### Regular Faculty Checklist

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

Creating a **new 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, 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:</td>
<td></td>
</tr>
<tr>
<td>□ Begin new action and select <strong>New Faculty Position</strong></td>
<td></td>
</tr>
<tr>
<td>In <strong>Classification</strong> tab, search by:</td>
<td></td>
</tr>
<tr>
<td>□ Applicable <strong>Position Class Title</strong>, select and continue</td>
<td></td>
</tr>
<tr>
<td><em>This tab is Optional and only used if there is an existing position description that you want to copy.</em></td>
<td></td>
</tr>
<tr>
<td>In <strong>Copy Position</strong> tab*, search by:</td>
<td></td>
</tr>
<tr>
<td>□ Applicable <strong>Position Class Title</strong>, select and continue</td>
<td></td>
</tr>
<tr>
<td>In <strong>Position Details</strong> tab, ensure:</td>
<td></td>
</tr>
<tr>
<td>□ <strong>Posting Request</strong> = <strong>YES</strong></td>
<td></td>
</tr>
<tr>
<td>□ <strong>Position Class Title &amp; Position Title</strong> = Enter Position Title to match Position Class Title</td>
<td></td>
</tr>
<tr>
<td>□ Complete <strong>Working Title, Work Location, Organization, Dept, Employee Class, Start and End Dates</strong></td>
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<tr>
<td>□ Complete <strong>Position Summary</strong></td>
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<tr>
<td>□ Complete <strong>Minimum Qualifications</strong>, ensuring they solicit Yes/No Response</td>
<td></td>
</tr>
<tr>
<td>□ Complete <strong>Preferred Qualifications</strong> (ensure not same as Minimums)</td>
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<tr>
<td>□ <strong>Single or Pooled</strong> = <strong>SINGLE</strong></td>
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<tr>
<td>□ Complete <strong>Position Appointment Percent</strong></td>
<td></td>
</tr>
<tr>
<td>□ <strong>Appoint Type</strong> = <strong>Faculty</strong> - Select: Open Rank, Tenure or Tenure Track, Non-Tenure, Clinician Educator</td>
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</tr>
<tr>
<td>□ <strong>FTE</strong> = 1.0</td>
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<tr>
<td>In <strong>Funding</strong> tab, click on <strong>Add Entry</strong>:</td>
<td></td>
</tr>
<tr>
<td>□ Complete <strong>Index Code, Position Labor Distribution Percent, Labor Acct Code</strong></td>
<td></td>
</tr>
<tr>
<td>□ Ensure that <strong>Labor Distribution Percent = 100%</strong></td>
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<tr>
<td>In <strong>Posting Form</strong> tab:</td>
<td></td>
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<tr>
<td>□ Enter the number of positions you are posting for</td>
<td></td>
</tr>
<tr>
<td><em>If multiple hires, see multiple hire checklist [<a href="http://oeo.unm.edu">http://oeo.unm.edu</a>]</em></td>
<td></td>
</tr>
<tr>
<td>Enter: <strong>Posting &amp; FBC Dates</strong></td>
<td></td>
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<tr>
<td>□ Check: <strong>Open Until Filled</strong></td>
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<tr>
<td>□ Required <strong>Applicant Documents</strong>: at least CV</td>
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<tr>
<td>□ <strong>Application Type</strong>: Faculty Profile</td>
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<tr>
<td>□ <strong>Posting Scope</strong>: Internal</td>
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<tr>
<td>□ <strong>Posting Type</strong>: Non-Competitive</td>
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<tr>
<td>In <strong>Documents</strong> tab, attach:</td>
<td></td>
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<tr>
<td>□ Justification Memo</td>
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<tr>
<td>In <strong>Comments</strong> tab:</td>
<td></td>
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<tr>
<td>□ Enter notes and any information you need approvers to note</td>
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<tr>
<td>Go to <strong>Preview Action Summary</strong> to confirm the information</td>
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<tr>
<td>□ Submit to next approver in the queue</td>
<td></td>
</tr>
<tr>
<td>□ Once you receive QuickLink from OEO, send to applicant to apply</td>
<td></td>
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</tbody>
</table>