

Regular Faculty Checklist

(Internal Competitive)

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

Information Required in Action	Notes
<p>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 Internal Competitive Checklist - Modifying an Existing Position. If you do not, begin new action and select new faculty position and continue:</p>	
<p>In Classification tab, search by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Position Class Title <input type="checkbox"/> Click Select and Continue 	
<p>In Copy Position tab*, search by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Position Class Title <p><i>*This tab is Optional and only used if there is an existing position description that you want to copy.</i></p>	
<p>In Position Details tab, ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request Posting= Yes <input type="checkbox"/> Position Class Title & Position Title Match <input type="checkbox"/> Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates complete <input type="checkbox"/> Complete Position Summary <input type="checkbox"/> Enter Min Qualifications solicit Yes/No Response <input type="checkbox"/> Enter Preferred Qualifications (<i>ensure not same as minimums</i>) <input type="checkbox"/> Single or Pooled = Single <input type="checkbox"/> Position Appointment Percent entered <input type="checkbox"/> Appoint Type= Faculty–Select: Open Rank, Tenure or Tenure Track, Non-Tenure, Clinician Educator <input type="checkbox"/> FTE = 1.0 	
<p>In Funding tab, click on Add Entry:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Index Code, Position Labor Distribution Percent, Labor Account Code <input type="checkbox"/> Ensure that Labor Distribution Percent = 100% 	
<p>In Posting Form tab:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter # of positions you are posting for <i>*If multiple hires, see multiple hire checklist</i> http://oeo.unm.edu <input type="checkbox"/> Enter: Posting & FBC Dates (<i>minimum 5 working days</i>) <input type="checkbox"/> Check: Open Until Filled <input type="checkbox"/> Check Required Applicant Documents: at least CV <input type="checkbox"/> Special Instructions: Complete if relevant <input type="checkbox"/> Application Type: Faculty Profile <input type="checkbox"/> Advertising: To eligible group of applicants (usually via internal listservs) <input type="checkbox"/> Search Committee: 3 or more (1 minor/1 Fem/+others) <input type="checkbox"/> Select Search Coordinator <input type="checkbox"/> Posting Scope: Internal <input type="checkbox"/> Posting Type: Competitive 	
<p>In Documents tab, attach:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advertisement(s) <input type="checkbox"/> Position Analysis Memorandum (PAM) <input type="checkbox"/> List of recruitment resources (<i>if not entered on posting form</i>) <input type="checkbox"/> PRC approval for School of Medicine 	
<p>In Comments tab:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter notes and any information you need approvers to note 	
<p>Go to Preview Action Summary to confirm the information</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Submit to next approver in the queue 	