

2) Dually Appointed (HSF & UAB)

Budgeted (HSF Batch)
NEW/REPLACEMENT: Positions approved through HSF batch should be entered in Position Management upon receiving approval

Once PM approved, create PeopleAdmin Hiring Requisition

Once hiring requisition is approved, a candidate may apply to position

Candidate identified: Send Proforma, LOI, and CV to DOM HR for review at Move Forward meeting

Reminder: Discuss position / candidate with Elizabeth Turnipseed (clinical) and/or Timmy Lee (research) prior to MF

Once all approvals are received, send Provider Onboarding (provideronboarding@uabmc.edu) the following documents:

1. LOI
2. New Faculty Form (NFF)
3. PAF

LOI will need to be sent by Chair's Office to SOM for research review (if appointment has research component)

Once LOI is approved, it can be given to candidate

Draft LOO and send to DOM HR for review

DOM HR will send to SOM for research review (if appointment has research component)

LOO approved - Submit PeopleAdmin Hiring Proposal

Once hiring proposal is approved, LOO can be given to candidate as long as Prior Review is not required

Submit Physician Employment Agreement, ACT document and FDF

Unbudgeted

Submit proforma with brief narrative to DOM HR, MF meeting will be scheduled

Once approved by DOM Leadership, submit Position Management

Once approved, create PeopleAdmin Hiring Requisition

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