UMD Emergency Hire Process

There are instances when a department or a unit may require a position of 50% time or greater 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 unless hired through an open search.** Individuals appointed on a 49% time or less appointment are not eligible to be hired on an emergency hire, if such hire would increase the percentage of time to greater than 49% time. The one-time exemption information is to be captured in HRMS at the time of hire by VCAA.

The approval authority for this type of hire rests with the dean/major unit administrator. The proposed candidate for the emergency hire must meet all required qualifications for the position in order to be considered for an emergency hire. The Masters degree is the minimum academic preparation for teaching positions at UMD. Teaching experience, demonstrated communication and interpersonal skills appropriate to a faculty position, along with the ability to advise and work with students from diverse populations are required for teaching positions at UMD. Anyone hired to teach on an emergency basis must also meet these same requirements.

Departments must consult with its dean/major unit administrator about such an emergency hire and prepare a memo supporting the hire. Memo should address the proposed title, specific time period of the appointment, percentage of appointment and salary. Complete the Hiring Certification Form and attach it, along with the CV/resume and copy of the official transcript for the hire, to the memo. The request is reviewed and approved by the dean/major unit administrator. Forward a copy of the approved memo and attachments, along with other supporting hiring documents to VCAA for data entry with the PAW.

Academic preparation less than the Masters is the exception for teaching positions and requires approval by VCAA. Consultation with Academic HR is required prior to submission of the request for degree exception to VCAA.

Units interested in utilizing the emergency hire process for non-teaching positions should contact Academic HR to discuss this no search option and the minimum academic preparation for the non-teaching academic position.

Other no search hire requests, such as Exceptional and Spousal hires, require a separate process. Refer to the UMD Exceptional Hire, UMD Spousal/Partner Hire or UMD Current Employee to New or Vacant Position checklists.