

# AGNR POSITION REQUEST FORM

Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor/Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Position Title (Official University Title): \_\_\_\_\_

Position Title (Working Title): \_\_\_\_\_

New Position:                      Change to Current Position                      "Criminal History Record Check" needed (4H position only)

Source of Funds	Account Number	Budgeted Amount	%
Fed Formula      State      County      Grant			
Fed Formula      State      County      Grant			
Fed Formula      State      County      Grant			
Fed Formula      State      County      Grant			
Fed Formula      State      County      Grant			

\*\*ATTACH POSITION DESCRIPTION TO FORM\*\*

Position Number: \_\_\_\_\_ Time Period: \_\_\_\_\_

**Position Category:**

- |   |                         |                            |
|---|-------------------------|----------------------------|
| <p><b>1) Faculty</b></p> <ul style="list-style-type: none"> <li>Tenure/Tenure Track Faculty</li> <li>Non Tenure/Tenure Track Faculty</li> <li>(Ex. FRAs, FEAs, Adjunct Faculty ect.)</li> <li>Faculty Academic Administrator</li> </ul> | <p><b>2) Exempt</b></p> | <p><b>3) Nonexempt</b></p> |
|---|-------------------------|----------------------------|

**Term of Appointment:**

- |   |    |   |    |  |    |  |
|---|----|---|----|--|----|--|
| <p><b>1) Regular</b></p> <ul style="list-style-type: none"> <li>Full Time</li> <li>Part Time</li> </ul> | or | <p><b>2) Contingent II</b></p> <ul style="list-style-type: none"> <li>Full Time</li> <li>Part Time</li> </ul> | or | <p><b>3) Contract (faculty)</b></p> <ul style="list-style-type: none"> <li>Full Time</li> <li>Part Time</li> </ul> | or | <p><b>4) Contingent I (Hourly)</b></p> <p>_____ Hours per week</p> |
|---|----|---|----|--|----|--|

Proposed Salary: \_\_\_\_\_ Annual      Hourly

Estimated Benefits [Contingent II or Contract (faculty) only]: \_\_\_\_\_

Proposed Pay Range (Exempt and Nonexempt): \_\_\_\_\_ to \_\_\_\_\_

## APPROVALS

_____	<b>Department/Unit Head</b>	Date: _____
_____	<b>Assistant Dean Fiscal Office</b>	Date: _____
_____	<b>AGNR Director Human Resources</b>	Date: _____
_____	<b>Associate Dean/Associate Director</b>	Date: _____
_____	<b>Dean</b>	Date: _____

Department to complete upon completion of search:

Candidate: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Fiscal Office Use Only                      If Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

## **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 July 1, 2001**

### **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 Maryland Cooperative 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. **All open positions and reclassifications require the AGNR form.** 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**

Faculty or Faculty Administrator:	Exempt and Administrators:	Non-Exempt:
1) AGNR Position Request Form 2) Position description	1) AGNR Position Request Form 2) Position description	1) AGNR Position Request Form 2) Position description 3) Personnel Requisition Form (Campus non-exempt positions only or off campus needed. Obtain from campus personnel or AGNR HR Office)

**NEW POSITIONS**

(If there is no budgeted line or the position has not existed before)

**Documents Required Per Category**

Faculty:	Exempt and Administrators:	Non-Exempt:
1) AGNR Position Request Form 2) Justification memo to the Dean requesting the establishment of a position 3) Position description for the perspective candidate/employee	1) AGNR Position Request Form 2) UMCP "Position Description Form" (Appendix B or located at <a href="http://www.personnel.umd.edu/Comp/compensa.htm">http://www.personnel.umd.edu/Comp/compensa.htm</a> ) 3) Position description for the perspective candidate/employee	1) AGNR Position Request Form 2) UMCP "Position Description Form" (Appendix B or located at <a href="http://www.personnel.umd.edu/Comp/compensa.htm">http://www.personnel.umd.edu/Comp/compensa.htm</a> ) 3) Personnel Requisition Form (Campus non-exempt positions only or office campus as needed). Obtain from campus personnel or AGNR HR Office. 4) Position description for the perspective candidate/employee

**All AGNR positions**, regardless of category (Faculty, Exempt or Non-Exempt) and term of appointment (Regular 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 <http://umdacc.umd.edu/AIS502>. In addition, Maryland Cooperative 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://umdacc.umd.edu/policies>**

- /1 UMCP Policy II-1.00 "Policy on Appointment Rank and Tenure of Faculty"
- /2 UMCP Policies on Exempt Pay Program (Section VII of policy manual)
- /3 UMCP Policies on Exempt Pay Program (Section VII of policy manual)
- /4 UMCP Policy VII-1.40 UMS Policy On Contingent Employment For Nonexempt And Exempt Employees"
- /5 Consult AGNR Fiscal Office- Payroll. Non-exempt salary structure at <http://www.usmh.usmd.edu/umspp/index.html>.
- /6 UMCP Policy VII-9.11 (A) "UMCP Policy and Procedures On Salary Administration For Regular Exempt Employees" 2/27/2000.
- /7 Nonexempt <http://www.usmh.usmd.edu/umspp/index.html>.