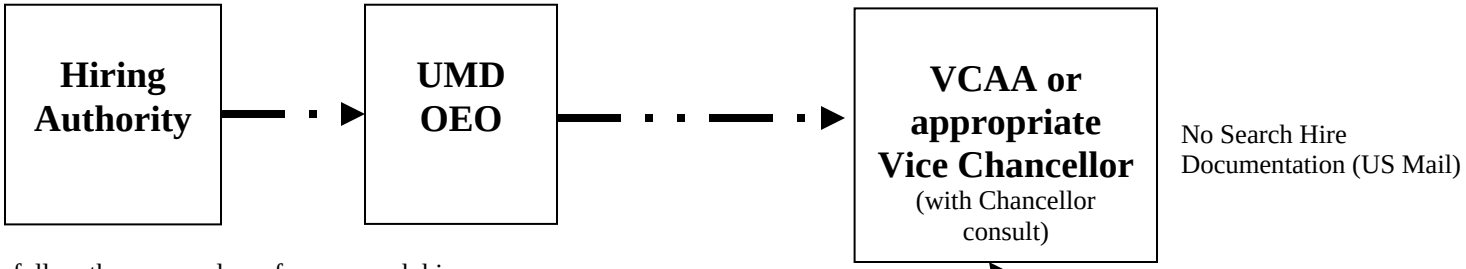
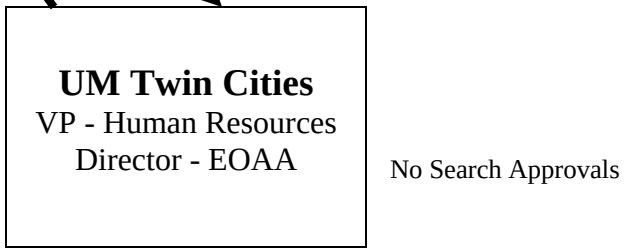
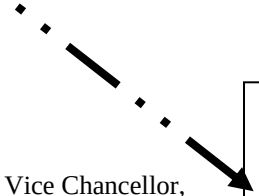
UMD Employment Routing and Approval Process

No Search Hire Employment

(Spousal/Partner, Exceptional, and Current Employee Appointed to a New or Vacant Academic Position)







Please follow these procedures for no-search hires:

1. Consult with OEO at the onset of using this search strategy. The requisition is initiated and entered into the Employment System similar to other searches. Include "No Search Hire" in the Position Title field. Since the unit knows the specific applicant they wish to hire when initiating the search, the applicant's gender and ethnicity must be included within the "Notes/History" section of the requisition. This information is pertinent within the requisition so UM Twin Cities will have the demographic information for the applicant when the request is reviewed.
2. Once the requisition is entered, the hiring authority saves the requisition, prints it out (do not route online), and attaches it to the other required documentation.**
3. Forward all required documentation to OEO.
4. OEO will review it and sign as consultant, and forward it to VCAA.
5. VCAA will review it with, and obtain approval from, the Chancellor and then forward the request to UM Twin Cities.
6. After the VP of OHR approves it, if acceptable, the request will be forwarded to the EOAA Director. The EOAA Director will review and consider for approval the no-search hire request.
7. Once all appropriate approvals have been granted, UM Twin Cities will communicate the decision to Employment Team and VCAA (Betsy Behning).
8. VCAA will forward the UM Twin Cities' response to the hiring unit and OEO.
9. At this point the hiring unit can contact the applicant. The applicant will need to apply their application to the requisition in the Employment System. Contact VCAA for details on these final steps.

**Other required documentation includes:
(1) evidence of OEO consultation,
(2) memo in support from Department Head to Dean,
(3) memo in support and recommendation from Dean to Vice Chancellor,
(4) memo in support and recommendation from Vice Chancellor to UM TC,
(5) applicant CV,
(6) applicant graduate transcript, and
(7) completed hiring certification form.

See complete checklist of required documentation for no-search hire requests.

NOTE: The process for Appointment Modifications for Current Staff and other No-Search Hire Options (Individuals Who Have Been Awarded a Grant through Competition, One Semester Only, Visiting Professor, and Graduate Assistants Who Have Completed Degree) will continue to be requested, routed, and approved outside of the Employment System.

As of September 2008