

STEP 1

- (TT Only) Justification Memo for Position: Please attach separately a justification memo from the department Chair...
Position Advertisement: Please attach separately a copy of the ad you would like to place. Note: All ads are required to have the language: USC values diversity and is committed to equal opportunity in employment.

Appointment Information:

POSITION DETAILS (check all that apply)
Does the position provide direct or indirect patient care? Y N
Is the position funded by a Grant? Y N
Is position needed to meet the terms of a contract? Y N
Is the position funded by a Gift? Y N
Administrator: Contact:
Full Supervisory Org. Name:
Primary Department:
Secondary Department:
Institute: Division:
Work Location, Bldg. Name:
Full-Time Part-Time Exempt Non-Exempt (Hourly) Fixed-term Yes No
Effort% Term Start Date: End Date:
See Faculty Affairs Website For Current Exempt Minimum Salary

Position Information:

Parent REQ Position: Yes Child REQ Positions: See Page 2 No (One Post Only) Target Hire Date:

Salary Range:

Recall to Duty and Justification:
New Position Replacement:
Requires Space (signature required below):

Proposed Rank

Tenure Tenure-Track Non Tenure-Track
Professor Associate Professor Assistant Professor Instructor
Clinical (mixed Profile: Research/Education/Service/Practice) Clinician Educator (Profile =>85% Clinical Practice/Education)
Practitioner (Profile =>85% Clinical Practice) Research (Profile = at least 85% research, no more than 10% teaching)
Part-Time Lecturer

Proposed Search Committee Chair and Members: List the names, department, institute affiliation and area of expertise for the chair & members of the search committee. At least one member should come from outside the recruiting department and/or institute.

Committee Chair:
Members/Department: (Use semicolon to separate names)

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
Chair of Secondary Department Date
Vice Dean of Research (If Space is Requested) Date

Chief of Division Date
Institute Director Date

Submit this form with the RR form if the department is requesting
childreqs with the parent req. If the department already has an
approved parent req, **complete this form only, acquired the
required signatures, and submit to KeckFA@med.usc.edu**

Child Requestion Request

A: Parent Req. Information

Parent Req. No.: _____

Parent Req. Open Rank:

Parent Req Appointment: _____

Parent Req to be Approved:

Complete Section B. Details Directly

Administrator: _____ Contact: _____

Primary Department: _____

Secondary Department: _____

Full Supervisory Org. Name: _____

B: Child Req. Details

No. of Child Reqs: _____

Job Rank and Track	Potential Candidate

Justification: Required. Select the applicable justification and provide details as needed.

Part of the Dept. Business Plan:

Non-ACGME Fellow:

Replacement for retiring/terminating faculty: _____

Details/Other:

Approved: Signatures only required if this is for a childreq requests only.

Chair of Primary Department Date

Chief of Division Date

Chair of Secondary Department Date

Institute Director Date