3) UAB Only (Research)

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

Once approved, submit Position Management Request for approval Modify Description for Replacement

Create PeopleAdmin **Hiring Requisition**

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

Reminder
Discuss position / candidate with Timmy Lee prior to MF

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

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

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

HSF Provider Onboarding will only do the I-9

LOI will need to be sent by Chair's Office to SOM for research review

Once LOI is approved, it can be given to candidate

Draft LOO and send to DOM HR for review

DOM HR will send LOO to SOM for research review

LOO approved - Submit PeopleAdmin Hiring Propsoal

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

Submit ACT document and FDF