

**USA Health Physician Recruitment and Onboarding
Checklist Office of Faculty Affairs**

Progress towards completion of appointments can be found on bi-weekly email updates and COM system.

	TASKS:	COMPLETED BY:
	The recruitment process	
□	Identify proposed physician recruitment needs	Chair/Senior leadership
□	Complete Recruitment Breakeven Analysis Form (Proforma) and Authorization for Faculty Recruitment Form (AFR) Attach advertisement - Departments provide documents to OFA once chair signs for approvals at bi-weekly committee meeting. OFA will provide Credentialing with a copy.	DO
□	OFA generates on-line position posting in PeopleAdmin (COM) and Higheredjobs.com and notifies department (this meets minimum requirements for non-tenure track positions).	OFA
□	Advertising MUST be completed before interviews Department can add other advertisements to discipline-specific journals/sites (If additional postings are made by the department, a copy should be forwarded to OFA at time of posting) All ads MUST include link to on-line application site and current Affirmative Action statement (which is provided by OFA) NOTE: Minimum of 1 additional national advertisement is required for tenure-track positions	Department
□	Candidates MUST apply via PeopleAdmin and upload current CV	Candidate
□	Applications are reviewed in PeopleAdmin by department	Chair/DO
□	Identify Candidates for interview	Chair/DO
□	Make travel arrangements for Candidates and schedule interviews/generate itinerary	Chair/Department/DO
□	Collect interview feedback on Candidate from interview panel	Chair/Department/DO
□	Select Candidate for the position; prepare offer letter using OFA template – Departments provide offer letter to OFA once chair signs. OFA obtains approvals from administration at bi-weekly committee meeting. FCAPE vote is required for appointments at Associate Professor or Professor rank, or for offers of tenure. ANY renegotiation of terms after offer submitted to Candidate must be spelled out in either a revised offer letter or an amendment. In either case, these revised terms must have the approval of the Dean/VP. When Candidates require visas of any sort, the time to issue visas may delay start dates. Six months or more may be required depending on visa type. Department should discuss Candidate with University International Affairs and Immigration before offer is made. <i>Proposed start date must be no sooner than 3 months from the date of offer.</i>	Chair/DO/OFA
□	Offer letter sent to candidate. Copy will be provided to department upon candidate accepting offer.	OFA
	Tasks re: credentialing and the appointment packet – initiate on receipt of signed offer letter – at least 3 months prior to start date	
□	OFA notifies credentialing/hospital privileges about faculty hire and they send electronic credentialing packet to candidate. OFA emails candidate to request the following: To finalize their application in PeopleAdmin Request for official transcripts Professional references	OFA/Credentialing/ Hospital Privileges

□	<p>OFA will initiate development of contract and incentive addendum (if applicable). OFA will generate contract draft from offer letter and contact DO if any additional information needed. OFA will upload contract into legal tracking system. Legal must approve contract before routing. Legal will return final approved contract to OFA. OFA will forward contract to department for review/chair signature.</p> <p>OFA routes contracts for signature at bi-weekly committee meeting (after chair signs). Contracts will be sent to candidates within 30 days of signed offer letter. Original contract will be returned to department.</p> <p>For contracts with immigration: OFA will initiate development of contract and incentive addendum (if applicable). OFA will generate contract draft from offer letter and contact DO if any additional information needed. OFA will upload contract into legal tracking system. Legal must approve contract before routing. Legal will return final approved contract to OFA. DO will then submit contract to immigration attorney for review and return to legal if edits/additions are made. Legal must review/approve any changes made by immigration attorney before contract is routed. Legal will return final approved contract to OFA. OFA will forward contract to department for review/chair signature.</p>	OFA/Legal/DO
□	Request Chair's Recommendation letter and signed Faculty Action Request Form (FAR)	OFA
□	Request three recommendation letters for faculty appointment	OFA
□	Complete Affirmative Action Report	OFA
□	Contact COM Business Office for BPN	OFA
□	OFA completes onboarding PA	OFA
Faculty appointment – <u>must be completed at least 4-6 weeks prior to official start date</u>		
□	<p>Receipt of ALL required documents</p> <ul style="list-style-type: none"> Signed Authorization for Faculty Recruitment (AFR) Copies of any advertisements by Department USA Employment Application (from PeopleAdmin) and CV Signed offer letter and contract Transcripts Letters of recommendation Completion of credentialing (background results complete and email from Risk Management received) Chair's Recommendation letter Faculty Action Request Form (FAR) 	OFA
□	Routing of completed packet for approvals	OFA
□	Appointment letter issued - this letter must specify the official start date	COM Business Office
□	Appointment letter sent to candidate	OFA
□	<p>Candidate signs and returns Appointment letter</p> <p>Completion of the appointment process</p> <p>NOTE – OFA cannot verify employment with lenders until the appointment process is complete.</p>	Candidate
Preparation for onboarding of new faculty – <u>begin after receipt of official appointment – i.e., 4-6 weeks prior to official start date</u>		
□	Submit Alabama medical license application	Candidate
	Obtain "Jag Account Number"; Complete Banner detail	COM Business Office
□	Send signed PA form, signed appointment letter, and employee information forms to Human Resources	OFA
□	<p>Department sets up for new faculty</p> <ul style="list-style-type: none"> Order lab coats Office set up –<i>computer, telephone, business cards, keys, etc.</i> 	Department
□	<p>Set up meeting for new faculty with clinical operations supervisor/manager</p> <p><i>Set up clinic schedule, template, staffing and supply/equipment needs</i></p>	Department
□	<p>Set up meeting for new faculty with Marketing & Communications (in person or via telephone)</p> <p><i>Get picture made for website, info added to website, press release, etc.</i></p>	Department
□	Coordinate meetings with Human Resources for benefits and I-9 completion	OFA
□	Schedule New Provider EMR Training (251-405-9925) or (251-471-7669)	Department
□	Schedule New Provider Orientation with Compliance (251-471-7836)	Department
□	<p>Complete and submit Computer Information Services (CIS) packet</p> <p><i>Secretary will need Jag Account # and will make email account request through Computer Services</i></p>	Department

	Onboarding - first day of employment	
<input type="checkbox"/>	OFA welcome and orientation New employee orientation Completion of I-9 form – (I-9 must be completed on or before first day) Complete federal and state withholding forms (W-4s) and direct deposit form Meet with benefits counselor in HR (meeting typically scheduled on first day) University Badge	OFA
<input type="checkbox"/>	Setup Cerner training Make sure login and passwords are set up for all information technology needs Issue pager Schedule compliance/billing in-service Obtain appropriate hospital badge Obtain parking passes for hospitals/clinics/Strada Patient Care Center (if applicable)	Department