Budgeted (HSF Batch approved positions) Unbudgeted (Has not been pre-approved by HSF)	(Note: Pre-MF meeting) Research Faculty candidates should be reviewed by Timmy Lee			
	Clinical faculty candidates should be reviewed by Elizabeth Turnipseed	PeopleAdmin Position Management (PM) Request	PeopleAdmin (PA) Requisition	PeopleAdmin (PA) Hiring Proposal
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	Next step is dependent on the type of HSF appointment. 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.	Not applicable Might need a IR Req IF they will have an appointment on UAB other than VOL	Not applicable
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) Next step is dependent on the type of UAB appointment. 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. 	 Next step is dependent on the type of UAB appointment. 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. 	 Next step is dependent on the type of UAB appointment. 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.
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: 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 	 Next step is dependent on the type of UAB appointment. 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. 	 Next step is dependent on the type of UAB appointment. 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.
(UAB Only) 4b) Instructor Fellow 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	 4b) If appointment is (02) full-time temporary on UAB side, you submit a new position management request in the Temporary/Adjunct Module. 4-1a) If appointment is full-time on HSF side, you will submit a new position management request in the 	 UAB appointment. If appointment is on the HSF-side and UAB VOL, no action required in People Admin. If appointment is (02) full- 	 Next step is dependent on the type of UAB appointment. 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
	2a) UAB/HSF Replacement 2b) UAB/HSF New UAB Only Research recruits do not have a HSF Pre-approval component. 3a) UAB Replacement 3b) UAB New 4a) Instructor Fellow Refills (UAB Only)	And AnswerUnbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled2a) UAB/HSF Replacement 2b) UAB/HSF NewBudgeted 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 scheduledUnbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduledUAB Only Research recruits do not have a HSF Pre-approval component.Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled3a) UAB Replacement 3b) UAB NewSubmit Proforma with brief narrative to DOM HR, MF meeting will be scheduled4a) Instructor Fellow Refills (UAB Only) 4b) Instructor Fellow RefillsBudgeted Once candidate identified send CV, LOI, Proforma, with UID to DOM- HR, MF meeting will be scheduled.4-1a) Instructor Fellow RefillsUnbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled.	Unbuggeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduledLb) If appointment is full-time or part-time, you must submit a position management request in the Faculty Module.2a) UAB/HSF Replacement 2b) UAB/HSF NewBudgeted Orace candidate identified send CV, LO, Proforma, with Ub DOM- HR, MF meeting will be scheduled.2a) create modify position description in position management to DJ full-time or (03) part-time, you must submit a new position management request in the Faculty Module.2b) UAB/HSF NewUnbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled2a) create modify position description in position management tergular, you submit a new position management request in the Temporary/Adjunct Module.UAB Only Research recruits do component.Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled3a) create modify position description in position management request in the Temporary/Adjunct Module.3a) UAB Replacement 3b) UAB NewSubmit Proforma with brief narrative to DOM HR, MF meeting will be scheduled3a) create a new position management request in the Faculty Module4) Instructor Fellow Refills (UAB Only)Budgeted Orace andidate identified send CV, LO, Proforma, with UD to DOM- HR, MF meeting will be scheduled4a) create modify position description in position management request in the Temporary/Adjunct Module4) Instructor Fellow Refills (UAB Only)Budgeted Orace andidate identified send CV, LO, Proforma, with UD to DOM- HR, MF meeting will be scheduled4a) create modify position description in position management request in the Temporary/Adjunct Module4)	Unbudgeted Submit Proforma with brief narrative to DOM HR, MF meeting will be scheduled2a) create modify position description in position management.VOL2a) UAB/HSF Replacement 2b) UAB/HSF NewBudgeted Done candidate identified send CV, LO, Proforma, with UID to DOM- HR, MF meeting will be scheduled2a) create modify position description in position management to DNext step is dependent on the type of UAB appointment.Next step is dependent on the type of UAB appointment. UAB appointment is (01) full-time or (03) part-time, you must submit a new position management request in the Tearuhy Module.Next step is dependent on the type of UAB appointment. UAB appointment is (01) full-time or (03) part-time, you must submit a new position management request in the Ternporary/Adjunct Module.Next step is dependent on the type of UAB appointment. (D) Proforma with brief marative to DOM HR, MF meeting will be scheduled3a) create modify position description in position management request in the Temporary/Adjunct Module.Next step is dependent on the type of UAB appointment is (01) full- time or (03) part-time, you must create a requisition in the faculty Module.UAB Only Research recruits do any DAB Replacement 3b) UAB NewSubmit Proforma with brief narrative to DOM HR, MF meeting will be scheduled3a) create modify position description in position management request in the Temporary/Adjunct Module.Next step is dependent on the type of UAB appointment.3b) UAB NewBudgeted One candidate identified send CV, LOI, Proforma, with brief narrative to DOM HR, MF meeting will submit a new position management request in the Temporary/Adjunct Module.Next step is dependent on the type of UAB appointment is (01) full- <b< td=""></b<>

