UMD Exceptional No Search Hire Checklist

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

_____ 1. Consult the 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. curriculum vitae for the proposed hire
  ____ b. If applicable, a memo in support of the hire from the department head to the dean
  ____ c. 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 exceptional hire.
    ____ Statement describing the funding arrangements for the proposed hire.
    ____ Description of how the subject matter or professional expertise of the proposed hire impacts the unit's existing academic priorities and long-range plans.
    ____ Analysis of credentials supporting appointment in rank. If appointment includes tenure (appointment type P) or a continuous status (appointment type G) in the case of academic professionals, include the results of a vote of tenured faculty or appropriate review committee. If ballot cannot be taken at the time of hire, documentation must indicate that tenured or continuous appointment is contingent on the recommendation to be made a later date.
  ____ d. Copy of the hiring goals for the department of the proposed hire.
  ____ e. If this is a 93xx position, the equal opportunity and affirmative action accomplishments 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.

Updated: 07/06/11