

AGNR POSITION REQUEST FORM

Supervisory Organization: _____ Date: _____

Requester/Supervisor: _____ Title: _____

Job Profile (Official UMD Title): _____ Job Family: _____

Business Title (Functional Title): _____

New Position Fill Vacant Position UHR Background Check CJIS/FBI Check

Position Number: _____ Effective Date: _____ FTE: _____

Employee Type - Academic Appointment

Faculty Regular	Faculty Non-Regular (Fixed Term)	Annual Work Period	Distribution
Tenure/Tenure Track Faculty	PTK	9 month (AY)	Research
Professional Track Faculty	Hourly	12 month (FY)	Extension Teaching

Employee Type - Staff

Staff Regular	Staff Contractual (Fixed Term)	Exempt Status
	Staff Contractual C2	Exempt
	Staff Contractual C1 (Hourly)	Nonexempt

Pay Range for Title: Grade (Nonexempt): _____ Min: _____ Max: _____

Proposed Salary: _____ Annual Hourly

Fringe Benefits Rate: _____

Source of Funds				Costing Allocation	Budgeted Amount	%
Fed/Capacity	State	County	Grant			
Fed/Capacity	State	County	Grant			
Fed/Capacity	State	County	Grant			
Fed/Capacity	State	County	Grant			
Fed/Capacity	State	County	Grant			

APPROVALS

	Department/Unit Head	Date: _____
	AGNR Fiscal Office	Date: _____
	AGNR Human Resources	Date: _____
	Associate Dean - Research (if applicable)	Date: _____
	Associate Dean - Extension (if applicable)	Date: _____
	Dean/Assistant Dean	Date: _____

Candidate, if known (attach resume): _____ **Hire Date:** _____

Comments:

POSITION DESCRIPTION

University of Maryland
College of Agriculture and Natural Resources

Supervisory Org: Click or tap here to enter text.

Title/Functional Title: Click or tap here to enter text.

Position Number: Click or tap here to enter text.

Appointment Type: Click or tap here to enter text.

Salary Starting at: Click or tap here to enter text.

Work Location: Click or tap here to enter text.

Position Summary:

Responsibilities:

-

Minimum Qualifications:

-

Preferred Qualifications:

-

Physical Demands of the Position:

-

ADMINISTRATIVE PROCEDURE

Division: College of Agriculture and Natural Resources
Units: Academic Units, University of Maryland Extension, Maryland Agricultural Experiment Station, and Administrative Units
Subject: Position Approval and Hiring Procedures
Effective Date: July 1, 2000; updated March 2014; updated November 2024

A. Purpose

Establish a procedure for the College of Agriculture and Natural Resources (AGNR) Departments and/or Units to gain approval to fill positions, begin the search and hiring process, reclassify positions, and request within-band adjustments. The University of Maryland (UMD) provides authorization via the AGNR Dean and Director to fill all AGNR vacancies. These procedures apply to filling all faculty and staff positions within AGNR and those in which AGNR has a financial or management interest. The AGNR Office of Human Resources, Compliance, and Diversity (HRCDP) is responsible for AGNR hiring and searches. The procedure provides consistency in AGNR approval, hiring, and search processes, promotes and facilitates Equal Employment Opportunity, enhances the effectiveness and efficiency of the AGNR position approval process, and ensures alignment with the College's strategic plan.

The College of Agriculture and Natural Resources shall follow all the University of Maryland, College Park policies, procedures, and guidelines for hiring. Specific search procedures are identified in the "Procedures and Guidelines for Searches at The University of Maryland" document and in the UMCP Faculty Handbook. In addition, all vacancies with funding from Agricultural Experiment Station (MAES) and/or University of Maryland Extension (UME) must conform to University of Maryland and United States Department of Agriculture EEO, Affirmative Action and Civil Rights laws and regulations. As appropriate, positions will be posted internally and/or externally, and the noted solicitation(s) will also have an Equity Charge to align with our UMD hiring, search and affirmative action policies, and federal mandates as a recipient of financial assistance and federal contractor obligations. All searches require the review of an AGNR Equity Administrator. In addition, UME has policies, procedures, and processes that are unique to hiring UME field faculty and staff.

Actions taken pursuant to this procedure shall be consistent with the College of Agriculture and Natural Resources' commitment not to discriminate in any matter against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment (see the attached Dean's memorandum to employees dated April 19, 2023).

B. Request to Fill a Position

The Department/Unit shall submit the AGNR Position Request Form to the Dean via the AGNR Fiscal Office for approval. See below, "Section D: Hiring Steps" for specific instructions. The Department/Unit head's signature will confirm financial support for the position requested. The appropriate information shall be verified by the Fiscal Office. All faculty and staff actions require approval from the Department/Unit Head, AGNR Fiscal Office, AGNR Human Resources, and the Associate Dean/Director of Research or Extension, as applicable. All actions, except for Staff Contractual I (C1) and Faculty Hourly positions, require final approval from the Dean or Assistant Dean. This includes the creation or

modification of all Faculty Regular, Staff Regular, and Staff Contractual II (C2) positions, regardless of the term of appointment (permanent or fixed term) or exempt status (exempt or nonexempt) before a Department/Unit may begin the process to create or edit a position, fill a vacancy, and/or begin the search and hiring process. The search and hiring process must be in accordance with search procedures noted in this document. All positions must be processed in Workday for approval.

