**SAMPLE**

**(TPT EXTERNAL COMPETITIVE SEARCH)**

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

To: Office of Faculty Affairs & Services

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

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

Subject: **TPT Competitive Search for \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The \_\_\_\_\_\_\_\_\_ Department seeks to hire a Temporary Part-Time Faculty member to teach \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the \_\_\_\_\_\_\_ semester. We propose a base salary of \_\_\_\_\_\_\_\_\_\_\_\_ depending on the successful

candidate’s qualifications.

***Search Committee (CHOOSE ONE)***

**□** Department will not utilize a search committee. The hiring official and \_\_\_\_\_\_\_\_\_ 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 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 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. (*Example*: 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 **hiring official** will be conducted. After discussing the interview results, a group of **2-3** finalists will be identified for on-campus interviews or final interviews.