

Once form is completed by department, HR Consultant should send to SOM EHRA Office, not directly to APO

YOU SHOULD NOT POST IN PEOPLEADMIN UNTIL POSITION APPROVAL NOTIFICATION IS RECEIVED			
PROPOSED POSITION TITLE:	<u>Enter as appropriate</u>	PROPOSED WORKING TITLE:	<u>Enter as appropriate</u>
SCHOOL:	<u>School of Medicine</u>	DEPARTMENT NAME :	<u>Enter Dept. Name here</u>
PROPOSED SUPERVISOR NAME:	<u>Enter Supervisor Name here</u>	PROPOSED SUPERVISOR TITLE:	<u>Enter Supervisor Title here</u>
IS THIS A NEW POSITION:	<u>YES</u> Only complete form for NEW recruitments, not replacements	Jcat CODE: <small>Choose from drop-down - If Open Rank/more than one rank, leave blank and note in justification</small>	DATE OF REQUEST: <u>Date submitted to SOM-HR</u>
WILL THIS POSITION REPLACE A DEPARTING FACULTY MEMBER:	<u>NO</u>	IF YES, WHO IS THE DEPARTING FACULTY:	<u>N/A</u>
PROPOSED SALARY RANGE:	(The salary range for the rank within the department)		(Proposed salary range is based upon predetermined SOM ranges using AAMC benchmarks for the rank(s) anticipated for hire.)
	Minimum: <u>SOM HR to complete</u>	Maximum: <u>SOM HR to complete</u>	
Funding Percentage:	State %: <u>Enter estimate</u>	**What % of the salary does the department plan to pay using State funds? Non-State Funds?	
	Non-State %: <u>Enter estimate</u>		
Source of Non-State Funds:	<u>If the department plans to pay any % of the salary using Non-State funds, you must list the type of source here. If all State funds, leave blank.</u>		
	<small>Note: Do not enter account number (2-22222) or zeros in above line. Sources of Non-State Funds are usually grants, trust funds, endowments, medical faculty practice plan, etc. If there are no Non-State Funds, please leave blank</small>		
BUDGETED SALARY RANGE:	(The budgeted salary range should be how much your department has budgeted for this position. This should fit within your salary range)		**This is the department's planned, budgeted hiring range - what does the department plan to pay the hired employee?
	Minimum: <u>Enter per dept request</u>	Maximum: <u>Enter per dept request</u>	

JUSTIFICATION

Any new faculty position with a full FTE budgeted salary that exceeds \$70,000 requires Review & Consultation by the System Office.

The justification should include what is happening, why it needs to happen, and why it needs to happen now. Provide a clear, condensed paragraph that explains the primary purpose and business need for the position. Do not use the posting summary from the PA posting.

Also include a sentence regarding how these duties were previously handled, when applicable.

Include Business Case here:

What is happening?

Why is it happening?

Why is it happening now?

Tell the story from a business perspective --- examples could include:

- New Clinic location with no prior staffing, new position(s) required in order to support new patient population
- Higher patient volumes in clinic = longer delays for appointments/scheduling. In this instance, provide current staffing FTE as well as current patient volumes (i.e. # visits/day or week) compared to what the patient volume was (6, 12, 18 months prior)- Show the growth!
- New grant - provide type, name, amount, and purpose of grant

APPROVALS:

Department/Center Head Approval: Enter dept head approver information here

 (Type Name) (Type Title) Date

Dean/Vice Chancellor Approval: SOM HR to add upon review, prior to sending to APO

 (Type Name) (Type Title) Date

Assistant Provost for APO Approval: _____
 (Type Name) (Type Title) Date

Prepared by: Enter your information here

 (Type Name) (Type Title) Date

DEPARTMENT CERTIFICATION:

To be completed by originating unit:

Always make sure to check this box

By checking this box, the preparer certifies that all existing institutional policies and procedures for employment decisions has been followed (i.e. employment approvals, UNC code compliance, OSHR compliance, and any local University procedures)

FOR APO USE ONLY DATE APPROVED BY THE SYSTEM OFFICE: APO Enter Date Here SO REC ID NUMBER: APO Enter RID Here

Submission Instructions:

For **ALL** Faculty new positions with a full FTE budgeted salary that exceeds \$70,000, regardless of reason or duration: Email this form to the Academic Personnel Office abculypositions@unc.edu

For Faculty new positions related to Grants/Awards/New Funding: indicate in the justification the name of the grant/award/funding, the amount of the grant/award/funding, the type of grant/award/funding, the purpose of the grant/award/funding, and why the need for a new faculty position

For Faculty new positions based on increased patient volume: indicate in the justification the increased volume amount, including metrics - it's percentage or number increase over a period of time

For Faculty new positions based on increased student enrollment: indicate in the justification the increased enrollment amount, including metrics - it's percentage or number increase over a period of time

For Faculty new positions based on opening a new Center or creation of a new department: indicate in the justification the reason for the new center/department

For all Faculty new positions: indicated in the justification how were duties previously handled

For questions regarding Faculty Recruitment: Please contact the Academic Personnel Office at 919-962-1091

Faculty New Position APO and Review & Consultation Submission and Effective Date Schedule FY 2018 – 2019 *

School Submittal Deadline to APO	System Office Review & Consultation
12-19-2018	1-8-2019
1-4-2019	1-22-2019
1-25-2019	2-12-2019
2-8-2019	2-26-2019
2-22-2019	3-12-2019
3-8-2019	3-26-2019
3-22-2019	4-9-2019
4-5-2019	4-23-2019
4-26-2019	5-14-2019
5-10-2019	5-28-2019
5-24-2019	6-11-2019
6-7-2019	6-25-2019
6-21-2019	7-9-2019
7-3-2019	7-23-2019

* These dates are not a guarantee of review or approval, and are subject to change at any time

ALL FACULTY NEW POSITION REQUESTS WITH A FULL FTE BUDGETED SALARY THAT EXCEED \$70,000, REGARDLESS OF REASON OR DURATION, MUST BE EMAILED TO facultypositions@unc.edu.

If position is < 1.0 FTE, you do not need to undergo the review/approval process prior to submitting; you can enter directly in PeopleAdmin. All faculty new position requests must be submitted AFTER consultation with your Schools appropriate/specific policy

1. Any new faculty position with a full FTE budgeted salary that exceeds \$70,000 requires Review and Consultation by the System Office.

- The [Faculty New Position Request Form](#) should be emailed to facultypositions@unc.edu by noted submittal deadline. **Do not send to APO; SEND TO SOM HR OFFICE**
The Faculty New Position form must be attached to the PeopleAdmin posting, after receiving approval notification from APO. Please do not initiate the PeopleAdmin posting prior to receiving the approval notification

2. For all Faculty new position requests based on:

- Grant/Award – indicate in the justification the name, type, purpose, and amount of the Grant/Award, and why the need for a new faculty position
- Increased enrollment – indicate in the justification the increased enrollment amount, including metrics - its percentage or number over a period of time
- Increased patient volume – indicate in the justification the increased volume amount, including metrics - its percentage or number over a period of time
- New funding – indicate in the justification the reason for new funding
- Opening a new Center or creation of new Department – indicate in the justification the reason for the new center/department
- When applicable, indicate in the justification how the duties have been previously handled