

UTHSC Recruitment of New Paid Faculty

(For all positions with full or partially funded UT salary, Tenure and Non-Tenure Track)

1. Create **Requisition** in IRIS to obtain a NEW position #. To obtain HR approval, click on the Services for Object icon in left hand corner and attach the ad or position description (word document only) you want posted in Taleo. Enter the position # on the Dean's Initial Approval Form (IAF) and obtain Dean's signature (Teresa Hartnett). Go into **PO13** transaction in IRIS through the Services for Object icon and upload the IAF with the valid position # and Dean's signature. Once attached, COM Director will approve position in IRIS workflow.
2. Once the requisition is approved through the IRIS workflow, it will feed into Taleo as a **draft** requisition. Notify Office of Inclusion Equity & Diversity (OIED) to post on UTHSC Career and Higher Ed websites. **It is expected that a search committee will be used for any tenure-track faculty positions. Requisitions must include a composition of the Search Committee for review by Associate Deans and be posted a minimum of 30 business days.**

Additional Recruitment efforts by the department include:

- posting of ads on diverse and discipline specific websites or in print. Refer to the Faculty Affairs Website for advertising requirements and websites. <http://www.uthsc.edu/medicine/faculty-affairs/index.php>
3. After a pool of qualified applicants have applied in Taleo, the search committee will identify the primary and secondary candidate pools. **At this time, you must send an e-mail to OIED to review the candidate pools for qualifications and provide strengths & weaknesses.**
 4. Once OIED has approved the pools, search committee may proceed with scheduling and conducting interviews of the primary candidates.
 5. When a final decision is made by the search committee to make an offer to the most qualified applicant. **You must send an e-mail to OIED to review and approve hiring authorization in Tale BEFORE making an offer**
 6. Once approved by OIED, the Department will **draft an offer letter** using one of the approved templates on the Dean's Share Point site <https://liveutk.sharepoint.com/sites/UTHSC/comdean/faculty/SitePages/Home.aspx>
It is important to ensure that compensation is equitable with existing faculty within the Division and Department.
 - **If the candidate is not a US citizen or does not have permanent residency, you must contact the Director of International Affairs (Connie Childs) to start the process of obtaining a visa to work at UT.**
 - Department forwards the CV and confirms proposed rank, tenure status, compensation, % of effort in each mission, and expectation with Associate Dean of Faculty Affairs (Alicia Diaz Thomas) AND Sr. Associate Dean of Finance (Teresa Hartnett) BEFORE offer is made.
 - The offer letter is signed by the Department Chair and then routed through the Practice Plan (if applicable) for additional signatures. Once the Practice Partners sign, the department will obtain approval by the Dean's office from Associate Dean of Finance (Teresa Hartnett) before sending to the candidate.
 7. Once the candidate signs and returns the offer letter and FCRA (background check form), forward to Dean's office (Donna Wilkinson). Change the status of the candidate in Taleo to "Offer Accepted"
At this time, you must contact OIED to close the requisition in Taleo
 8. The department will begin the Faculty Appointment process, preparing the FAA, appointment letter, and requesting letters of recommendation. (Refer to Faculty Appointment Checklist)
<http://www.uthsc.edu/medicine/faculty-affairs/index.php>