

ADMINISTRATIVE PROCEDURE-College of Agriculture and Natural Resources

Sub-unit **College of Agriculture and Natural Resources**

Subject **Position Approval and Hiring Procedure**

Effective Date **July 1, 2000**
 Amended March 2014

A. Purpose

Establish a procedure for the College of Agriculture and Natural Resources (AGNR) Departments and/or Units to gain approval to fill positions. The University of Maryland provides authorization via the Dean to fill all AGNR vacancies. These procedures apply to filling all vacancies within AGNR and those that AGNR has a financial or management interest.

The procedure to be outlined provides consistency in AGNR approval, hiring and search processes; promotes and facilitates Equal Employment Opportunity; and enhances the effectiveness and efficiency of the AGNR position approval process.

The College of Agriculture and Natural Resources shall follow all of the University of Maryland, College Park policies, procedures and guidelines for hiring. Specific search procedures are identified in the document, “Procedures and Guidelines for Searches at The University of Maryland” and in the UMCP Faculty Handbook. In addition all vacancies with 50% or more funding from Agricultural Experiment Station and/or University of Maryland Extension must conform to University of Maryland and United States Department of Agriculture EEO, Affirmative Action and Civil Rights laws and regulations. All searches require the review of the AGNR Equity Administrator.

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.

B. Request to Fill a Position

The Department/Unit head shall submit the “AGNR Position Request Form” (Appendix A) to the Dean via the AGNR Fiscal Office for approval. The appropriate information shall be verified by the Fiscal Office. Once the approved “AGNR Position Request Form” is returned to the Department/Unit, the respective group shall begin the search and hiring process.

EXISTING BUDGETED POSITIONS		
(If the position is not vacant for more than one year)		
Documents Required Per Category		
<u>Faculty or Faculty Administrator:</u>	<u>Exempt and Administrators:</u>	<u>Non-Exempt:</u>
1) AGNR Position Request Form 2) Position description	1) AGNR Position Request Form 2) Position description	1) AGNR Position Request Form 2) Position description form 3) (Campus non-exempt positions only or off campus needed. Obtain from campus UHR, AGNR HR Office)
NEW POSITIONS		
(If there is no budgeted line or the position has not existed before)		
Documents Required Per Category		
<u>Faculty or Faculty Administrator:</u>	<u>Exempt and Administrators:</u>	<u>Non-Exempt:</u>
1) AGNR Position Request Form 2) Justification memo to the Dean requesting the establishment of a position 3) Position description	1) AGNR Position Request Form 2) UMCP Exempt Position Information Form (Appendix B) http://uhr.umd.edu/wp-content/uploads/2012/07/Position_Description_Form_0313.pdf 3) UMCP Exempt Pay Program “Position Information Form” (Appendix C) 4) Position description	1) AGNR Position Request Form 2) Personnel Services “Request For Classification Action” Form (Appendix D) 3) Personnel Services “Position Description Form” (Appendix E) http://uhr.umd.edu/wp-content/uploads/2012/07/Position_Description_Form_0313.pdf 4) Personnel Requisition Form (Campus non-exempt positions only). Obtain from campus personnel or AGNR HR Office. 5) Position description

All AGNR positions, regardless of category (Faculty, Exempt or Non-Exempt) and term of appointment (Permanent or Contingent-Temporary) require final approval (Dean if existing position, campus if new or non-budgeted) before a Department or Unit may begin the search and hiring process.

C. Search and Hiring

The University of Maryland has established search processes that vary based upon the employment category and term of appointment. UMCP search procedures are found in the “Procedures and Guidelines for Conducting Searches at the University of Maryland” located at www.president.umd.edu. In addition, University of Maryland Extension has procedures unique to its field faculty and staff. Contingent Category I and II contracts are subject to the AGNR three week deadline for processing contracts.

Upon approval Departments and/or Units should confer with the AGNR Human Resources Office concerning specific search guidelines. At the end of the search, the respective Department or Unit is

responsible for hiring the employee. All salary offers must be approved in advance by the Dean in writing prior to offering the candidate a position.

References: UMCP Policies located at <http://www.president.umd.edu/policies/>

1. UMCP Policy II-1.00 “Policy on Appointment Rank and Tenure of Faculty” – <http://www.president.umd.edu/policies/2014-ii-100.html>
2. UMCP Policies on Exempt Pay Program (Section VII of policy manual)
3. UMCP Policy VII-1.40 UMS Policy On Contingent Employment For Nonexempt and Exempt Employees” - <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII140.html>
4. Consult AGNR Fiscal Office- Payroll. Non-exempt salary structure at <http://uhr.umd.edu/wp-content/uploads/nonexempt-pay-structure-fy14.pdf>
5. UMCP Policy VII-9.11 (A) “UMCP Policy and Procedures on Salary Administration for Regular Exempt Employees” 2/27/2000. - <http://www.usmh.usmd.edu/regents/bylaws/SectionVII/VII911.html>
6. Nonexempt <http://www.usmh.usmd.edu/umspp/index.html>
7. Exempt Employee – 2014 Memorandum of Understanding (MOU) - <http://uhr.umd.edu/wp-content/uploads/2014-MOU-for-Exempt-Employees.pdf>
8. Non-Exempt Employee – 2014 Memorandum of Understanding (MOU) - <http://uhr.umd.edu/wp-content/uploads/2014-MOU-for-Nonexempt-Employees.pdf>