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| **Verification Process to Initiate Temporary Part-Time Re-Hire via EPAF Process**  Verify TPT re-hire has gone through UNMJobs with Approved Hiring Proposal(s) for same Position/Qualifications/Courses/ORG as those requested via the EPAF Process. | | |
| **Action** | **Steps to Confirm In UNMJobs** | **Comments** |
| **Hiring Proposal** | **SEARCH** for approved Hiring Proposal(s) by TPT faculty member’s name in UNMJobs that correlate with the courses identified in the ePAF request to rehire.  The search may require a review of multiple hiring proposals depending on the ePAF request (one academic period or semester, two academic periods or semesters, or three academic periods or semesters).  **Confirm** that the EPAF request is for the same individual in the **same Position/ORG/Sequence Number** as requested via the EPAF. **\***  **Search** Posting(s) associated with **approved** Hiring Proposal(s).  **\***Make sure to document the Posting # identified in the Hiring Proposal(s) to go to next step - search for the actual Posting(s) associated with the Hiring Proposal(s) to complete assessment. | ***Tip****:*  *If ePAF re-hire is for multiple academic periods or semesters, then multiple Hiring Proposals exist for the TPT Re-Hire. Must identify the correct ones to confirm that the Re-Hire ePAF can be initiated. Same qualifications to same or similar courses within same discipline, department, and org.* |
| **Posting** | **SEARCH** Posting(s) in UNMJobs to confirm that Re-Hire EPAF is for same Position Description (including discipline, courses, and qualifications).  **Verify** that the Re-Hire still meets the Qualifications for position(s).Review Resume or CV tied to an approved hiring proposal.**\***  **Search** Position History to confirm most current qualifications for position and verify if these qualifications are associated with the same discipline/courses/Org associated with the TPT Re-Hire ePAF.  **If yes**, then the EPAF for Re-Hire can be approved. **If no**, then EPAF is not valid and request to hire candidate must go through UNMJobs **OR** the Department must attach a document to support that Re-Hire meets revised qualifications documented in UNMJobs to support the Re-Hire EPAF request.\*    ***\*****Review Posting associated with approved Hiring Proposal and Position history to confirm that Re-hire still meets most current minimum qualifications for the position.* | *T****ip****: Check Posting associated with HP approved to ensure that qualifications were not changed and that Re-Hire meets the qualifications associated with the position.*  *If TPT hired to teach only lower level courses within a specific discipline in UNMJobs, then they* ***cannot*** *be Re-Hired via an EPAF to teach upper level courses. Letter of Offer should be reviewed to assist with assessment.*  *If TPT hired to teach both lower and upper level courses within the same discipline in UNMJobs, then they* ***can*** *be Re-Hired via an EPAF.* |
| **Resources** | ***If you need additional information or guidance on how to initiate an EPAF request to Re-Hire a TPT Faculty, please contact your respective Faculty Contract Office. Main and Branch Campus should contact their respective Faculty Contract Service Office Representative. HSC (Nursing, School of Medicine, and Pharmacy) should contact their respective HSC Faculty Contract Office Representative.*** | |