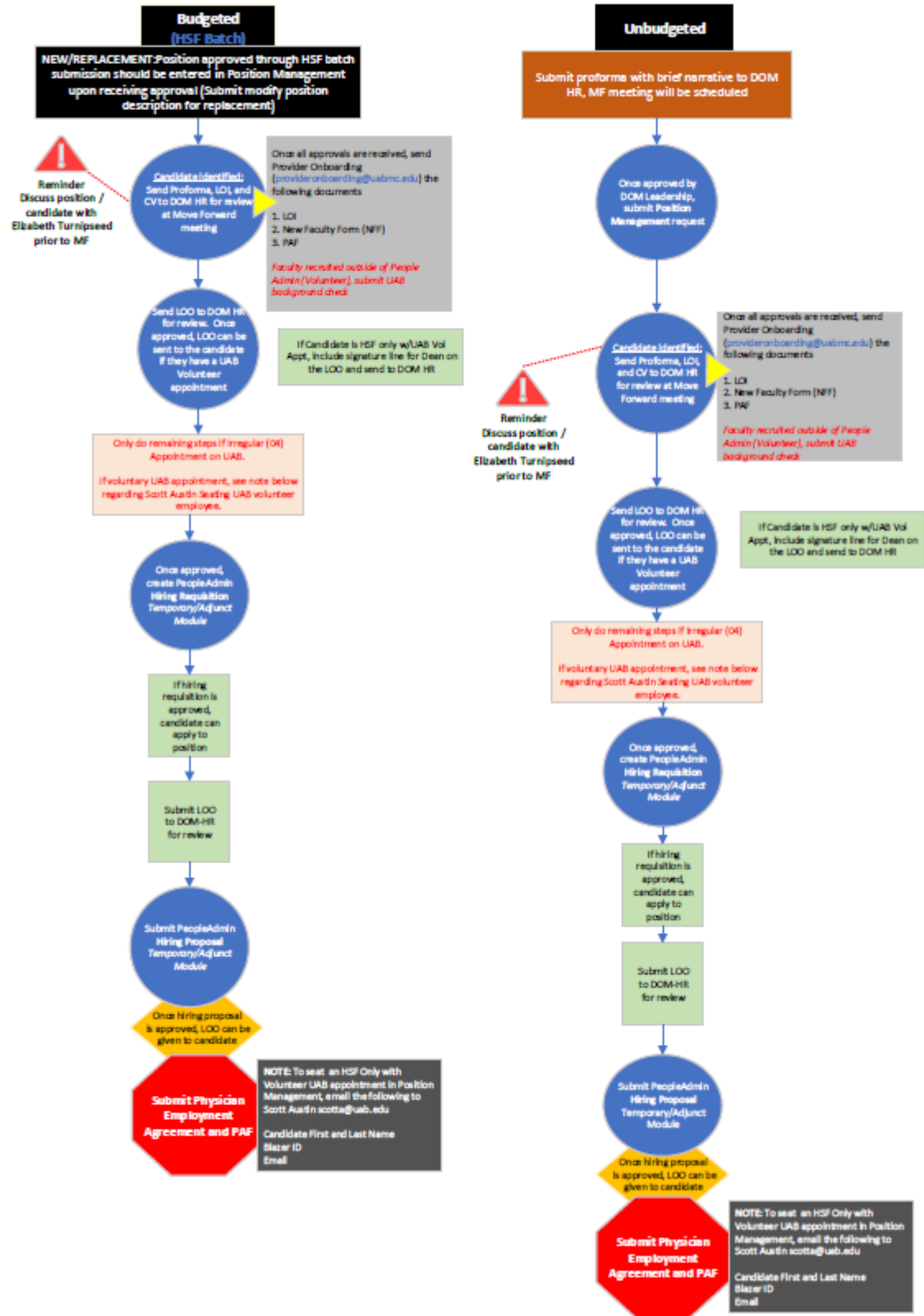
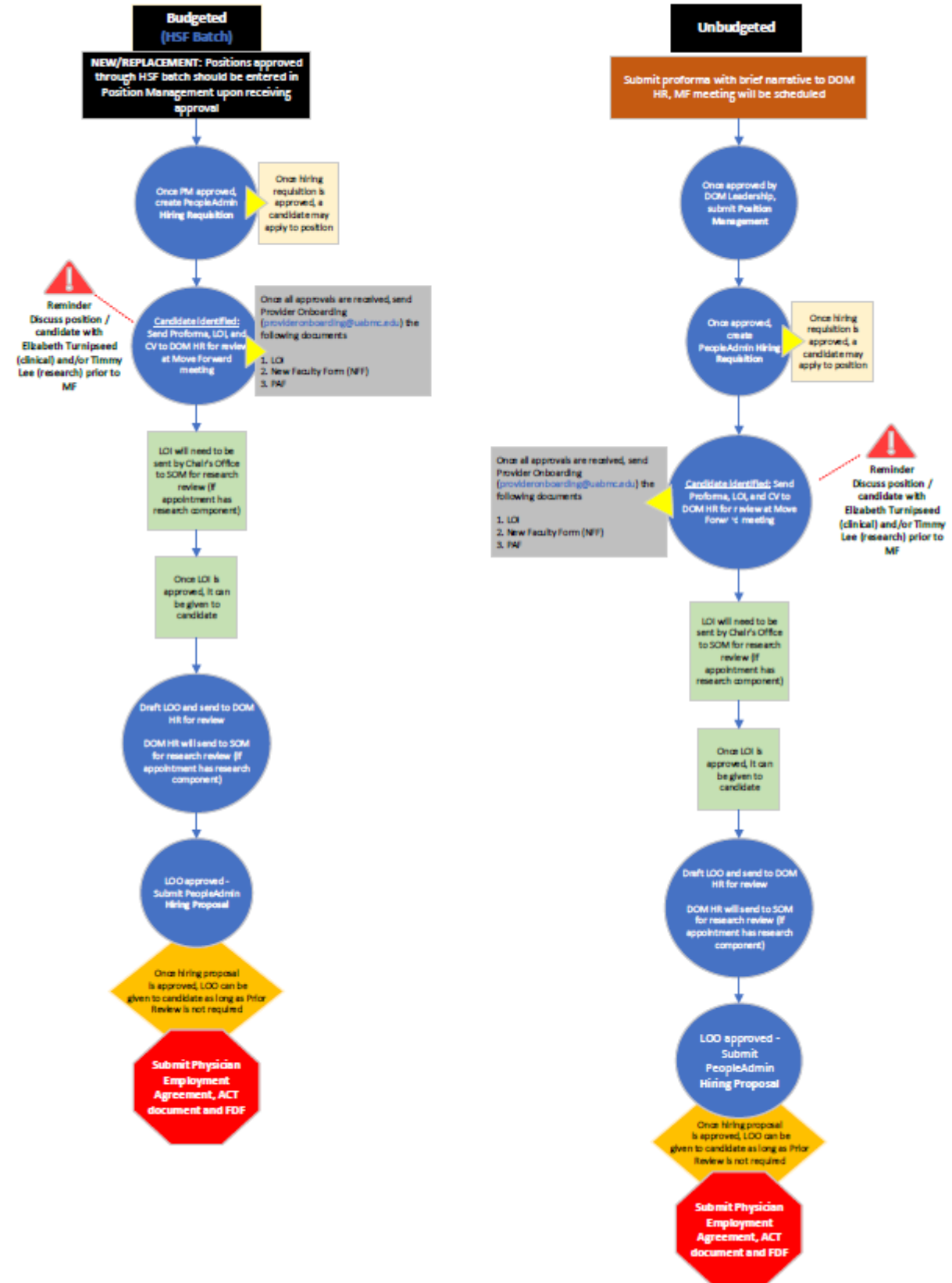


