

Temporary Part-Time Checklist

Non-Competitive (Internal/QuickLink)

Modifying an Existing Position for a Non-Competitive TPT hire:

Used for 2 purposes: (1) TPT who have taught for you as TPT in same Org/Position Sequence #/Discipline but have NOT been hired through UNMJobs or (2) new TPT who has not taught for you before and has been hired noncompetitively as an Emergency Hire or Chosen by an Outside Entity.

Information Required in Action	Notes
Before you begin, please make sure you have an available position to use. If not, refer to the Temporary Part-Time Non-Competitive Checklist - Request New Faculty Position	
<input type="checkbox"/> SEARCH HIRING PROPOSALS by candidate's name to check if the candidate was previously hired in the same Org/Position#/Discipline. If yes, then confirm it's the same position based on position description and if it is go to TPT Rehire Modification Checklist. If using existing position, begin new action, select modify existing faculty position.	
In <u>Modification</u> tab, ensure: <ul style="list-style-type: none"> <input type="checkbox"/> Request Posting <input type="checkbox"/> Check other applicable tabs 	
In <u>Position Details</u> tab, ensure: <ul style="list-style-type: none"> <input type="checkbox"/> Position Class Title & Position Title Match <input type="checkbox"/> Working Title, Work Location, Organization, Employee Class, Start and End Dates complete <input type="checkbox"/> Complete Position Summary <input type="checkbox"/> Complete Min Qualifications solicit Yes/No Response <input type="checkbox"/> Complete Preferred Qualifications <input type="checkbox"/> Pooled <input type="checkbox"/> Position Appointment Percent entered <input type="checkbox"/> Appoint Type= Faculty –Temporary Faculty <input type="checkbox"/> FTE = 1.0 	
In <u>Funding</u> tab, ensure: <ul style="list-style-type: none"> <input type="checkbox"/> Equals to 100% and Verify Index Code 	
In <u>Posting Form</u> tab: <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 <input type="checkbox"/> Update: Posting & FBC Dates <input type="checkbox"/> Check: Open Until Filled <input type="checkbox"/> Required Applicant Documents: CV or Resume <input type="checkbox"/> Application Type: Faculty Temporary Part Time <input type="checkbox"/> Posting Scope: Internal <input type="checkbox"/> Posting Type: Non-Competitive <input type="checkbox"/> Non-Comp Hire Code: 10. Competitively Chosen by an Outside Entity, OR 20. Emergency Hire, OR 21. Re-Hire 	
In <u>Documents</u> tab, attach: <ul style="list-style-type: none"> <input type="checkbox"/> Justification Memo 	
In <u>Comments</u> tab: <ul style="list-style-type: none"> <input type="checkbox"/> Enter notes and any information you need approvers to note 	
Go to Preview Action Summary to confirm the information	
<input type="checkbox"/> Submit to next approver in the queue	