**POSITION ANALYSIS MEMO FOR TEMPORARY PART-TIME FACULTY**

To: Mary Domski, Associate Dean of Curriculum and Instruction, College of Arts and Sciences

From: \_\_\_\_\_\_\_\_\_\_, Hiring Official ***(must be initialed or signed by Hiring Official)***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: **PTI Competitive Search for Fall xxxx, Spring xxxx, and Summer xxxx (or some variation)**

The xxxx Department seeks to hire Temporary Part-Time Faculty members to teach various courses for the Fall xxxx, Spring xxxx, and Summer xxxx **(or some variation)** semester. We propose a base salary of $4,284.80 per class depending on the successful candidate’s qualifications.

***Search Committee (CHOOSE ONE and delete the other choice. You will also have to delete the language that does not pertain to the choice you make—i.e. delete search committee if you are NOT using a search committee; in the “Example, please add your actual example here)***

**□** Department will not utilize a search committee. The hiring official and xxxx (“...and\_\_\_” is used if you want to include a Co-director, executive director, etc) will review the applications and follow the screening and selection parameters below.

***OR***

**□** Department will utilize a diverse search committee for this search as follows:

*(at least three members, one female, one minority- not the same person, and at least 2 members of committee screening for minimums)*

 *Search Committee Members:*

***Name Gender Ethnicity***

1.

2.

3.

4.

***Screening and Selection Parameters:***

The xxxx (choose search committee or hiring official) will review all application materials as they arrive, by the best consideration date, and identify bona fide applicants. Those who do not meet minimum qualifications will be notified that their applications will not be considered. The xxxx (choose search committee or hiring official) will evaluate all bona fide applications on the preferred qualifications summarized in the attached advertisement and action in UNMJobs. This process will further involve rating applicants on each preferred criterion of xxxx. (*Example*: …preferred criterion of a scale of 1 (weakest) to 5 (strongest) to identify a list of semi-finalists.)

Upon selection of semi-finalists, telephone or video conferencing interviews by the xxxx (choose search committee or hiring official) will be conducted. After discussing the interview results, if further interviews are needed, a group of **2-3** finalists will be identified for telephone or video conferencing of the finalists. **(**This last sentence would be used only if the department requires second interviews to help them make a decision on who they want to hire. **HOWEVER, DUE TO ONGOING COVID 19 CONCERNS AT THE PRESENT TIME, IN PERSON INTERVIEWS ARE NOT RECOMMENDED).**