

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 #. Click on the Services for Object icon in left hand corner and attach the ad or position description 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 position description for HR approval and the IAF with the valid position # and Dean's signature. Once attached, COM Director (Helen Parsons) can approve 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 Equity & Diversity (OED) to post on UTHSC Career and Higher Ed websites.

If this is a tenure track position, use open rank and negotiated tenure verbiage in the advertisement.

It is expected that a search committee will be used for any tenure-track faculty positions and must 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 OED to review the candidate pools for qualifications and provide strengths & weaknesses.**
 4. Once OED has approved, search committee may proceed with scheduling and conducting interviews of the primary candidates. You may request OED to take down the posting at this time. (If none of the principal or alternate candidates are offered the position, OED can repost the position or you may select a different pool and request OED approval).
 5. When a final decision is made by the search committee to make an offer to the most qualified candidate, the Department Chair 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>
 - If the candidate is not a US citizen or does not have permanent residency, prior approval must be obtained from the Director of International Affairs (Connie Childs)
 - Department confirms proposed rank and tenure status with Sr. Associate Dean of Faculty Affairs (Polly Hofmann) 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.
 6. 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 send a copy of the signed offer letter to OED for the requisition to be "Filled"
 7. 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>