UMD P&A Appointments at 49% time or less
Search and/or Appointment Procedure Checklist

1. Dean, Director, or Vice Chancellor notifies Department Head or unit administrator of approval for a P&A position at 49% time or less. Dean or Director emphasizes diversity as a core value for hiring at UMD.

2. Department Head or unit administrator utilizes a printed copy the UMD P&A Appointments at 49% time or less Search and/or Appointment Procedure Checklist.

3. Department Head or unit administrator consults with UMD OEO regarding: search process and method (conduct a search or appoint without a search), diversity targets, department affirmative action goals, advertising sources and recruitment strategies.

4. Department Head or unit administrator consults with UMD Academic HR regarding: required search or appointment procedures, position description, selection criteria and recruitment strategies.

5. Department Head or unit administrator in consultation with the Dean or Director determines if a search will be conducted or an appointment will be made without a search. A search should be completed if a potential to utilize the candidate in the future at greater than 49% is anticipated.
   
   If decision is to conduct a search, Dean and/or Department Head utilize a printed copy of the UMD P&A Search Procedure Checklist. This form is ended and the new checklist started.

   If decision is to appoint without a search, the remainder of this checklist is utilized.

6. Department Head or unit administrator in consultation with the Dean or Director prepares position description and search plan. Department head maintains a file outlining steps taken for this appointment without a search.

7. Department head or unit administrator in consultation with the department identifies a potential candidate for appointment. Factors to consider are:
   
   Diversity is core value at the UMD. Qualified candidates from diverse backgrounds should be considered for the no search appointment.
   
   The candidate for appointment without a search MUST meet all essential qualifications for the position including degree and experience requirements. Candidates cannot be appointed if they do not meet University established essential qualifications. Essential qualifications for P&A positions are a minimum of a bachelors degree and experience in the field. Some job classes require advanced degree and specific experiences. Academic HR can assist units with required qualifications for a job class.
   
   Percentage time of all University (all campuses) appointments combined cannot exceed 49% time. Individuals hired cannot be appointed to, hired or have additional work added to their appointment if such additional appointment/work will increase their combined percentage of time over 49% time.

8. Department head or unit administrator contacts the proposed candidate to determine interest and obtain items needed in next step. DO NOT offer the position to the proposed candidate. Offer cannot be made until proposed candidate’s status is verified by Academic HR.
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_____ 9. Department head or unit administrator completes the Hiring Certification Form for proposed candidate

_____ 10. Department head or unit administrator sends the following information to Academic HR:
   _____ name, address, date of birth, and SS number of the proposed hire
   _____ Hiring Certification Form & CV/resume of proposed hire
   _____ full position description

_____ 11. Academic HR searches the PeopleSoft system to determine if proposed hire is eligible to be appointed or if a search is required to hire this candidate

_____ 12. Academic HR notifies the department head or unit administrator of the proper appointment method required for the proposed hire (no search or search required)

   If the proposed candidate does not qualify for the no search appointment, the department has two options:
   a. Complete a P&A search
   b. Propose a different candidate for the no search hire.

_____ 13. If the candidate qualifies for a no search appointment, Department Head or unit administrator follows a procedure approved by the Dean to request approval to appoint the candidate.

_____ 14. Department head/unit administrator or individual designated by the Dean/Director makes verbal offer of appointment at 49% time or less

_____ 15. Offer letter to candidate is prepared following campus guidelines and offer letter checklist. Dean or Director signs offer letter per the delegations of authority. Official letter of offer is sent to candidate per established unit procedure.

_____ 16. Once signed offer letter is received, the department completes hiring paperwork.

_____ 17. File documenting no search process is retained in the department according to the UM retention guidelines.

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