UTHSC College of Medicine Recruitment & Appointment of New Paid Faculty

(For all positions with full or partially funded UT salary, Tenure, and Non-Tenure Track)

1. **Create Requisition:**
   - Create a requisition in IRIS to obtain a new position number.
   - Attach an ad or position description as a Word document via the Services for Object icon.
   - Enter this position number on the Dean's Initial Approval Form (IAF) and email it to comfin@uthsc.edu.
   - If it's a tenure-track position, include details on search committee composition for review by Associate Deans.
   - Postings must be up for at least 20 business days for tenure-track positions and 5 calendar days for non-tenure positions.

2. **Approval Process:**
   - Once approved, upload IAF into IRIS using PO13 transaction through Services for Object with valid position number and Dean's signature.
   - The COM Director will then approve this position in IRIS workflow.

3. **Posting & Interviewing:**
   - Approved requisitions feed into Taleo as draft requisitions.
   - Notify Office of Access & Compliance (OAC) to post on UTHSC Career and Higher Ed websites.
   - Refer to OAC's Search Procedure Manual (page 11) for advertisement requirements.
   - Utilize Diversity Recruiting Resources link for diverse postings.

4. **Candidate Pool Selection:**
   - Search committee identifies primary and secondary candidate pools based on strengths & weaknesses entered into Taleo.
   - OAC approves these pools before scheduling onsite interviews with primary candidates.

5. **Preparing for an Offer:**
   - Before making an offer, email OAC for hiring authorization approval in Taleo— ensure no offer letter predates OAC approval to remain compliant.
   - Use approved templates from Dean's SharePoint site: Dean's SharePoint Site to write offer letter.
   - Confirm proposed rank, tenure status, compensation, % of effort for each mission with Associate Dean of Faculty Affairs and Senior Associate Dean of Finance BEFORE offer is routed for signatures.
   - The offer letter is signed by the Department Chair and then routed through the Practice Plan (if applicable) for additional signatures.
   - Once the Practice Partners sign, the department will attach letter to e-mail comfin@uthsc.edu. In your e-mail, include the date that OAC approved making an offer. Upon signature by the Dean, the letter will be returned to you via the comfin@uthsc.edu e-mail.

- o For non-US citizens or those without permanent residency, contact Office of International Affairs at oia@uthsc.edu to start visa processes alongside practice group approvals.

6. **Making the offer**
   - o Department sends the candidate the offer letter and Background Check form (FCRA) - Please note: Signature on form is only good for 90 days.
   - o Candidate returns signed offer letter and the completed background check form to department.
   - o Department must progress applicant in Taleo to "Offer Accepted" and notify OAC via e-mail to hire applicant in Taleo.
   - o Department scans signed offer letter & FCRA to COM Office of Faculty Affairs (Donna Wilkinson).
   - o Department scans signed offer letter to Practice Plan as notification to start their credentialing process (if applicable)
   - o Faculty Affairs will forward FCRA and offer letter to HR.
   - o HR notifies Faculty Affairs with date of background clearance. Faculty Affairs forwards clearance notification to the department.

7. **Hiring Next steps**

   - o HR e-mails new hire packet to faculty member (within 30 days of their employment) with information of orientation and instructions on completing I-9 verification and employment/payroll paperwork.
   - o Department prepares Appointment letter and Faculty Appointment Agreement (FAA). The Paid Faculty Appointment Letter template and FAA are on the COM Faculty Affairs website https://www.uthsc.edu/medicine/faculty-affairs/index.php Chair signs FAA and appointment letter.
   - o Department sends both documents to candidate for their signature with the following: • Cover letter with instructions customized for your department requesting required paperwork • Personal Data Form (PDF)
   - o Candidate returns to Department • Signed FAA, Appointment letter, and completed Personal Data Form
   - o Department receives • Letters of Recommendation • Other required paperwork per the Faculty Appointment Checklist
   - o Department scans complete package (in order of checklist) to Donna Wilkinson dwilkin1@uthsc.edu for verification and the Dean's approval / signature • Please note – appointments may have to be revised due to delayed credentialing by the practice plan or pending UT Visa approval to work. Start dates at UT and practice plan should be the same. • • If this occurs, the effective dates on the appointment letter and initial hire form must be updated and resubmitted
   - o Donna Wilkinson forwards Initial Hire Form, PDF, FAA & Appointment letter to HR once it is approved by the Dean.
   - o HR holds on to Initial Hire / Rehire Form until faculty completes I-9 and payroll forms

8. **Finalizing Hiring**

- On or before start date (no more than 2 weeks), each new employee must log into UTHSC Human Resources website at: https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=176 17 to complete the online I-9 Form. Supporting documentation must be presented to Human Resources IN PERSON to attest to their eligibility to work in the United States; such documents as valid passport OR social security card AND valid driver's license. These documents must be provided prior to, or on your first day of employment at the university.
    a. Ask new hire to complete I-9 online a minimum of two weeks in advance (system will automatically purge form if not e-verified within 30 days of completing the form online).
    b. Department and / or Donna Wilkinson will notify HR if the start date changes.
- Once the I-9 process is completed, H/R will enter new faculty information into IRIS, sign the Initial Hire/Rehire Form (PIF) and forward to Vice Chancellor's office for approval.