



Charles E. Schmidt College of Medicine Faculty Position Request

Instructions: This form is used to request approval to establish a new faculty position or to fill a faculty position that has been vacated. Upon the completion of this form, obtain all necessary departmental signatures and submit electronically to COM Finance (comfinance@health.fau.edu) for verification of funds. Following COM Finance's review and signature, submit the completed form with required attachments (*proposed posting with qualifications*) to the Dean, copying the Associate Dean for Faculty Affairs, Chief JEDI Officer, comdeansoffice@health.fau.edu, and any pertinent college leadership. To request a non-tenure Research Track or Research Associate position, please see the *Research Faculty and Research Associate Position Request Form* available at <https://comsupport.fau.edu/kb/faculty-and-staff-affairs>.

If there is an expectation this position will utilize animal models for research and/or requires a start-up package as a Pillar co-hire, then authorization from the VP for Research is necessary before recruiting and finalizing the hire.

Please direct inquiries to comdeansoffice@health.fau.edu.

Date:

Department:

Department Contact:

Justification: Please justify the position as to why search/placement of this position is critical at this time:

1. Is this a joint hire? Yes No

1a. If yes, which Department/Colleges/Pillars/Platforms will support this joint-hire?

2. What is the purpose of this request? Check off one box.

New faculty position

Fill a vacant, existing faculty position Position Number:

3. What type of appointment is requested? Check off one box.

Regular Faculty (teaching, research/scholarship, and service)

Clinical Faculty (primarily clinical practice)

Visiting Appointment

OPS – no fringe benefits but may qualify for health benefits based on FTE.

OPS or PSA affiliate (GME and UME Program)

Hospital Dean (Associate Dean for Academic Affairs)

4. Is this request for a tenure-track positions or a non-tenure track position? Check off one box

Tenure Track Position

Non-Tenure Track Position

5. If this is a non-tenure track, visiting, OPS, or grant-funded position, what is the expected term (ending date)?
Visiting appointments should not exceed one-year. Appointments should end on June 30th unless funding expires before that date.

6. What faculty rank is requested?

Instructor

Assistant Professor

Associate Professor

Professor

Other

Please specify:

7. What is the anticipated start date for the position? Important: OPS, OPS Affiliate, Hospital Deans or Visiting positions where a candidate has been identified, this form must be fully signed/completed at least 4 weeks in advance of the requested start date:

8. What is the FTE for the position?

9. Proposed business (working) title. If posted, this title will display to applicants:

10. Will this position have benefits? Check off one box.

Yes, this position will have fringe benefits

No, this position will not have fringe benefits

11. What is the market salary range for this position?

\$ _____

Low End of Salary Range

\$ _____

Upper End of Salary Range

12. What is the source of information/benchmark used for the requested salary range?

13. Indicate the expected percentage of effort in each area (teaching, research, service, clinical service, administration) in each unit for first year and subsequent years.

Department Name:	Pillar Name
Teaching	Teaching
Research	Research
Service	Service
Clinical Service	Clinical Service
Administration	Administration

14. If this position provides clinical service, when do the clinical duties start and what arrangements have been made or will need to be made?

15. Is the requested position already budgeted? Check off one box.

Yes, the position is already budgeted. Default TAG#

No, the position is not budgeted. Please indicate the amount requested and specify

COM Finance Comments:

15a. Indicate funding source(s). Check off all that apply. **Important:** If any portion of this appointment is contingent on funding, please provide amount and funding source name for the offer letter:

COM Finance Comments:

Department Budget – already budgeted	Amount \$	TAG:
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Department reserves	Amount \$	TAG:
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Please explain

College Budget – already budgeted	Amount \$	TAG:
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College reserves	Amount \$	TAG:
Please explain		

Pillar/Platform budget	Amount \$	TAG:
Please explain		

Division of Research	Amount \$	TAG:
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Grant Funds	Amount \$	TAG:
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Other Funds	Amount \$	TAG:
Please explain		

Additional funds are being requested	Amount \$
Please explain	

16. What start-up costs are anticipated for this position? Provide a breakdown. Include only costs for the following categories. Important: the undersigned Chair and Dean agree that, if Pillar co-hire, an itemized start-up budget for selected candidate must be submitted and approved by the Provost and VP for Research prior to final negotiations.

COM Finance Comments:

New Equipment	Amount \$	Details:
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Space Renovations	Amount \$	Details:
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Use of Core Facilities (incl. animal work)	Amount \$	Details:
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Support Staff	Amount \$	Details:
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Special Research Support	Amount \$	Details:
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Lab Moving Expenses	Amount \$	Details:
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Travel Costs	Amount \$	Details:
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Total Anticipated Start-Up Costs	Amount \$
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16a. What are the sources of funds for start-up costs? Check off all that apply and explain, if indicated ¹

COM Finance Comments:

Department Budget – already budgeted	Amount \$	TAG:
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Department reserves	Amount \$	TAG:
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Please explain

College Budget – already budgeted	Amount \$	TAG:
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College reserves	Amount \$	TAG:
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Please explain

Pillar/Platform budget	Amount \$	TAG:
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Please explain

Division of Research	Amount \$	TAG:
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Grant Funds	Amount \$	TAG:
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Other Funds	Amount \$	TAG:
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Please explain

Additional funds are being requested	Amount \$
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Please explain

17. Will household moving costs be reimbursed for this position?

Yes – Amount to be reimbursed and TAG for moving cost:

No

18. Identify this position's primary office location, access to instructional support materials administration and research support, and/or research space:

19. Will the position work with animal models? ²

Yes, it is anticipated that the position will work with vertebrate animal models and the undersigned Chair and Dean will consult with the Office of Comparative Medicine (comparativemedicine@fau.edu) during the interview process to identify equipment and resource needs.