1) HSF Only (Clinical) Budgeted (HSF Batch) EW/REPLACEMENT: Position approved through HSF be submission should be entered in Position Management nit proforma with brief narrative to DOM HR, MF meeting will be scheduled upon receiving approval (Submit modify p description for replacement)

> Once all approvals are received, send Provider Onboarding bmc.edu) the Once approved by DOM Leadership, submit Position following documents 2. New Faculty Form (NFF) 3. PAF olunteer), submit UAB tol check

> > ◢

If Candidate is HSF only w/UAB Vol Appt, include signature line for Dean on the LOO and send to DOM HR Reminder Discuss position / candidate with Elizabeth Turnipseed prior to MF

Only do remaining steps if irregular (04) Appointment on UAB. If voluntary UAB appointment, see note below regarding Scott Austin Seating UAB volunteer

1, 101

Candidate identifie and Proforma, LOL V to DOM HR for res

at Move Forward meeting

end LOO to DOM H for review. Once pproved, LOO can b ent to the candidate if they have a UAB Volunteer

Submit LOO to DOM-Hit for review

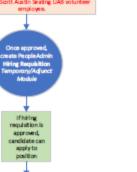
ubmit PeopleAdm Hiring Proposal Temporony/Adjunc Module

Submit Physicia Employment

ment and P

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Reminder Discuss position / candidate with Elizabeth Turnipseed prior to MF



NOTE: To seat an HSF Only with Volunteer UAB appointment in Po Management, email the following

ater ID Emel

Only do re

If Candidate Is HSF only w/UAB Vol Appt, include signature line for Dean or the LOO and send to DOM HR sining steps if irregu sintment on UAB.

Send Proforma, LO and CV to DOM H for review at Move

Unbudgeted

If voluntary UAB appointment, see note by regarding Scott Austin Seating UAB volunt employee. Hiring Requisits Temporary/Adju Module

Once all approvals are received, send Provider Onboarding

following documents

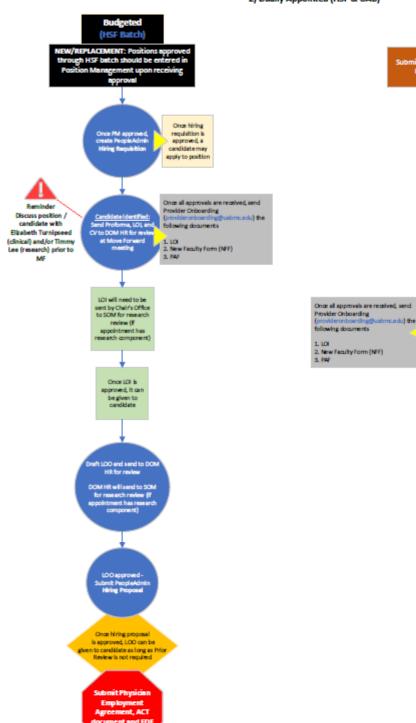
3. PAP

L LCI 2. New Faculty Form (NFF)

