

Emergency Hire Process

There are instances when a department or a unit may require a position 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. 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/director. Departments must consult with its dean/director about such an emergency hire and prepare a memo supporting the hire, and attaching the CV/resume and transcript of the individual. Additionally, the hiring certification form must be completed and attached to the request. The request is reviewed and approved by the dean/director. Forward a copy of the approved memo and attachments to VCAA for data entry. VCAA will provide OEO with a copy.

The Masters degree is the minimum academic preparation for teaching positions at UMD. Therefore, anyone hired to teach on an emergency basis should also meet this same requirement. Academic preparation less than the Masters is the exception and requires approval by VCAA.

No search hire requests, such as Exceptional and Spousal hires, require a separate process. Refer to the [UMD Employment Routing and Approval Process for No Search Hire Employment](#) for more information.