No, the position will not work with animal models

20. Explain the relevance of this position to the FAU Strategic Plan 2025 and the College of Medicine Strategic Plan:

21. Who is the direct supervisor of this position (if other than Chair)?

22. If the supervisor does not have a supervisory org in Worday, one will need to be created. Provide the following:

a. Proposed Name of the Org:

b. SmartTag Number (cannot be a grant):

23. Will this position require a phone stipend?

Yes

No

24. What is the SmartTAG for the background check?

25. Will the employee be driving a University vehicle (this includes a golf cart)?

Yes – requires a motor vehicle record check

No

26. Will the employee have fiduciary responsibilities (ex. Cash handling, pCard, or access to credit card or checks)?

Yes – Requires a credit history check

No

27. Will the employee be in contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)?

Yes – requires a Level 2 background screening including fingerprinting, in accordance with Florida Statutes:

No

¹ The undersigned Chair and Dean agree that if Pillar co-hire, an itemized start-up budget for selected candidate must be submitted and approved by the Provost and VP for Research

² The undersigned Chair and Dean agree to consult with Comparative Medicine regarding selected candidates and obtain approval by the VP of Research prior to final offer negotiations if yes.

28. For MD/DO Faculty positions, please indicate which of the proposed terms apply to this position:

Practice Plan

Assignment of Income

Restrictive Covenant Agreement

PLQ (Professional Liability Questionnaire)

29. Is this position designated as Essential Personnel? http://www.fau.edu/hr/files/Essential_Personnel_Policy.pdf

Yes

No

30. Is this position exempt from the recruitment/search process? Please refer to the [Office of the Provost Faculty Search and Hiring Procedures](#)

Yes – please provide exemption justification/criteria:

No

31. If a search is not required or requested and a candidate is identified, are there any immigration issues that need to be addressed? If yes, please provide the type of Visa being requested:

Please complete this section only if a search is required requested:

32. Provide the composition of the search committee (chairperson and committee members)? The search committee must include a minimum of three to a recommended maximum of five members, diverse in race and gender.

Committee Chair:

Committee Members:

33. Required: Attach a copy of the draft posting in Word. This posting verbiage will be displayed to applicants.

Important: Once this information is submitted via the job requisition, the information cannot be changed unless the entire action is canceled and reinitiated.

34. What is the length of time the position will be posted? A minimum of seven days is required.

Provide Posting End date:

35. Is outside advertising requested? Advertising in online publications and publications that enhance diversity is encouraged.

No

Yes – provide a list of requested external ad sources, approved maximum budget, and the units SmartTag for ad costs:

Please complete this section for Joint Hires only:

36. Explain how the evaluation and review will be conducted for the following, as applicable: Annual Review, Third-year Review, Promotion and Tenure, etc., according to the Faculty Handbook; salary increases from Change in Employee Compensation/other. Include information regarding Employee's primary academic discipline and voting rights in each department, consistent with college and departmental bylaws

37. Indicate in which unit the faculty member will primarily be doing research. Check off one box. Note: Departments and Pillars may report 100% of funding and research productivity as associated with their individual units. The Division of Research reports will give 100% credit to the lead unit assigned at the time the proposal is routed for approval.

Department/College

Pillar/Institute

38. Departments and Pillars will share grant-based salary recovery and IDC distribution based on percent pay covered by the Department and Pillar.

Department/Primary College. Percentage:

Pillar/Institute. Percentage:

Secondary College, if applicable. Percentage:

39. Indicate budgetary designations. Departments and Pillars will share IP revenue based on percent pay covered by the Department and Pillar.

Department/Primary College. Percentage:

Pillar/Institute. Percentage:

Secondary College, if applicable. Percentage:

40. Describe conflict resolution procedures for this position:

41. List any other terms/conditions as set by the units on joint-hire:

Formal understanding of the process or terms of the agreement if faculty request to no longer be in joint position and asks to be assigned to only one unit rather than how originally hired:

Formal understanding of the long-term financial resource responsibilities should the faculty member leave the Pillar:

Formal understanding of any additional long-term resource responsibilities (other than financial) should the faculty member leave the Pillar:

Formal understanding of the terms if the faculty member is granted tenure on appointment or achieves tenure later on (noting that the flow of support may be constrained if the faculty member is out-of-unit):

Name of Requester

College Finance Rep - Verification of funds to include moving expenses and appointment end date (if grant funded or time-limited). **Comments:**

Date

Brain Institute Finance Rep (if applicable) - Verification of funds to include moving expenses and appointment end date (if grant-funded or time-limited). **Comments:**

Date

Chair/Director – Home Unit

Date

Chair/Director – Participating Unit (if joint-hire) Date

Senior Associate Dean for Research (for all research, lab, etc. positions)

Date

Pillar Director (if applicable)

Date

After COM Finance has verified funds and all above applicable signatures are obtained (email approvals are accepted in lieu of signatures), please email an electronic copy of the request to the Dean, copying the Associate Dean for Faculty Affairs, comdeansoffice@health.fau.edu and pertinent College leadership, i.e., Chief JEDI Officer, Senior Associate Dean for Research, Senior Associate Dean for Med Ed, etc.

Dean - Charles E. Schmidt College of Medicine

Date

Dean – Participating Unit (if joint-hire)

Date

VP for Research - VP for Research approval is required if Pillar co-hire with start-up package and/or if there is an expectation that the position will utilize animal models for research.

Date

Only Required for Joint/Pillar Hires

Please check off one box

Request to fill a budgeted, vacant position is approved. Specific Conditions:

Request to establish new faculty position is approved. Specific Conditions:

Request is denied. Reason:

Provost/Vice Provost (if Pillar co-hire)

Date