undu) the

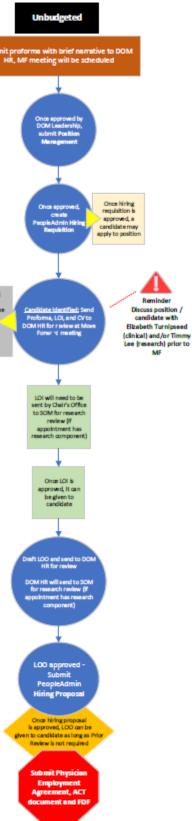
If hiring regulation is approved, candidate can apply to position Submit LOO to DOM-HR for review ubmit PeopleAdmi Hiring Proposal Temporary/Adjunc Module

NOTE To seat an HSF Only with Volunteer UAB appointment in Posi Management, email the following t Scott Austin scotta@uab.edu Submit Physician Employment Agreement and P/ Candidate First and Last Name Blazer ID Email

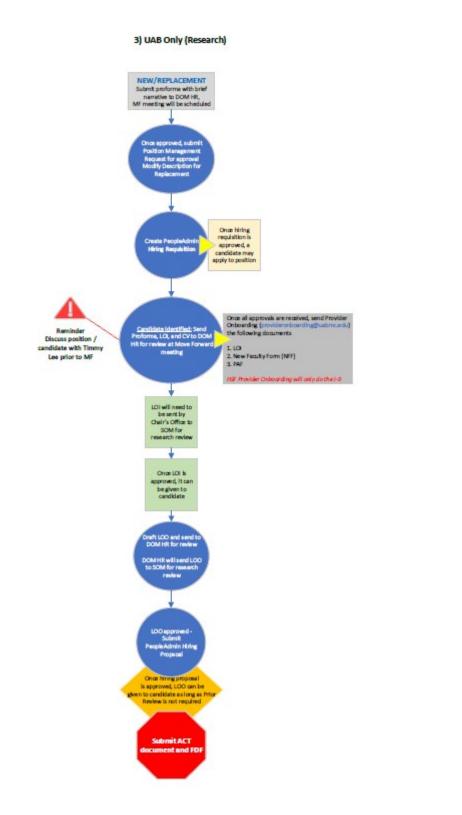


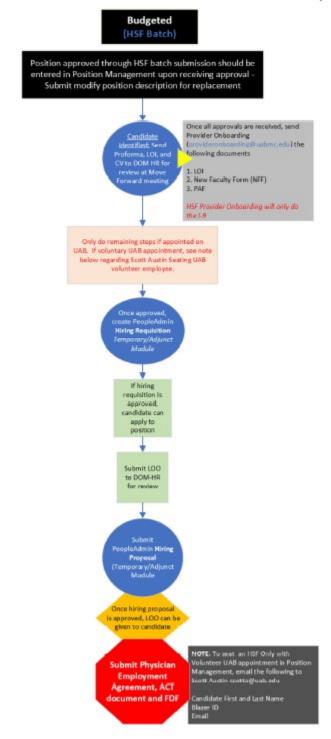
abmc.adu) the

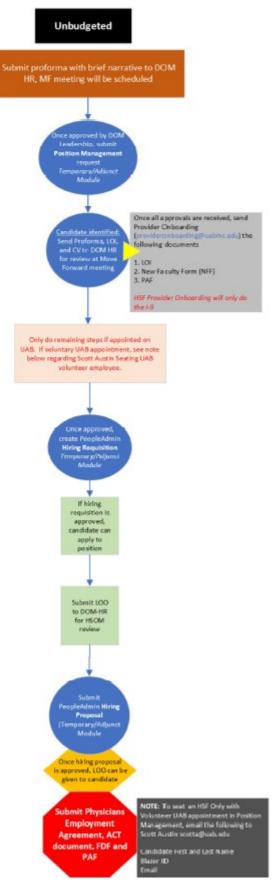
2) Dually Appointed (HSF & UAB)



4) Instructor Fellow







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 <u>droyal1@uabmc.edu</u>; Secondary - Lisa Jinright <u>Jinright@uabmc.edu</u>

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 PeopleAmin 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