

POSITION DETAILS

Strategic Hiring Committee Review? Y N

IF A TERM SHEET WAS USED, PLEASE INCLUDE IT IN THE PACKET. ALL TERM SHEETS MUST BE PRE-APPROVED PRIOR TO USE

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: _____ Staff Faculty Student LAC None-New Hire

Phone: _____ USC 7 Digit Employee ID: _____

Mentor(s): _____ For Jr. Faculty ONLY

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

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 LA General 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:

Years of Credit towards tenure: _____ (if applicable)

Note: Credit of years towards tenure should be included in the Chair memo.

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	

SALARY COMMITMENT - CONTINUED

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

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

PPGG and CA	Amount Proposed
Total Core:	

Candidates cannot be 100% funded by Gifts and/or Grants. At least 5% must come from a PPGG account

2. Supplemental* – USC Account Numbers

PPGG and CA	Amount Proposed
Total Supplemental:	

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

_____ % Admin Time

Reporting to:

PPGG and 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 and CA	Amount Proposed
Total CHLA Support:	

NON-SALARY COMMITMENTS

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

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

*For Other, attach additional details
Notes

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

Vice Dean, Faculty Affairs, Advancement, and Inclusion Date