RECRUIT TYPE	Position type Budgeted (HSF Batch approved positions) Unbudgeted (Has not been pre-approved by HSF)	DOM APPROVAL (Note: Pre-MF meeting) Research Faculty candidates should be reviewed by Timmy Lee Clinical faculty candidates should be reviewed by Elizabeth Turnipseed	UAB INSTITUTIONAL APPROVAL VIA PEOPLEADMIN		
			PeopleAdmin Position Management (PM) Request	PeopleAdmin (PA) Requisition	PeopleAdmin (PA) Hiring Proposal
1) HSF-only (Clinical)	1a) HSF Replacement 1b) HSF New	Budgeted Once candidate identified send CV, LOI, Proforma, with UID to DOM-HR, MF meeting will be scheduled Unbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled	<i>Next step is dependent on the type of HSF appointment.</i> 1a) create modify position description in position management 1b) If appointment is full-time or part-time, you must submit a position management request in the Faculty Module.	<i>Not applicable</i> <i>Might need a IR Req IF they will have an appointment on UAB other than VOL</i>	<i>Not applicable</i>
2) Dually Appointed (HSF & UAB)	2a) UAB/HSF Replacement 2b) UAB/HSF New	Budgeted Once candidate identified send CV, LOI, Proforma, with UID to DOM-HR, MF meeting will be scheduled. Unbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled	2a) create modify position description in position management 2b) <i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you must submit a new position management request in the Faculty Module. If appointment is (02) full-time temporary or (04) Irregular, you submit a new position management request in the Temporary/Adjunct Module. 	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you must create a requisition in the Faculty Module. If appointment is (02) full-time temporary or (04) Irregular, you must create a requisition in the Temporary/Adjunct Module. 	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you must create a hiring proposal in the Faculty Module. If appointment is (02) full-time temporary or (04) Irregular, you must create a hiring proposal in the Temporary/Adjunct Module.
3) UAB-only (Research)	UAB Only Research recruits do not have a HSF Pre-approval component. 3a) UAB Replacement 3b) UAB New	Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled	3a) create modify position description in position management 3b) create a new position in position management NOTE: <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you will submit a new position management request in the Faculty Module If appointment is (02) full-time temporary or (04) Irregular, you will submit a new position management request in the Temporary/Adjunct Module 	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you must create a requisition in the Faculty Module. If appointment is (02) full-time temporary or (04) Irregular, you must create a requisition in the Temporary/Adjunct Module. 	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is (01) full-time or (03) part-time, you must create a hiring proposal in the Faculty Module. If appointment is (02) full-time temporary or (04) Irregular, you must create a hiring proposal in the Temporary/Adjunct Module.
4) Instructor Fellow (UAB-only in SOM Org or dually appointed) 4-1) Instructor Fellow (HSF Only)	4a) Instructor Fellow Refills (UAB Only) 4b) Instructor Fellow New 4-1a) Instructor Fellow Refills (HSF-only)	Budgeted Once candidate identified send CV, LOI, Proforma, with UID to DOM-HR, MF meeting will be scheduled. Unbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled	4a) create modify position description in position management 4b) If appointment is (02) full-time temporary on UAB side, you submit a new position management request in the Temporary/Adjunct Module. <ul style="list-style-type: none"> 4-1a) If appointment is full-time on HSF side, you will submit a new position management request in the Faculty Module (Note: the status on the HSF side will be full-time as they don't have an 02 status)	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is on the HSF-side and UAB VOL, no action required in People Admin. If appointment is (02) full-time on UAB side, you must create a requisition in the Temporary/Adjunct Module. 	<i>Next step is dependent on the type of UAB appointment.</i> <ul style="list-style-type: none"> If appointment is on the HSF-side, no action required in People Admin if VOL If appointment is (02) full-time, you must create a hiring proposal in the Temporary/Adjunct Module.

