What is the role of UMD OEO in the online employment system?

Regular Faculty and Senior Administrator Searches

**Initiation of the Search**
Consultation with UMD OEO (OEO) is required at the onset of the creation of the requisition (requisition). In their role as HR Pro, OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

EOAA goals and the search committee members (gender/race/employment category) are identified when the requisition is created. OEO will meet with the search committee to discuss/consult on EOAA issues regarding advertising and recruiting, applicant pool selection, and candidate referral. All search committee members must receive this training.

**Applicant Pool Consultation/Approval**

**Obtain Pool Approvals:**
1. Send a memo to OEO via email with the list of applicants referred for interviews, along with reason(s), based on selection criteria, for non-selection of qualified minority and/or female applicants. Route to OEO for consultation and feedback. Simultaneously, hand-deliver to OEO any applicant documents not available electronically. OEO will review the applicant pool online and advise of any potential problems or concerns via reply email.
2. Route request for approval by the Department Head and then by the Dean.

**Candidate Referral for Hire**
Refer a Candidate for Hire to Department Head, Dean, and VCAA. Final approval to hire is required by Vice Chancellor Vince Magnuson. Send a memo to Vice Chancellor Magnuson via email with a copy to Betsy Behning with the name(s) of the candidate(s) you wish to hire. Vice Chancellor Magnuson will comment and convey his decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

OEO is available for consultation at the candidate referral stage and throughout the search process.

Non-Regular Faculty and P&A Searches

**Initiation of the Search**
Consultation with OEO is required at the onset of the creation of the requisition. In their role as HR Pro, OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

EOAA goals and the search committee members (gender/race/employment category) are identified when the requisition is created. OEO will meet with the search committee to discuss/consult on EOAA issues regarding advertising and recruiting, applicant pool selection, and candidate referral. All search committee members must receive this training.

**Applicant Pool Consultation/Approval**
Obtain Pool Approvals: Send a memo to the Department Head and Dean via email with the list of applicants referred for interviews. The Department Head and Dean will comment and provide his/her decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

OEO is available for consultation at the applicant pool stage and throughout the search process.

Candidate Referral for Hire
Refer a Candidate for Hire: Approvals by the Department Head and Dean are required. Send a memo to the Department Head and Dean via email with the name(s) of the candidate(s) you wish to hire. The Department Head and Dean will comment and provide his/her decision via reply email. Remember to change the applicant status online at each stage reached during the search process.

OEO is available for consultation at the candidate referral stage and throughout the search process.

**Internal Department Head/Director (Unit Search)**

An internal search should be carried out using the online employment system. Identify it as a unit search in the job requisition and route for approvals. The unit search, used when there are highly qualified candidates internally, will be marked as a Direct Hire by the Employment Team. The unit search is done online for reporting, tracking, and audit purposes.

Initiation of the Search
Consultation with OEO is recommended at the onset of the creation of the requisition, to determine if the position you would like to fill is subject to a national, regional, or unit search. OEO will review the requisition and provide consultation feedback in the Notes/History section of the requisition.

EOAA goals and the search committee members are identified when the requisition is created. A search committee is convened if required by the unit’s constitution and/or internal department head/director procedures.

Department heads and certain director positions may be searched internally. Units and departments will have on file (in their departmental office, collegiate, VCAA, and OEO) their search procedures to fill these types of positions. There are instances when certain director positions (senior administrator) positions require a wider search or when a department head position cannot be filled by a unit search.

A memo should be addressed from the Department Head to the Dean, for review and approval. Print off the requisition and attach it to the memo, which includes the name of the individual you would like to appoint to the position (as well as the Curriculum Vitae of the hire), your process, whether a search committee was convened, and the result of the ballot. The memo and attachments will then be forwarded to VCAA only if required by the unit’s constitution and/or internal department head/director procedures. If approval by VCAA is not required, the Dean
will approve the hire and forward to VCAA a copy of the memo with the attachments for its information. VCAA will provide OEO with the name of the hire for their files.

No Search Hires: Spousal/Partner, Exceptional, and Current Employee Appointed to a New or Vacant Academic Position

Initiation of the Search
Please follow these procedures for no-search hires:
1. Consult with UMD OEO at the onset of using this search strategy. The requisition is initiated and entered into the online employment system similar to other searches. Include “No Search Hire” in the Position Title field. Since the unit knows the specific applicant they wish to hire when initiating the search, the applicant’s gender and ethnicity must be included within the “Notes/History” section of the requisition. This information is pertinent within the requisition so UM Twin Cities will have the demographic information for the applicant when the request is reviewed.
2. Once the requisition is entered into the online system, the hiring authority saves the requisition, prints it out (do not route online), and attaches it to the other required documentation.**
3. Forward all required documentation to UMD OEO.
4. UMD OEO will review it and sign as consultant, and forward it to VCAA.
5. VCAA will review it with, and obtain approval from, the Chancellor and then forward the request to UM Twin Cities.
6. After the VP of OHR approves it, if acceptable, the request will be forwarded to the EOAA Director. The EOAA Director will review and consider for approval the no-search hire request.
7. Once all appropriate approvals have been granted, UM Twin Cities will communicate the decision via email to Employment Team and VCAA (Betsy Behning).
8. VCAA will forward the UM Twin Cities’ response to the hiring unit and OEO.
9. At this point the hiring unit can contact the applicant. The applicant must complete a faculty/academic application online. Contact the VCAA when this has been done and VCAA will work with the Employment Team to associate the applicant to the search and designate it as filled.

**Other required documentation includes:
(1) evidence of OEO consultation,
(2) memo in support from Department Head to Dean,
(3) memo in support and recommendation from Dean to Vice Chancellor/Chancellor,
(4) applicant CV,
(5) applicant graduate transcript, and
(6) completed hiring certification form.

See the complete checklist of documentation required for no-search hire requests.

Other No-Search Hire Options:
Consult with OEO regarding the procedures for the following other no-search hire options:

- **Individuals Who Have Been Awarded a Grant through Competition, e.g., Principal Investigator (PI).** Individuals from either within or outside the University who have been awarded a grant through a search or competition (from either within or outside the University), including but not limited to: Young Investigator awards, Principal Investigators and academic professionals working with Principal Investigators. This information is to be captured in the HRMS database by entry of the appropriate Action/Reason code.

- **One Semester Only.** Individuals may be hired for one semester (or equivalent time period), either full or part-time, without a search. The appointment must be date specific and is limited to one semester. No reappointment or extension is permitted without an appropriate search. This information is to be captured in the HRMS database by entry of the appropriate Action/Reason code.

- **Visiting Professor.** Individuals may be hired on a visiting appointment, non-regular faculty appointment, appointment type 'V', without a search. "The appointment is designated a Visiting appointment because the faculty member is from another institution or is a professional from a government or private agency on a leave of absence to accept a temporary appointment at this University". The appointment is date specific and the rank is the same as the rank at the home institution. For professionals from government or private agencies, the appropriate rank depends on the person's qualifications and experience. This information is to be captured in HRMS by entry of the appropriate Action/Reason code.

- **Graduate Assistants Who Have Completed Degree.** Students, who graduate while they hold assistantships and have not been officially admitted into another graduate level degree program, may complete any remaining full semesters of an appointment after graduation with a change of class title. The individual would change to one of the following titles in that case:
  - Research Assistants to Research Specialists (9755), or
  - Administrative Fellows to Research Specialists (9755).

The appointment may not extend beyond the basic term year (end date of 'B' term, 'A' term, etc.). This information is to be captured in HRMS by entry of the appropriate Action/Reason code.