Creating and Posting a Faculty Position

I. Faculty Recruitment Form (requesting creation of a faculty position)
   a. Primary Requesting Department—Fill out home department where the faculty position being requested will reside.
   b. Secondary Funding Source (if applicable)—Fill out secondary department/center/institute responsible for funding faculty position being requested.
   c. Tertiary Funding Source (if applicable)—Fill out tertiary department/center/institute responsible for funding faculty position being requested. (Expanded form only)
   d. Contact Name/Phone/Email—Fill out Contact information for the individual responsible for posting position.
   e. New/Replacement Position
      i. If New: Attach justification memo.
      ii. If Replacement: Attach Letter of Resignation and fill in name and rank of departing faculty member on form.
   f. Recommended Rank—Check rank(s) for requested faculty position. Subject to faculty appointment and tenure guidelines put forth by Faculty Senate and approval by Medical Faculty Affairs. Check all that apply.
   g. Recommended Track—Check track for requested faculty position. Subject to faculty appointment and tenure guidelines put forth by Faculty Senate and approval by Medical Faculty Affairs.
   h. Recommended Salary Range—List minimum and maximum for annual base salary for requested faculty position. If further guidance is needed regarding salary range, please refer to the AAMC "All Schools" tables for 2009. These tables are available through the DOLFN system. For access issues, please contact Medical Finance.
   i. Recommended Funding Sources for Salary—List account numbers and corresponding percentage commitment to salary under appropriate column according to whether position is budgeted for in departmental/center/institute budget or not. Total percentage of funding must equal 100%.
   j. Additional Budgetary Documents Attached
i. **Sources & Uses:** If total funding commitment is expected to be less than $2 Million over five years (revenues minus expenses), Sources & Uses Form is required.

ii. **Business Plan:** If the total funding commitment is expected to be greater than $2 Million over five years (revenues minus expenses) a Business Plan is required. Please contact [Office of Planning and Analysis](#) for assistance with the Business Plan. Business Plan includes Sources & Uses form.

k. **Recommended Space Arrangements**

   i. **Existing Space will be used**—No new space is needed for this faculty position.

   1. If existing, are renovations needed?

   ii. **Additional Space Needed**—New space is needed for this faculty position.

l. **Additional Documents Attached**

   i. Position Announcement Packet (explained below)

II. **Position Announcement Packet—Completed simultaneously with Faculty Recruitment Form.**

   a. **Position Announcement Form (PAS 34)**

   b. **Waiver Memo** (if applicable)—required if department already has someone in mind for this position, they can request an exception to the posting rule by writing a Waiver of Posting, addressed to Wilhemena Black, Equality Administration. Attach memo to Position Announcement packet.

   c. **Job Description and Organizational Chart**

   d. **Advertisement**

   i. Ad should match Position Announcement Form (PAS 34) in regard to Education/Experience and Duties.

   ii. Ads MUST include the statement, “The University of Miami is an Equal Opportunity/Affirmative Action Employer.”

   iii. Subject to approval by both Medical Faculty Affairs and Equality Administration.

   iv. Must be advertised nationally. Offer letters MUST be dated after 15 days of internal posting.

   v. Internal Posting—Position will be posted until Equality Administration receives Recruitment Activity Summary Form (PAS 35).

   vi. Advertisement must also be sent electronically to [Director of Medical Faculty Affairs](#).

   e. **Innderdepartmental Requisition Form** for payment of national journal (if applicable).
III. Once the Faculty Recruitment Form is completely filled out and all necessary documents are attached, and Position Announcement Packet is complete, department is responsible for escorting form through each step of the following signature approval process. Each office is responsible for contacting department to let them know once paperwork is signed.
   a. Primary Department Chair
   b. Secondary Funding Source
   c. Tertiary Funding Source (if applicable)
   d. Medical Faculty Affairs
   e. Sponsored Programs (if applicable)
   f. Medical Finance
   g. Office of the Dean (Executive Dean approval obtained once paperwork is at the Office of the Dean, but signatures are not required)

IV. Once the Faculty Recruitment Form has been signed by the Dean, the Office of the Dean’s will scan a copy of the final paperwork to the primary department and Medical Faculty Affairs and file the original paperwork. A position number will be assigned by Medical Faculty Affairs and the number will be on the form. The Department contact will also receive an email from Equality Administration within 5 business days of your receiving the form, noting that the position was posed or a waiver of posting was approved.

Initiating a Faculty Offer

I. A draft of all Offer Letters must be reviewed by: A) Medical Faculty Affairs; B) Office of Planning and Analysis if Business Plan is required.