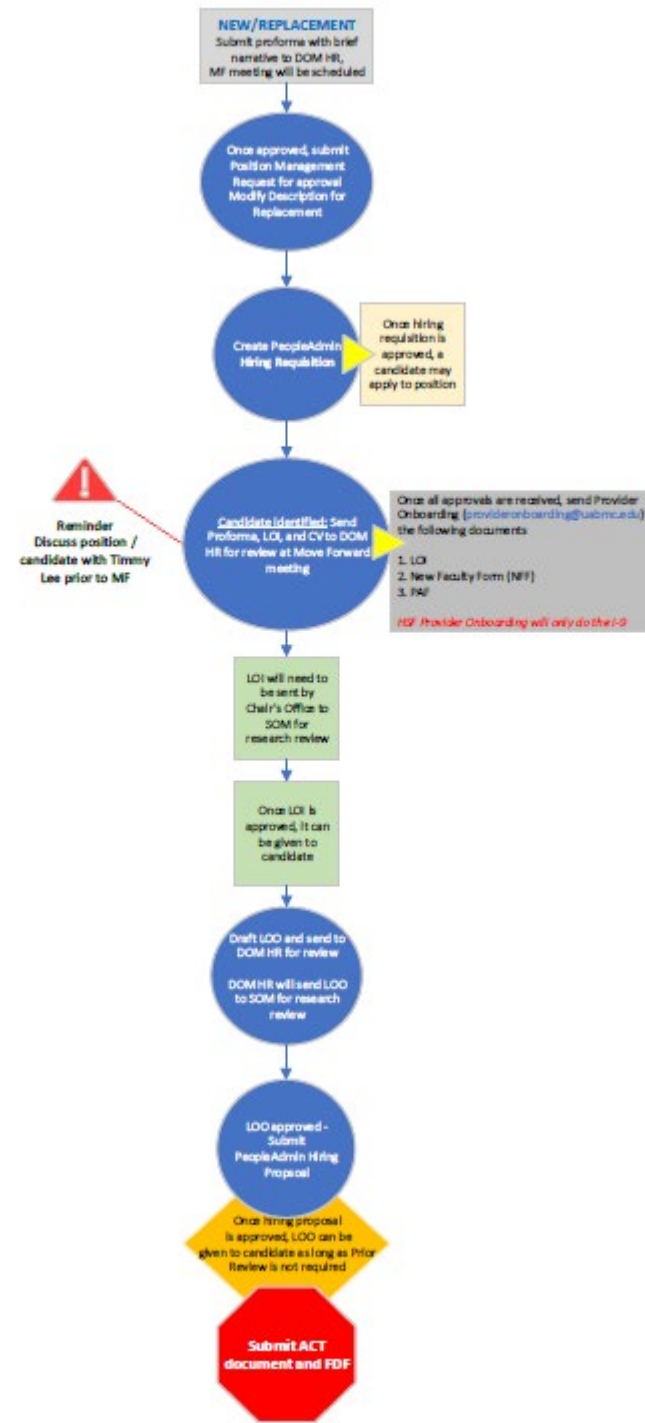
1) HSF Only (Clinical)



