

Faculty New Hire Process

1. [Faculty Recruitment/Offer Form \(Part 1\)](#)

Purpose: Department is asking for approval to create/fill a position.

Attach Documentation:

- New Position: Justification Memo
- Replacement Position: Letter of Resignation

Part One is completed and signed by Department Chair

- Send form with attachments to Budget/Sponsored Program Office for approval
- Budget/Sponsored signs form and forwards to Faculty Affairs (FA) for approval
- Faculty Affairs forwards it to Dean for approval
- The Dean's office will contact department to pick up once approved

2. [Position Announcement \(PAS34\)](#)

Packet must include:

- PAS 34
- Waiver Memo if applicable (see below)
- Job Description
- Ad (see below)
- Interdepartmental Requisition (IDR) Form to pay for National Journal
- Copy of the Recruitment Offer form (Part 1) signed by the Dean.
- Environmental Health & Safety Mandatory Training Checklist

Advertisement

- Make sure the ad matches the PAS 34 as far as Education/Experience and Duties.
- All ads must include the statement: "Equal Opportunity/Affirmative Action Employer"
- Must be approved by both Faculty Affairs and Equality Administration
- Must be advertised nationally for a minimum of 30 days. Therefore, an offer letter must be dated after the 30th day of advertising.

Internal Posting

- Positions will be posted in Hodes and remain until Equality receives a PAS 35 Form.

Waivers

- If the Department has someone in mind for the position they can request a waiver of posting in writing addressed to Wilhemena Black, Equality Administration. Attach memo to packet to Faculty Affairs.

- Send the PAS34 packet to Faculty Affairs
- Faculty Affairs approves, assigns a position number, and faxes info to Equality Admin
- Equality Admin e-mails waiver approval or posting notifications to Faculty Affairs and Dept

3. Faculty Recruitment/Offer Form (Part 2)

Purpose: Department is asking for approval to offer a faculty position.

- The Department Chair signs Part 2 of the original Recruitment Offer Form
- Attach Offer Letter on Dean's letterhead to Form and send to Budget Office.
- Once Budget approves they send it to Faculty Affairs for approval
- Faculty Affairs contacts dept to pick up to forward to the Dean
- The Dean will then sign the Recruitment Offer form and call Department to pick up original offer letter
- Department receives acceptance letter
- Please forward PAS35 (Recruitment Summary Form) to Faculty Affairs

4. New Hire Paperwork for Faculty

- Department sends new hire packet to Faculty Affairs a minimum of **thirty-days prior to start date**
- Faculty Affairs updates position and emails department
- **Note we cannot approve new hire in DHRS until the I9 Form is completed by the Faculty at the office of Faculty Affairs.**

5. Resources (if applicable)

- Credentialing / Medical License: contact UMMG Credentialing Office, 305-243-7688
- Medicare/Medicaid, Blue Cross/Blue Shield, Group Number: contact Office of Compliance, 305-585-7346
- **UMMG membership: contact Don Anderson, Medical Finance, 305-243-4247, danderson@miami.edu**
- Benefits contact Wanda Colon (305) 284-6835