UMD Spousal/Partner No Search Hire Checklist

Instructions: Print this form and submit it with each item 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 and route as indicated below
     _____ a. Curriculum vitae for proposed spouse/partner hire
     _____ b. Memo from the Dean/Director to the appropriate Vice Chancellor that includes the following information:
          _____ Statement of proposed faculty or academic rank, academic appointment title, appointment type, salary, term, and percentage time of spousal/partner 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
     _____ c. Requisition for primary hire with all the appropriate signatures (print the requisition from the On-line Employment System, include the notes section showing approvals.
     _____ d. Current position description for primary hire
     _____ e. Curriculum vitae for primary hire
     _____ f. Copy of the hiring goals for each department affected by the primary hire and the proposed spousal/partner and an explanation of the impact of these hires on the goals
     _____ g. If this is a 93xx position, the equal opportunity and affirmative action accomplishments of the proposed candidate must be provided
_____ 6. Route entire packet to 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