II. Faculty Offer Form (requesting approval to offer a faculty position once candidate has been identified)
   a. Attachments listed MUST be included as follows:
      i. Approved Faculty Recruitment Form signed by the Dean—Fill out position number as assigned by Faculty Affairs following posting approval of Faculty Recruitment Form. Only the first page of the packet, the actual Faculty Recruitment Form, is needed.
      ii. Salary Benchmarking Review Form—Required for ALL faculty hires except one-year appointments. Must include base UM salary, all incentive payments, any recurring payments and expected VA portion of salary (if applicable). Does not include fringe benefits or one-time payments.
1. Justification must be provided if salary is over 75th percentile or below 25th percentile.
2. Salary requests for clinical faculty that are over 75th percentile subject to General Counsel review and delay of approval.

iii. For clinical faculty, attach *Non-Compete Agreement*—not required for one-year appointments

iv. For Associate/Full professor recommendations, attach *candidate CV*.

v. Attach *Updated Sources & Uses Form* or *Customized Business Plan*.
   1. Updated Sources & Uses form required to match terms set forth in Offer Letter.
   2. Customized Business Plan required if total commitment to faculty (including salary, staff support and start-up funds) is over $2 million in five years. Customized Business Plan includes updated Sources & Uses form.

vi. Attach *VA Appointment Agreement* (if applicable)—Detail VA effort in terms of eights (ie 5/8ths appointment)

vii. Original *Offer Letter* signed by Primary Department Chair and Secondary/Tertiary Funding Source (if applicable). Terms in Offer Letter must exactly match terms detailed in Sources & Uses and Customized Business Plan (if applicable). **NOTE: Only Chairs can sign Offer Letters. Signatures are not accepted from other designees.**

b. **Name and degree of candidate.**

c. **Recommended Salary**—Salary must fall within range approved in Faculty Recruitment Form. If salary exceeds approved range from Faculty Recruitment Form, a separate memo must be attached providing justification for salary difference.

d. **For providers of care:**
   i. Is candidate eligible for Florida Medical License? If yes, please contact UMMG Department of Professional Affairs, Office of Credentialing and Provider Enrollment at 305-243-7688.
   ii. Will faculty member need a Medical Faculty Certificate? If yes, please contact *Office of the Executive Dean for Clinical Affairs*.

e. **Does faculty candidate need a visa?** If yes, please contact the *Director of Medical Faculty Affairs*.

f. **Recommended Rank and Track**—Subject to faculty appointment and tenure guidelines put forth by Faculty Senate and approval by Medical Faculty Affairs.

g. **Changes from Faculty Recruitment Form** in sources of funding—List account numbers and corresponding percentage total package commitment under
appropriate column according to whether position is budgeted for in departmental/center/institute budget or not. Total percentage of funding must equal 100% of total package cost being recommended for candidate.

h. **Compelling exceptions** to any of the above guidelines must be explained in a written memo and sent for approval to the appropriate office for approval, as follows:

i. For exceptions to Faculty Recruitment Form attachment (for example, submitting Faculty Recruitment Form and Faculty Offer Form for approval simultaneously), forward requests to **Dean's Chief of Staff**.

ii. For exceptions to Salary Benchmarking Review Form attachment, forward requests to **Director of Medical Faculty Affairs**.

iii. For exceptions to Non-Compete Agreement attachment, forward requests to **UMMG (305-243-7100)**.

iv. For exceptions to CV requirements, forward requests to the **Director of Medical Faculty Affairs**.

v. For exceptions to Sources & Uses Form contact **Medical Finance**, or for exceptions to Customized Business Plan, forward requests to **Office of Planning and Analysis**.

vi. Offer Letter MUST match terms set forth in the Faculty Offer Form. Exceptions to this rule will not be allowed, and discrepancies must be reconciled.

III. **Once form is completely filled out and all required documents are attached (or compelling exception approval email or signature has been attached), department is responsible for escorting form through each step of the following signature approval process. Each office is responsible for contacting department to let them know once paperwork is signed.**

a. Primary Department Chair—**SIGNS THE OFFER LETTER**

b. Secondary Funding Source

c. Tertiary Funding Source (if applicable)

d. Medical Faculty Affairs

e. Sponsored Programs (if applicable)

f. Medical Finance

g. Office of the Dean—**SIGNS THE OFFER LETTER** (Executive Dean approval obtained once paperwork is at the Office of the Dean, but signatures are not required)
IV. Once Offer Letter has been signed by the Dean, the Office of the Dean will contact the department for pick up of the original Offer Letter. Department can mail Offer Letter to candidate.

V. Faculty New Hire Process initiated. Please see Medical Faculty Affairs website for further instruction on New Hire process.