

UM MEDICAL SCHOOL FACULTY RECRUITMENT/OFFER FORM

([link to Faculty New Hire Process](#))

PART 1 – submit to the Budget/Sponsored Program Office prior to establishing and advertising a faculty position. Submit PAS34 Search Authorization form after the Dean has signed Part 1.

PART 2 – resubmit the signed Part 1 together with Part 2 to the Budget/Sponsored Program Office with a draft copy of the Letter of Offer when a specific candidate is recommended for appointment.

PART 1 (Use additional pages as necessary)

1. Check one: () NEW POSITION () REPLACEMENT POSITION
 - a) if replacement, who is leaving (with rank) and why? Attach resignation letter if applicable.

2. Recommended rank(s)_____
3. Recommended track(s) and tenure status (clinical/educator, research, and/or tenure)

4. Recommended salary range for this position:_____
5. Is this position included in () original budget; () revised budget; () not budgeted
 - a) if budgeted, list account numbers and amounts:_____
 - b) if not budgeted, describe new funding sources:_____
6. Are additional space and/or renovations required: () yes () no
 - a) if yes, sources of space and funding
 - b) if yes, comments from Office of Research and Graduate Studies_____
7. **Required:** Attach a brief description of the need or rationale for this position.

PART 1 - APPROVAL AND DATE

Print Dept. Contact Name/Phone:_____

Department Chair:_____ Department:_____

Medical Budget:_____

Faculty Affairs_____ Dean's signature:_____

PART 2 (Use additional pages as necessary)

1. PAS34 number_____ salary range assigned to this position_____
2. Is Part 1 of this form still applicable: () yes () no
If no, describe changes:_____
3. Name and degree of selected candidate:_____
4. Recommended rank, track and tenure status for selected candidate_____
5. If recommendation is at or above Associate Professor and/or with tenure, has this rank and/or tenure status been approved by the APT committee and the Dean: () yes () no

PART 2 - APPROVAL AND DATE

Department Chair:_____

Medical Budget:_____

Faculty Affairs_____