**Temporary Part-Time Checklist**  
*(External Competitive)*

Creating a new position to conduct an external competitive search for TPT

<table>
<thead>
<tr>
<th>Information Required in Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before you begin, please make sure you do not have an available position to use. If you do have an available position, refer to the Temporary Part-time External Competitive Checklist - Modifying an Existing Position. If not, begin new action and select new faculty position and continue:</td>
<td></td>
</tr>
</tbody>
</table>

In **Classification** tab, search by:
- Applicable **Position Class Title**
- Click Select and Continue

In **Copy Position** tab*, search by:
- **Position Class Title**: Temporary Part Time
  *This tab is Optional and only used if there is an existing position description that you want to copy.

In **Position Details** tab, ensure:
- **Posting Request** = YES
- **Position Class Title & Position Title** Match
- **Working Title, Work Location, Organization, Employee Class, Start and End Dates** complete
- Complete **Position Summary**
- Complete **Min Qualifications** solicit Yes/No Response
- Complete **Preferred Qualifications**
- **Pooled**
- **Position Appointment Percent** entered
- **Appoint Type** = Faculty – Temporary Faculty
- **FTE** = 1.0

In **Funding** tab, ensure:
- Equals to 100% and Verify Index Code

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 (15 calendar days)
- Check: **Open Until Filled**
- Required ** Applicant Documents**: At least CV or Resume
- Optional Applicant Documents: Any requested by Department
- **Application Type**: Faculty Temporary P-Time
- **Advertising**: NM Workforce Solutions (required)
- **Special Instructions**: Complete if relevant
- **Search Committee**: 3 or more (1 minor/1 Fem/+others) **OR** Hiring Official
- **Posting Scope**: External
- **Posting Type**: Competitive

In **Documents** tab, attach:
- Advertisement

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