### Regular Faculty Checklist

**Non-Competitive (Internal/QuickLink)**

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

<table>
<thead>
<tr>
<th>Information Required in Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>☐ If using an existing vacant position, begin new action and select modify existing faculty position, select position you want to modify, and start action.</td>
<td></td>
</tr>
</tbody>
</table>

**In Modification Purpose tab, ensure:**

- ☐ Request Posting
- ☐ Check other applicable boxes
  
  *If changing classification, see change classification checklist [http://oeo.unm.edu](http://oeo.unm.edu)*

**In Position Details tab, ensure:**

- ☐ **Position Class Title & Position Title** = Enter Position Title to match Position Class Title
- ☐ Complete **Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates**
- ☐ Complete **Position Summary**
- ☐ Complete **Minimum Qualifications**, ensuring they solicit Yes/No Response
- ☐ Complete **Preferred Qualifications** (ensure not same as Minimums)
- ☐ **Single or Pooled** = SINGLE
- ☐ Complete **Position Appointment Percent**
- ☐ **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 [http://oeo.unm.edu](http://oeo.unm.edu)*
- ☐ Update: **Posting & FBC Dates**
- ☐ Check: **Open Until Filled**
- ☐ Check **Required Applicant Documents**: at least CV
- ☐ **Application Type**: Faculty Profile
- ☐ **Posting Scope**: Internal
- ☐ **Posting Type**: Non-Competitive
  
  **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 Documents tab, attach:**

- ☐ Justification Memo

**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
- ☐ Once you receive QuickLink from OEO, send to applicant to apply