

Regular Faculty Checklist

Non-Competitive (Internal/QuickLink)

Creating a **new position** to hire a regular Faculty member non-competitively

Information Required in Action	Notes
<p>Before you begin, check to see if you have an available position to use. If you do have an available position, refer to the Regular Faculty Internal Non-Competitive Checklist - Modifying an Existing Position. If not, see below:</p> <p><input type="checkbox"/> Begin new action and select New Faculty Position</p>	
<p>In Classification tab, search by:</p> <p><input type="checkbox"/> Applicable Position Class Title, select and continue</p>	
<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 Copy Position tab*, search by:</p> <p><input type="checkbox"/> Applicable Position Class Title, select and continue</p>	
<p>In Position Details tab, ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Posting Request = YES <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 	
<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 Acct 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 <p>Enter: Posting & FBC Dates</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check: Open Until Filled <input type="checkbox"/> 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 <p>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</p>	
<p>In Documents tab, attach:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Justification Memo 	
<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 	
<ul style="list-style-type: none"> <input type="checkbox"/> Once you receive QuickLink from OEO, send to applicant to apply 	