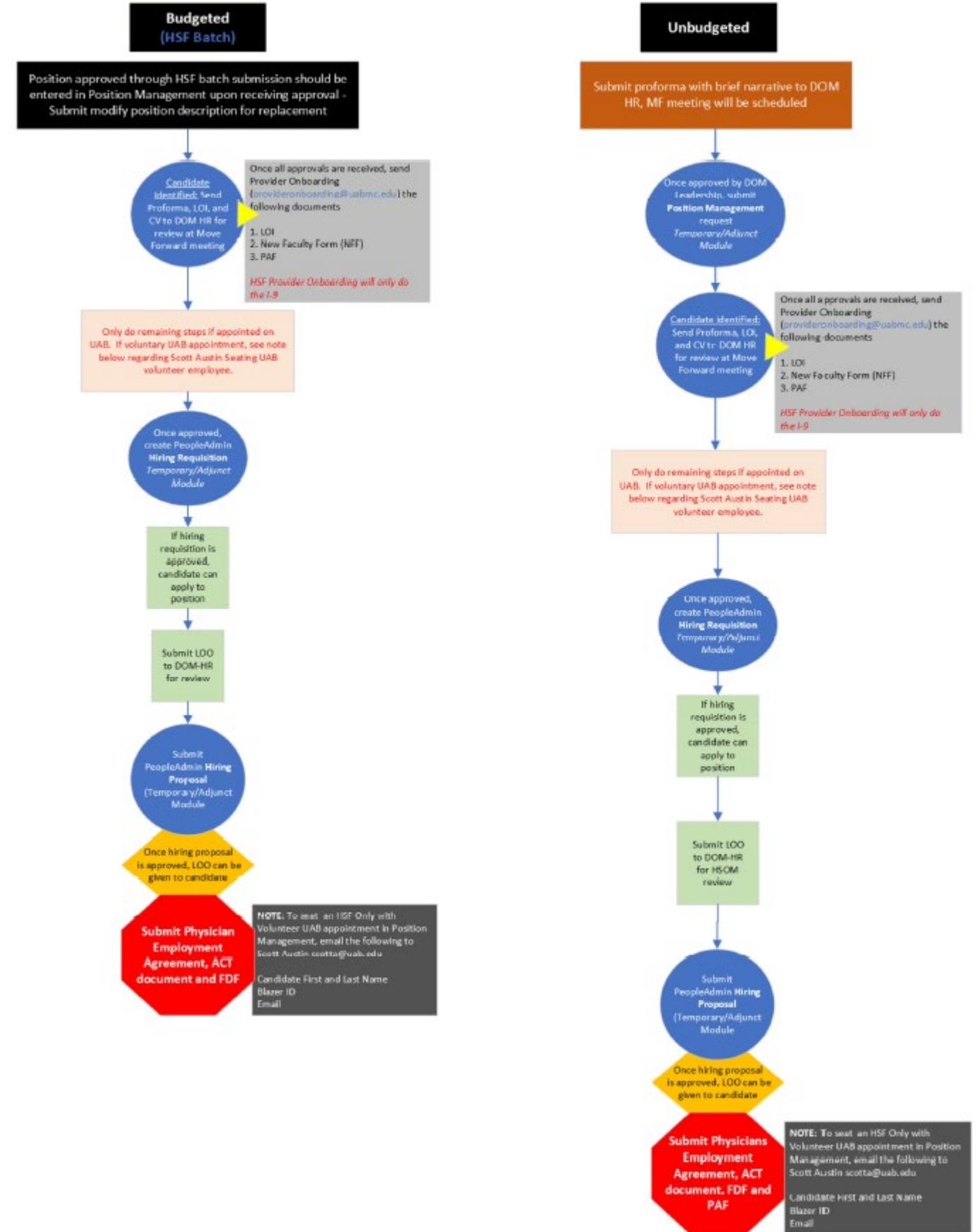
2) Dually Appointed (HSF & UAB)



