1) HSF Only (Clinical)

Budgeted (HSF Batch)

NEW/REPLACEMENT:Position approved through HSF batch submission should be entered in Position Management upon receiving approval (Submit modify position description for replacement)

Reminder
Discuss position / candidate with Elizabeth Turnipseed 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

Faculty recruited outside of People Admin (Volunteer), submit UAB background check

Send LOO to DOM HR for review. Once approved, LOO can be sent to the candidate if they have a UAB Volunteer appointment

If Candidate is HSF only w/UAB Vol Appt, include signature line for Dean on the LOO and send to DOM HR

Only do remaining steps if Irregular (04) Appointment on UAB.

If voluntary UAB appointment, see note below regarding Scott Austin Seating UAB volunteer employee.

Once approved, create PeopleAdmin **Hiring Requisition** *Temporary/Adjunct Module*

If hiring requisition is approved, candidate can apply to position

Submit LOO to DOM-HR for review

Submit PeopleAdmin **Hiring Proposal** *Temporary/Adjunct Module*

Once hiring proposal is approved, LOO can be given to candidate

Submit Physician Employment Agreement and PAF

NOTE: To seat an HSF Only with Volunteer UAB appointment in Position Management, email the following to Scott Austin scotta@uab.edu

Candidate First and Last Name
Blazer ID
Email

Unbudgeted

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

Once approved by DOM Leadership, submit **Position Management** request

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