C. Hiring and Searching

Upon approval from all necessary parties, the fully executed AGNR Position Request Form must be attached to the initiated business process in Workday. Departments and/or Units should confer with the AGNR HRCDP Office concerning specific hiring and search guidelines. At the end of the search, the respective Department or Unit is responsible for hiring and payrolling the employee. All salary offers must be approved in advance by the Dean and/or their designee in writing prior to offering the candidate a position. AGNR is dedicated to upholding Equal Opportunity in employment actions and adhering to its Affirmative Action plans. Hiring officials, search committees, and search panels are to uphold equal opportunity throughout the hiring and selection process. Staff Contractual Category I and II contracts are subject to the AGNR Administrative Services deadline for processing contracts.

Note: All AGNR positions are subject to the University of Maryland background check and the AGNR Criminal History Record Check (CJIS/FBI), as applicable. Employment is contingent upon successful completion and clearance of both the University of Maryland background check and the Criminal History Record Check (if applicable). The candidate must accept the offer of employment before a Criminal History Record Check is requested outside of the Workday system. The University reserves the right to rescind offers of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed. Additionally, offers are contingent on providing proof of employment eligibility in the United States no more than 3 days after the initial start date. If this proof is not provided within this timeframe, the offer may be rescinded, or employment terminated.

D. Hiring Steps

1. Read and familiarize yourself with the *AGNR Position Approval and Hiring Procedure* document. Seek clarification through additional resources if necessary.
2. Complete the *AGNR Position Request Form* and *position description* documents. Save the position description as a PDF, then **combine both files into one PDF document**.
3. Request e-signatures via [Adobe Sign](#) by assigning the appropriate signees as required. Hourly staff and faculty positions **do not** require the Dean/Assistant Dean's signature.
 - Department/Unit Head
 - AGNR Fiscal Office: agnrpayroll@umd.edu
 - AGNR Human Resources: agnrhrforms@umd.edu
 - Associate Dean for Research: MAES Associate Director
 - Associate Dean for Extension: UME Associate Director
 - Dean/Assistant Dean: Assistant Dean of Finance and Administration
4. Once fully executed and signed by all parties, attach the approved document to the initiated business process in Workday.
5. AGNR HR will notify the requesting unit of the designated AGNR Equity Administrator and Workday Search Recruiter for search-related information.

Additional Information:

This position may be subject to a Criminal History Record Check and the University of Maryland Background check. Employment is contingent upon successful completion and clearance of both the Criminal History Record Check and the University of Maryland Background check, as applicable.

The University reserves the right to rescind offers of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed. Offers are contingent on providing proof of employment eligibility in the United States no more than 3 days after the initial start date. If this proof is not provided within this timeframe, the offer may be rescinded, or employment terminated.

Diversity Statement:

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

General AGNR HR Inquiries

Phone: (301) 405-2935

Email: agnrhrforms@umd.edu

AGNR Payroll Inquiries

Patti Nitowitz, Assistant Director

Abby Rosenberg, Payroll Manager

agnrpayroll@umd.edu

Equity Administrative Point of Contact

Norman Pruitt, Director of Human Resources Management and Compliance Programs

PTK Academic Faculty

Dr. Latoya Hicks, Assistant Director of Compliance Programs

TTK Academic Faculty

Ana Munoz, Human Resources Program Manager

Staff Regular Exempt and Staff Contractual I/II

Norma Modeste, UHR Compensation and Classification

Staff Regular Non-Exempt Positions

AUTHORITIES AND REFERENCES

- UMCP Policies: <https://policies.umd.edu/>
- UMCP Policy on Appointment Rank and Tenure of Faculty: <https://policies.umd.edu/faculty/university-of-maryland-policy-and-procedures-on-appointment-promotion-and-tenure-of-faculty>
- UMCP Policy on Contingent Employment for Nonexempt and Exempt employees: <https://policies.umd.edu/personnel/policies-and-procedures-on-contingent-employment-for-staff-nonexempt-and-exempt-employees-print>
- UMCP Policy and Procedures on Salary Administration for Regular Exempt Employees: <https://policies.umd.edu/personnel/university-of-maryland-policy-and-procedures-on-salary-administration-for-regular-exempt-employees>
- Nonexempt Guidelines: <https://uhr.umd.edu/employee-resources/classification-and-compensation/compensation-guidelines/nonexempt-guidelines>
- UMCP 2024 Memorandum of Understanding: <https://uhr.umd.edu/employee-resources/staff-and-labor-relations/staff-relations>
- UMCP Human Resources: <https://uhr.umd.edu/>
- Title IX Non-Discrimination Notice: <https://ocrsm.umd.edu/title-ix-non-discrimination-notice#:~:text=Specifically%2C%20Title%20IX%20prohibits%20discrimination,respect%20to%20admission%20and%20employment.>
- Affirmative Action, and Program Access: <https://uhr.umd.edu/employee-resources/employment-compliance/affirmative-action/affirmative-action-guidance>
- Telework policy and agreement: <https://uhr.umd.edu/telework>
- Background policy: <https://policies.umd.edu/personnel/university-of-maryland-policy-on-criminal-background-checks>
- Statement from Dean Craig Beyroudy: [AGNR's Position Statement: Equal Opportunity](#)
- UMD Workday Resources & Training: <https://elevate.umd.edu/resources-training>
- Workday Business Process Workflows: <https://elevate.umd.edu/resources-training/business-process-workflows>