UMD Term Faculty Appointments at 49% time or less
Search and/or Appointment Procedure Checklist

1. Dean notifies Department Head of approval for faculty position at 49% time or less. Dean emphasizes diversity as a core value for hiring at UMD.

2. Department Head utilizes a printed copy of the UMD Faculty Appointments at 49% time or less Search and/or Appointment Procedure Checklist.

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

5. Department Head in consultation with the Dean 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 utilizes the UMD Term Faculty 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 prepares position description and search plan. Department head maintains a file outlining steps taken for this appointment without a search.

7. Department Head in consultation with the department faculty identifies a potential candidate for appointment. Factors to consider are:

   Diversity is core value at the UMD. Qualified candidates from diverse backgrounds must 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. The Masters degree is the minimal degree preparation for faculty positions at UMD. Teaching experience is required.

   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 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

9. Department Head completes the Hiring Certification Form for proposed candidate

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10. Department head 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 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 term faculty search
   b. Propose a different candidate for the no search hire.

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

14. Department Head or individual designated by the Dean 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 signs offer letter. Official letter of offer is sent to candidate per established collegiate procedure.

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

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

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