October 19, 2005

To: Jack Bowman, Dean, School of Fine Arts
   Paul Deputy, Dean, College of Human Service Professions
   Kjell Knudsen, Dean, School of Business and Economics
   Linda Krug, Dean, College of Liberal Arts
   Jim Riehl, Dean, College of Science and Engineering
   Steve Colman, Director, Large Lakes Observatory
   Linda Deneen, Director, Information Technology Systems and Services
   Jeff Gunderson, Acting Director, Sea Grant
   Robert Krumwiede, Acting Director, Continuing Education
   Mike Lalich, Director, Natural Resources Research Institute
   Bill Sozansky, Director, Library

From: Vince Magnuson
      Vice Chancellor, Academic Administration
      Deborah Petersen-Perlman
      Director, Office of Equal Opportunity

Re: Emergency Hires

A number of changes were made last fall with respect to the academic search and hire forms and processes. Deborah and I would like to clarify our roles in the emergency hire process, specifically regarding the approval of such requests.

There are instances when a department or a unit may require a position to be filled on an emergency basis due to a late resignation, illness, or other unforeseen situations. In those cases, temporary appointments may be filled by hiring individuals on an emergency basis, without a search. The appointment must be date specific, limited to one semester/term, and can be either full- or part-time. No reappointment or extension of the appointment is permitted without an open search. The one-time exemption information is to be captured in HRMS at the time of hire by UMD VCAA.

The approval authority for this type of hire rests with the dean/director. Department must consult with its dean/director about such an emergency hire and prepare a memo supporting the hire, and attaching the CV/resume and transcript of the individual. Additionally, the hiring certification form must be completed and attached to the request. The request is reviewed and approved by the dean/director. Forward a copy of the approved memo and attachments to UMD VCAA for data entry.
The Masters degree is the minimum academic preparation for teaching positions at UMD. Therefore, anyone appointed on an emergency basis should also meet this same requirement. Anyone hired to teach with academic preparation less than the Masters is the exception.

Exceptional and Spousal/Partner Hire requests require a separate process. Please refer to the Guidelines for Academic Searches or contact the UMD OEO at 726-6849 or 726-6827.

/bb
cc: Colleen Dennie
    Connie Heggestad
    Lynn Hegrenes
    Liz Benson Johnson
    Judith Karon
    Linda Kinnear
    Pauline Nuhring
    Steve Patterson
    Connie Post
    Cathy Rackliffe
    Trish Sodahl
    Judy Summers
    Carolyn Zanko