

## **Request to Open Position (ROP) Form Instructions**

The initial step in recruiting new faculty members is to submit a **REQUEST TO OPEN POSITION** to the Office of Faculty Affairs (Room 117 CMW, M/C 784). On this form a Department Head details the proposed position by specifying its parameters, including description of duties, funding and candidate qualifications. If proposed funding is to be from the Hospital, the Hospital Director or Chief Medical Officer must approve the Request. Based upon the information presented, the Dean will approve or disapprove the open position, and this decision will be transmitted to the Department Head. Only after a Department Head receives written approval for an open position should recruitment begin. For positions requiring affirmative action, send a Position Notice Form and supporting documentation along with the **REQUEST TO OPEN POSITION**. Once the position is approved, the Dean's Office will forward this information to the Affirmative Action Office for affirmative action registration. When a Department Head identifies a candidate for an approved open position and wishes to finalize negotiations with the individual, the Department Head must submit and have approved by the Dean a **REQUEST TO EXTEND OFFER**.

In completing the **REQUEST TO OPEN POSITION**, please observe the following guidelines:

Rank - enter proposed rank.

Track – enter proposed track.

Open Rank, Open Track, or Visiting – requires justification.

Anticipated Starting Date - specify when you would expect a candidate to begin employment.

New Position or Replacement Position - check one. If the position is a replacement, enter the name of the incumbent or replacement and his/her last day of service.

Table: - for each title anticipated (e.g., faculty line, physician surgeon line, directorship) provide approximate %, salary rate, and funding source).

Candidate Qualifications - enter the required and the desirable qualifications which a candidate should possess.

Description of Duties - indicate teaching, patient care and research responsibilities. If the individual will be less than 100%, indicate how the remainder of his or her time will be spent. Use additional sheet, if necessary.

Name and Address of Contact - enter the complete mailing address of the individual to be contacted.

Department Head Signature - the Department Head should sign and date the **REQUEST TO OPEN POSITION** before submitting it to the Office of Faculty Affairs.

Hospital Director or Chief Medical Officer Signature - approval of UIH funding arrangements must be indicated by the appropriate signature before submission.