

Temporary Part-Time Checklist

Non-Competitive (Internal/QuickLink)

Creating a new 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
<p>Before you begin, please make sure you have an available position to use. If you do have an available position, refer to the Temporary Part-time Internal Non-Competitive Checklist- Modifying an Existing Position. If not, see below:</p>	
<p><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 no, begin new action, 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>In Copy Position tab*, search by:</p> <p><input type="checkbox"/> Temporary Part-time Faculty</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 Position Details tab, ensure:</p> <p><input type="checkbox"/> Posting Request = YES</p> <p><input type="checkbox"/> Position Class Title & Position Title Match</p> <p><input type="checkbox"/> Working Title, Work Location, Organization, Employee Class, Start and End Dates complete</p> <p><input type="checkbox"/> Complete Position Summary</p> <p><input type="checkbox"/> Complete Min Qualifications solicit Yes/No Response</p> <p><input type="checkbox"/> Complete Preferred Qualifications</p> <p><input type="checkbox"/> Pooled</p> <p><input type="checkbox"/> Position Appointment Percent entered</p> <p><input type="checkbox"/> Appoint Type= Faculty –Temporary Faculty</p> <p><input type="checkbox"/> FTE = 1.0</p>	
<p>In Funding tab, ensure:</p> <p><input type="checkbox"/> Equals to 100% and Verify Index Code</p>	
<p>In Posting Form tab:</p> <p><input type="checkbox"/> Enter # of positions you are posting for <i>*If multiple hires, see multiple hire checklist</i> http://oeo.unm.edu</p> <p><input type="checkbox"/> Update: Posting & FBC Dates</p> <p><input type="checkbox"/> Check: Open Until Filled</p> <p><input type="checkbox"/> Required Applicant Documents: CV or Resume</p> <p><input type="checkbox"/> Application Type: Faculty Temporary Part Time</p> <p><input type="checkbox"/> Posting Scope: Internal</p> <p><input type="checkbox"/> Posting Type: Non-Competitive</p> <p><input type="checkbox"/> Non-Comp Hire Code: 10. Competitively Chosen by an Outside Entity, OR 20. Emergency Hire, OR 21. Re-Hire</p>	
<p>In Documents tab, attach:</p> <p><input type="checkbox"/> Justification Memo</p>	
<p>In Comments tab:</p> <p><input type="checkbox"/> Enter notes and any information you need approvers to note</p>	
<p>Go to Preview Action Summary to confirm the information</p>	
<p><input type="checkbox"/> Submit to next approver in the queue</p>	