3) UAB Only (Research)



4) Instructor Fellow



General **Notes and FAQs** about the DOM faculty recruitment process

Things that may cause delays:

1. Not getting the positions created and requisitions/hiring proposals created/submitted in People Admin timely.
2. Not setting realistic start dates based on the timelines, etc.
3. Holidays when employees who normally approve documents are not in the office
4. Meeting with Move Forward because of scheduling (we can always try and meet off-cycle if MF meetings are booked)
5. Approval of requisitions, hiring proposals, etc. may take longer because:
 - a) The actual VP of Diversity approves each hiring proposal
 - b) The provost Senior Advisor approves each requisition and hiring proposal and she may not review each day
 - c) Prior review takes 6-8 weeks

For Visiting Faculty/Staff Candidates to animal research laboratories and biosafety level 1 and 2 laboratories, for visits ≤ 5 days only – Complete the Employee Health Visiting Faculty/Staff Candidate Waiver Form. Form can be found in the DOM HR Box Folder in the Recruitment Folder as well as the Miscellaneous Folder.

General FAQs

Who is primary and secondary contacts for Faculty Recruitment?

Primary, Doug Royal; Secondary Lisa Jinright

Who is considered DOM HR for Faculty Recruitment?

Primary - Doug Royal droyal1@uabmc.edu; Secondary - Lisa Jinright ljinright@uabmc.edu

Before we attend Move Forward (MF), what is required?

Send (via email). Proforma, CV, LOI should be sent to DOM HR (droyal1@uabmc.edu); subject line in email should be 'Faculty Recruitment'

Faculty candidate who are research intensive and receiving a sizable research start-up package, should be reviewed by DOM VC Research (Timmy Lee) before attending the MF meeting. Proforma, CV, LOI should be sent to him and cc-Doug Royal and Lisa Jinright.

All Clinical faculty candidates should be reviewed by Elizabeth Turnipseed before attending the MF meeting. Proforma, CV, LOI should be sent to her and cc-Doug Royal and Lisa Jinright

When do Move Forward (MF) meetings take place?

Move Forward meetings take place on Tuesday and Thursday of each week from 1:00 pm – 1:45 pm

Who participates in the Move Forward (MF) meeting?

Chair, Executive Administrator, HR Manager, Vice Chair for Clinical Services, Vice Chair of Research (if recruitment has research component), and Division Director and Division Administrator for divisions requesting recruitment.

What is Position Management?

Position Management is a cloud-based system found within PeopleAdmin. The Heersink School of Medicine (HSOM) implemented an online position management system for faculty and physician recruitment within the HSOM and UAHSF. Position Management is the process by which departments determine how jobs are defined, how many position are needed, and what the organizational structure should look like.

What is PeopleAdmin?

People Admin is a cloud-based system used to manage the university's faculty recruitment and hiring process.

Where can I receive training on using PeopleAdmin?

To learn more about how to use People Admin or for Best Practices, please visit the [PeopleAdmin Users Toolkit](#).

How do I access PeopleAdmin and Position Management?

UAB Admin Systems Page (aka My UAB/My Apps). Position Management is accessed via the PeopleAdmin program.

Where can I find the PeopleAdmin Faculty Position Management Resource Manual?

UAB Box >Department of Medicine HR>Recruitment Documents>Faculty Recruitment>PeopleAdmin – Position Management

Does Position Management or People Admin feed into Oracle?

No

Does a Research Only faculty position require a UID?

No, only if they will have an HSF salary component

How do I change a job # in Position Management?

Email Scott Austin scotta@uab.edu