

Temporary Part-Time Modification Checklist

Rehire Modification (Change Start/End Dates)

TPT who have taught for you before as a TPT in same Org/Position#/Discipline and have been hired through UNMJobs as TPT previously.

Information Required in Action	Notes
<input type="checkbox"/> SEARCH HIRING PROPOSALS by candidate's name to ensure candidate was previously hired in the same Org/Position#/Discipline. If no, then see Non-Competitive (Internal/Quicklink) or Internal/External Competitive Checklist. If yes, then begin new action modifying existing faculty position and continue:	
In <u>Modification Purpose</u> tab, ensure: <input type="checkbox"/> Check Change Start/End Date <input type="checkbox"/> Check other applicable reasons	
In <u>Position Details</u> tab, ensure: <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: Equals to 100%	
In <u>Posting Form</u> tab: <input type="checkbox"/> Application Type: Faculty Temporary Part Time <input type="checkbox"/> Posting Scope: No Response <input type="checkbox"/> Posting Type: No Response <input type="checkbox"/> Non-Comp Hire Code: 21. Re-Hire	
In <u>Documents</u> tab, attach: <input type="checkbox"/> Signed Offer Letter or Summer Session Agreement	
In <u>Comments</u> tab: <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	