



### Request to Recruit - Clinical

**Campus:**

**Department:**

**Requestor/Department Contact:**

Name:

Title:

Email:

**Type of Action:**

New Position:

Replacement:

Joint Appointment:

Joint Department:

**If Replacement:**

Replacement for whom:

Termination Date:

Position #:

Requisition #:

**Is this position a basic requirement for fellowship/residency program?** Yes No

Explain:

**Where will this position be credentialed?**

Primary Location?

Secondary Location?

### Recruiting:

**Department Contacts for Recruiting questions & needs:**

Contact Person 1: Name

Preferred Contact Phone number:

Contact Person 2: Name

Preferred Contact Phone number:

Contact Person 3: Name

Preferred Contact Phone number:

Contact Person 4: Name

Preferred Contact Phone number:

Contact Person 5: Name

Preferred Contact Phone number:

Contact Person 6: Name

Preferred Contact Phone number:

Who will have the initial zoom call with potential candidates?

**Job description: (Please attach a copy of job description)**

**What are the top 3 duties of this position?**

**What is the weekly percent time commitment/workload for the following:**

Clinical Responsibilities:

Administrative Responsibilities:

Research Responsibilities:

Teaching Responsibilities:

What are the leadership responsibilities for this role?

What are the estimated call requirements for this position?

What is the amount of OR block time?

Are they participating in Telemedicine?

**What is a unique piece of information about your department or faculty that you would like potential candidates to know?** *Ex: Focus on mentoring; faculty willing to share call; faculty meetings; research interest; Will they be working with hospitals/centers/institutes; etc.*

**EEO: Please list any recommendations on where to post position. Are there any posting sites the Department Chair has access (specialty specific organization sites)?**

**Are you currently aware of any internal/external candidates for this position?**

Name:

Contact Email:

Name:

Contact Email:

**Financing: Please Complete ProForma Excel**

Requested by Chair:

At This point please send completed form and ProForma to Julie.Barclay@ttuhsc.edu

-----Internal Use Only below this line -----

Reviewed for Funding:

Presented to Recruiting and Retention Steering Committee(Date):

Approved by Dean/Regional Dean:

Comments: