UMD Current Employee to New or Vacant Position No Search Hire Checklist

Instructions: Print this form and submit it with items listed below. Route as indicated in step #6

1. Consult with UMD OEO and UMD Academic HR

2. Enter the position description into the On-line Employment System requisition. Include the following information in the requisition:
   a. “No Search Hire” in the Position Title field
   b. Applicant’s gender and ethnicity must be included in the notes/history section

3. Save the requisition. Do not route for approvals.

4. Print the entire requisition (all pages including the notes/history section).

5. Attach the printed requisition to the items listed below and route as indicated below
   a. Attach the curriculum vitae for proposed hire
   b. Memo from the Dean/Major Unit Administrator to the appropriate Vice Chancellor that includes the following information:
      Why this selection strategy is being used versus conducting a search.
      Statement of proposed academic rank, academic appointment title, appointment type, salary, term, and percentage time of the proposed hire.
      Statement describing the funding arrangements for the proposed hire.
      Discussion and analysis of how the credentials of the proposed hire fit this position and support appointment.
      Description of a convincing pattern of affirmative action in human resource activities of the hiring unit if the proposed hire does not contribute to the elimination of an affirmative action goal.
      Whether the proposed hire has received a written notice of non-renewal on their current position.
   c. Copy of the hiring goals for the department of the proposed hire and an explanation of the impact of this hire on the goals.
   d. If this is a 93xx position, the equal opportunity and affirmative action accomplishments statement of the candidate must be provided

6. Route the entire packet to the Academic HR. Academic HR will review and route to the appropriate Vice Chancellor for review/approval. Vice Chancellor will attach a support memo to the Twin Cities Vice President of HR and the Director of EOAA.

7. Vice Chancellor will return to Academic HR for forwarding to the TC campus for final review and approval.

8. Academic HR will be notified of TC final decision and will notify the appropriate units of the final decision.