

## Regular Faculty Checklist

### (External Competitive)

Creating a new position to conduct an external competitive search for Regular Faculty

Information Required in Action	Notes
<p><b>Before you begin, please make sure you do not have an available position to use. If you do have an available position, refer to the Regular Faculty External Competitive Checklist- Modifying an Existing Position. If you do not, begin new action and select new faculty position and continue:</b></p>	
<p><b>In <u>Classification</u> tab, search by:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicable <b>Position Class Title</b></li> <li><input type="checkbox"/> Click Select and Continue</li> </ul>	
<p><b>In <u>Copy Position</u> tab*, search by:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicable <b>Position Class Title</b></li> </ul> <p><i>*This tab is Optional and only used if there is an existing position description that you want to copy.</i></p>	
<p><b>In <u>Position Details</u> tab, ensure:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request Posting= <b>Yes</b></li> <li><input type="checkbox"/> <b>Position Class Title &amp; Position Title Match</b></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><b>In <u>Funding</u> tab, click on <b>Add Entry</b>:</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><b>In <u>Posting Form</u> tab:</b></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: <a href="http://oeo.unm.edu">http://oeo.unm.edu</a></i></li> <li><input type="checkbox"/> <b>Enter:</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><b>In <u>Documents</u> tab, attach:</b></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><b>In <u>Comments</u> tab:</b></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>	