

POSITION DETAILS

Strategic Hiring Committee Review? Y N

APPOINTMENT

FINAL CANDIDATE DETAILS

Full Legal Name, Degree: _____ Tenured Tenure-Track

Address: _____ Proposed Start Date: _____ Start Date must be on the 1st or 16th

City, State, Zip: _____ **Candidate is a current/former: (Required-select box that applies)**

Email & Phone: _____ Staff Faculty Student LAC None-New Hire

Mentor(s) Name: _____ For Jr. Faculty ONLY USC 7 Digit Employee ID: _____

Mentor(s) Contact: _____ USC Student ID: _____

Proposed Rank and Title: _____

Administrative Title (If Applicable): _____

Visa Required: No YES: O1 F1(OPT) J1 H1B TN E3 Other – Contact Faculty Affairs to provide details

DEPARTMENT

Primary Department: _____

Division & Chair (If Applicable): _____

Institute & Director (If Applicable): _____

Secondary Department: _____ Joint Appointment Must Provide Signed Joint Appointment Sheet

Administrator Name: _____ Contact: _____

ATTACH THE FOLLOWING DOCUMENTS WITH THIS FORM

Recommendation for Appointment (RFA) form	Final Candidate KSOM CV
Chair Justification for the final candidate (and Committee)	3-4 Letters of recommendations (Signed and on Letterhead)
Candidate Research statement and future research plans	Where the Ad was posted
Profile of Activities (POA) for the candidate	A list of all other candidates interviewed/considered

Check for the Required Credentialing (check one, both or None): Not Applicable LAC+USC USC Integrated Credentialing Board Certified? Not Applicable Yes Pending No – If NO or PENDING, a waiver is required. Contact Credentialing.

New or Replacement: New Replacement:

Location of Research Space: Space in Norris Cancer Center, Broad or ZNI also requires the approval of the Institute Director.

Building	
Laboratory Space (Sq. Ft.)	
Shared Space (Sq. Ft.)	
Number of Benches:	

Institute Director if applicable

Date

Vivarium Needs:(number of mouse cages projected)

Approval of space and vivarium needs required from Vice Dean for Research

Vice Dean for Research

Date

SALARY COMMITMENT

Start-up Package Responsibility	
Salary Responsibility	
Other	

1. Institutional Base Salary (IBS) Guaranteed by the University

Core – USC Account Numbers (Attach an additional page if necessary)

PPGG/CA	Amount Proposed
Total Core:	

2. Supplemental* – USC Account Numbers

PPGG/CA	Description	Amount Proposed
Total Supplemental:		

3. Administrative Appointment: REQUIRED - Title of Administrative Appointment (Appointment Memo must be provided)

PPGG/CA	Amount Proposed
Total Administrative Stipend:	

Total Institutional Base Salary (IBS):

See the Faculty Affairs Website for the Current Minimum Salary

--

4. CHLA Support:

Guarantee: Yes No If yes, How Long? _____

PPGG/CA	Amount Proposed
Total CHLA Support:	

NON-SALARY COMMITMENTS

On-Going, or One-Time Requests Add additional sheet if needed.

	One-Time	Multi-Year/No. of Years	PPGG/CA	Amount Proposed
Housing				
Relocation				
Signing Bonus				
Startup Funds				
Other*				
Total:				

*For Other, attach additional details

Approval Signatures: Signatures are required from the chair(s) or institute director of all entities that will provide fiscal resources or space for the position.

Chair of Primary Department Date

Division Chief Date

Chair of Secondary Department Date

Institute Director Date

KSOM Director of Finance Date

Senior Associate Dean, Faculty Affairs Date