

Regular Faculty Checklist

Non-Competitive (Internal/QuickLink)

Modifying an **existing position** to hire a regular Faculty member non-competitively

Information Required in Action	Notes
Before you begin, please make sure you have an available position to use. If not, refer to the Regular Faculty Non-Competitive Checklist - Request New Faculty Position.	
<input type="checkbox"/> If using an existing vacant position, begin new action and select modify existing faculty position, select position you want to modify, and start action.	
In <u>Modification Purpose</u> tab, ensure: <input type="checkbox"/> Request Posting <input type="checkbox"/> Check other applicable boxes <i>* If changing classification, see change classification checklist</i> http://oeo.unm.edu	
In <u>Position Details</u> tab, ensure: <input type="checkbox"/> Position Class Title & Position Title = Enter Position Title to match Position Class Title <input type="checkbox"/> Complete Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates <input type="checkbox"/> Complete Position Summary <input type="checkbox"/> Complete Minimum Qualifications , ensuring they solicit Yes/No Response <input type="checkbox"/> Complete Preferred Qualifications (ensure not same as Minimums) <input type="checkbox"/> Single or Pooled = SINGLE <input type="checkbox"/> Complete Position Appointment Percent <input type="checkbox"/> Appoint Type = Faculty – Select: Open Rank, Tenure or Tenure Track, Non-Tenure, Clinician Educator <input type="checkbox"/> FTE = 1.0	
In <u>Funding</u> tab, click on Add Entry: <input type="checkbox"/> Complete Index Code, Position Labor Distribution Percent, Labor Account Code <input type="checkbox"/> Ensure that Labor Distribution Percent = 100%	
In <u>Posting Form</u> tab: <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"/> Update: Posting & FBC Dates <input type="checkbox"/> Check: Open Until Filled <input type="checkbox"/> Check Required Applicant Documents: at least CV <input type="checkbox"/> Application Type: Faculty Profile <input type="checkbox"/> Posting Scope: Internal <input type="checkbox"/> Posting Type: Non-Competitive Non-Comp Hire Code: Non-Comp Hire Code: 1. Voluntary Lateral Transfer 2. Named in Contract or Grant 3. Professional Service Appointment 4. Sole Source 5. Underrepresented and Established Placement Goal 6. Acting and/or Interim Appointment 7. Spouse or Domestic Partner Hiring 8. Change in Employee Status 9. Specialized Provider 10. Competitively Chosen by Outside Entity 11. Special Professional Distinction 12. Academic Administrative Appointment 13. Visiting Faculty (not to exceed two (2) academic semesters or one year 14. Minority Doctoral Assistance Loan for Service Program	
In <u>Documents</u> tab, attach: <input type="checkbox"/> Justification Memo	
In <u>Comments</u> tab: <input type="checkbox"/> Enter notes and any information you need approvers to note	
Go to Preview Action Summary to confirm the information	
<input type="checkbox"/> Submit to next approver in the queue	
<input type="checkbox"/> Once you receive QuickLink from OEO, send to applicant to apply	