

USA Paid Adjunct Onboarding Checklist

Office of Faculty Affairs

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

The recruitment process		
<input type="checkbox"/>	Identify proposed physician recruitment requirement	Chair/Senior leadership
<input type="checkbox"/>	Refer candidate to OFA and provide the following information: Name, Phone Number, and Email Address of Candidate Proposed state date (must be no sooner than 3 months from referral date) Overview of duties/expectations/salary	Chair/DO
<input type="checkbox"/>	OFA sends candidate application link (candidate must apply and upload CV)	OFA/Candidate
<input type="checkbox"/>	OFA notifies credentialing/hospital privileges about faculty hire and they send electronic credentialing packet.	OFA/Credentialing/ Hospital Privileges
<input type="checkbox"/>	FCAPE review (required for appointments at Associate Professor or Professor ranks)	OFA
Tasks re: credentialing and the appointment packet –at <u>least</u> 3 months prior to start date		
<input type="checkbox"/>	OFA will Initiate development of contract and contact DO if additional information is needed. OFA will generate contract draft. Legal must approve contract. OFA routes contracts for signature at bi-weekly committee meeting (after chair signs). Original contract will be returned to department.	OFA/DO/Legal
<input type="checkbox"/>	Request Chair's Recommendation letter and signed Faculty Action Request (FAR) Form	OFA
<input type="checkbox"/>	OFA completes onboarding PA.	OFA
Faculty appointment – <u>must</u> be completed at least 4-6 weeks prior to official start date		
<input type="checkbox"/>	Receipt of ALL required documents USA Employment Application (from PeopleAdmin) CV Signed contract Completion of credentialing (background results complete and email from Risk Management received) Chair's Recommendation letter Faculty Action Request (FAR) Form	OFA
<input type="checkbox"/>	Routing of completed packet for approvals	OFA
<input type="checkbox"/>	Appointment letter issued - this letter must specify the official start date	COM Business Office
<input type="checkbox"/>	Appointment letter sent to Candidate	OFA
<input type="checkbox"/>	Candidate signs/returns Appointment letter	Candidate
Preparation for onboarding of new faculty – begin <u>after</u> receipt of official appointment – i.e., 4-6 weeks prior to official start date		
<input type="checkbox"/>	Obtain "Jag Account Number"; Complete Banner detail.	COM Business Office
<input type="checkbox"/>	Department sets up for new faculty Order lab coats Office set up – <i>computer, telephone, business cards, keys, etc.</i>	Department
<input type="checkbox"/>	Set up meeting for new faculty with clinical operations supervisor/manager <i>Set up clinic schedule, template, staffing and supply/equipment needs</i>	Department
<input type="checkbox"/>	Set up meeting for new faculty with Marketing and Communications (in person or via telephone) <i>Get picture made for website, info added to website, press release, etc.</i>	Department
<input type="checkbox"/>	Coordinate meetings with Human Resources (if applicable)	OFA
<input type="checkbox"/>	Schedule New Provider Orientation with Compliance (251-471-7836)	Department
<input type="checkbox"/>	Complete and submit Computer Information Services (CIS) packet <i>Secretary will need Jag Account # and will make email account request through Computer Services</i>	Department
Onboarding – first day of employment		

<input type="checkbox"/>	<p>OFA welcome and orientation New employee orientation Completion of I-9 form – I-9 must be completed on or before first date of employment. Complete federal and state withholding forms (W-4s) and direct deposit form. Meet with benefits counselor in HR (if applicable) University Badge Campus parking pass (if desired)</p>	<p>OFA</p>
<input type="checkbox"/>	<p>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)</p>	<p>Department</p>