <p><i>*If changing classification, see change classification checklist</i>  <a href="http://oeo.unm.edu">http://oeo.unm.edu</a></p>	
<p>In <b>Position Details</b> tab, ensure:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Position Class Title &amp; Position Title</b> Match</li> <li><input type="checkbox"/> <b>Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates</b> complete</li> <li><input type="checkbox"/> Complete <b>Position Summary</b></li> <li><input type="checkbox"/> Complete <b>Min Qualifications</b> solicit Yes/No Response</li> <li><input type="checkbox"/> Complete <b>Preferred Qualifications</b> (<i>ensure not same as minimums</i>)</li> <li><input type="checkbox"/> <b>Single or Pooled = Single</b></li> <li><input type="checkbox"/> <b>Position Appointment Percent</b> entered</li> <li><input type="checkbox"/> Appoint Type= <b>Faculty</b>–Select: Open Rank, Tenure or Tenure Track, Non-Tenure, Clinician Educator</li> <li><input type="checkbox"/> <b>FTE = 1.0</b></li> </ul>	
<p>In <b>Funding</b> tab, click on <b>Add Entry</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b>Index Code, Position Labor Distribution Percent, Labor Account Code</b></li> <li><input type="checkbox"/> Ensure that <b>Labor Distribution Percent = 100%</b></li> </ul>	
<p>In <b>Posting Form</b> tab:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter # of positions you are posting for <i>*If multiple hires, see multiple hire checklist</i> <a href="http://oeo.unm.edu">http://oeo.unm.edu</a></li> <li><input type="checkbox"/> <b>Update:</b> Posting &amp; FBC Dates (<i>minimum 15 calendar days</i>)</li> <li><input type="checkbox"/> Check: <b>Open Until Filled</b></li> <li><input type="checkbox"/> Check Required <b>Applicant Documents:</b> at least CV</li> <li><input type="checkbox"/> <b>Special Instructions:</b> Complete if relevant</li> <li><input type="checkbox"/> <b>Application Type:</b> Faculty Profile</li> <li><input type="checkbox"/> <b>Advertising:</b> At least 1 National Source <b>and</b> Targeted Recruitment Resources (<i>enter information in field or attach to documents tab</i>)</li> <li><input type="checkbox"/> <b>Search Committee:</b> 3 or more (1 minor/1 Fem/+others)</li> <li><input type="checkbox"/> Select <b>Search Coordinator</b></li> <li><input type="checkbox"/> <b>Posting Scope:</b> External</li> <li><input type="checkbox"/> <b>Posting Type:</b> Competitive</li> </ul>	
<p>In <b>Documents</b> tab, attach:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advertisement(s)</li> <li><input type="checkbox"/> Position Analysis Memorandum (PAM)</li> <li><input type="checkbox"/> List of recruitment resources (<i>if not entered on posting form</i>)</li> <li><input type="checkbox"/> PRC approval for School of Medicine</li> </ul>	
<p>In <b>Comments</b> tab:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enter notes and any information you need approvers to note</li> </ul>	
<p>Go to <b>Preview Action Summary</b> to confirm the information</p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit to next approver in the queue</li> </ul>	