

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 folds 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
6. 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
7. 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

General FAQs

Who is primary and secondary contacts for Faculty Recruitment?

Primary, Doug Royal; Secondary 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?

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