

Temporary Part-Time Checklist (External Competitive) Modifying an existing position to conduct an external competitive search for TPT	
Information Required in Action	Notes
<b>Before you begin, please make sure you have an available position to use. If you do not have an available position, refer to the Temporary Part-time External Competitive Checklist - Request New Faculty Position. If yes, begin new action, select modify existing position and continue:</b>	
<u>Search Positions</u> to Begin Action on: <input type="checkbox"/> Select the position you want to use and click Start Action	
In <b>Modification Purpose</b> tab, ensure: <input type="checkbox"/> Request Posting <input type="checkbox"/> Check other applicable tabs  <i>* If changing classification, see change classification checklist</i> <a href="http://www.unm.edu/~oeounm/_hiring/UNMJobs_Checklists/ChangeClassificationChecklist.pdf">http://www.unm.edu/~oeounm/_hiring/UNMJobs_Checklists/ChangeClassificationChecklist.pdf</a>	
In <b>Position Details</b> tab, ensure: <input type="checkbox"/> <b>Position Class Title &amp; Position Title Match</b> <input type="checkbox"/> <b>Working Title, Work Location, Organization, Employee Class, Start and End Dates complete</b> <input type="checkbox"/> <b>Review Position Summary</b> <input type="checkbox"/> Complete <b>Min Qualifications solicit Yes/No Response</b> <input type="checkbox"/> Complete <b>Preferred Qualifications</b> <input type="checkbox"/> <b>Pooled</b> <input type="checkbox"/> <b>Position Appointment Percent</b> entered <input type="checkbox"/> Appoint Type= <b>Faculty –Temporary Faculty</b> <b>FTE = 1.0</b>	
In <b>Funding</b> tab, ensure: <input type="checkbox"/> Equals to 100% and Verify Index Code	
In <b>Posting Form</b> tab: <input type="checkbox"/> Enter <b># of positions</b> you are posting for <i>*if multiple hires, see multiple hire checklist</i> <a href="http://oeo.unm.edu">http://oeo.unm.edu</a> <b>Update: Posting &amp; FBC Dates (15 calendar days)</b> <input type="checkbox"/> Check: <b>Open Until Filled</b> <input type="checkbox"/> Required <b>Applicant Documents:</b> At least CV or Resume <input type="checkbox"/> Optional Applicant Documents: Any requested by Department <input type="checkbox"/> <b>Application Type:</b> Faculty Temporary P-Time <input type="checkbox"/> <b>Advertising:</b> NM Workforce Solutions (required) <input type="checkbox"/> <b>Special Instructions:</b> Complete if relevant <input type="checkbox"/> <b>Search Committee:</b> 3 or more (1 minor/1 Fem/+others) <b>OR</b> Hiring Official <input type="checkbox"/> <b>Posting Scope:</b> External <input type="checkbox"/> <b>Posting Type:</b> Competitive	
In <b>Documents</b> tab, attach: <input type="checkbox"/> Advertisement	
In <b>Comments</b> tab: <ul style="list-style-type: none"> <li>• Enter notes and any information you need approvers to note</li> </ul> <input type="checkbox"/> Go to <b>Preview Action Summary</b> to confirm the information	
Submit to next approver in the queue	