

FINAL CANDIDATE REVIEW FORM CHECKLIST

For questions, email KeckFA@med.usc.edu. For Forms and templates, go to <https://keck.usc.edu/faculty-affairs/home/administrative-procedures/forms-and-templates/>. The following paperwork must accompany the Final Candidate Review Form (FCR), or it will be returned to the department for correction. Submissions are to be sent to KeckFA@med.usc.edu as **1 PDF file**:

<p>Final Candidate Review Packet (FCR):</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Completed Final Candidate Review Form. For questions, contact KeckFA before submitting your request. All questions must be answered. 2. <input type="checkbox"/> Financial Spreadsheet/Term Sheet can be included, but not a substitute to completing the FCR form. Additional page to detail “Other” Non-Salary Funding (<i>if applicable</i>). 3. <input type="checkbox"/> Confirmation of Medical Center Support (<i>if applicable</i>). 4. <input type="checkbox"/> Recommendation for Appointment Form (RFA). 5. <input type="checkbox"/> Chair’s Letter requesting the Appointment. 6. <input type="checkbox"/> Search Committee recommendation (<i>if applicable</i>). 7. <input type="checkbox"/> For PT hire, Fellows, Joint Appointment, Tenure hires, or Associate/Professor hires, see additional notes on the right. 8. <input type="checkbox"/> Profile of activities (POA). (unsigned by the candidate) 9. <input type="checkbox"/> KSOM CV. 10. <input type="checkbox"/> Three (3) letters of Recommendation. 	<p>For Non-ACGME Fellows, Also Include:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Fellowship Registration Form with Approval Letter from the GME office. If an old program, just the Registration Form. <p>For Part-Time, Also Include:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Waiver requests for candidates with outside clinical work. 2. <input type="checkbox"/> Email/Memo from the candidate explaining what they will be doing with the rest of their time. <p>For Joint Appointment, Also Include:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Joint Appointment Checklist 2. <input type="checkbox"/> Both Chairs’ signatures on the FCR, RFA, and POA. <p>For Tenure/Tenure-Track Track, Also Include:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Candidate’s Research Statement. 2. <input type="checkbox"/> Statement from the Dept. Screening Committee. <p>Important Note: For Tenure/Tenure-Track and Associate/Professor level hires, contact Lorna Vakian for Dossier Submission.</p> <p style="text-align: center;">Lorna.Vakian@med.usc.edu</p>
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The following information **must be completed on the FCR form and Packet** or it will be returned to the department for completion:

1. Always use the most current version of the form on the website.
2. Recruitment Number
 - a. **Parent ReqNo.** (No. candidate applied to) And **Child ReqNo.** (The No. the candidate will be placed in). Must be provided.
3. Department Name (*Secondary Department and/or Institutes, if applicable*).
4. Name of Candidate.
5. Candidate’s Address and Phone/Email.
6. Track Information and Title: **Title must be consistent** with the Chair and Committee Memo and RFA form.
7. Salary cannot be less than the minimum required IBS for FT and PT. (Salary requirement may change from year to year).
8. Start Date (**1st or 16th Only**). Transfer hire, the 1st preferably.
9. Mentor for Instructor and Assistant Faculty (**Cannot be the Chair or Chief without prior approval**).
10. **Chair Memo:** Addressed to the Dean or the Senior Assoc. Dean of Faculty Affairs.
11. Profile of Activities must equal 100% with the correct faculty name and must be **UNSIGNED** by the faculty/candidate.
12. Salary with **PPGG number(s)** must be provided.
13. Non-Salary compensation: for additional or “Other” compensation that cannot fit in the form, attach an additional document or spreadsheet.
 - a. Term Sheets cannot be submitted in place of completing the Salary and Non-Salary Compensation on the FCR form.
 - b. To include specific language in the letter that is listed in the term sheet, communicate this request to your FA contact.
14. Chair’s Signature must be on the FCR and RFA forms.
15. RFA Must be fully completed with information matching the FCR.
16. For **Joint Appointment, or Institute Appointment** with an Academic Faculty Appointment, both Chairs or the Director and Chair’s signature must be on all forms: FCR, RFA, Memo, and POA.
17. Candidate must apply in FAM (contact FA for exceptions) and must be dispositioned in FAM prior to submitting the FCR packet to KeckFA.
18. **BE MINDFUL OF THE START DATE.** Submit requests accordingly.