

**DEPARTMENT OF PHYSICS
REQUESTING A HIRE**

| <u>Steps</u> | <u>Res Faculty</u> | <u>Non-Res Faculty</u> | <u>Post Doc Aso</u> | <u>OPS/Stu Ast</u> |
|--|--------------------|------------------------|---------------------|-------------------------|
| *Write a letter to the chairman | X | X | | |
| Fill out Faculty Request Form (attached) | X | X | | |
| Position will need to be approved by Chairman and Dean's Office. | X | X | | |
| <i>Once it gets the approved, Physics HR will need:</i> | | | | |
| ^ Job ad | X | X | X | X _(optional) |
| ^ Funding Source | X | X | X | X |
| ^ Salary Range | X | X | X | X |
| ^ Start Date | X | X | X | X |
| ^ Job Duties | X | X | X | X |
| ^ Search Committee (Chair & Members) | X | X | | |
| Physics HR will post the position for a minimum of 14 days or until filled | X | X | X | |
| <i>Once you chose a candidate, you will send Physics HR:</i> | | | | |
| ^ Name of the hire | X | X | X | X |
| ^ Salary | X | X | X | X |
| ^ Start date (please consider all steps and I-9 requirements)** | X | X | X | X |
| ^ CV | X | X | X | |
| <i>Physics HR will complete:</i> | | | | |
| For US Citizens | | | | |
| ^ Employee UF Hiring Forms | X | X | X | X |
| For Non US Citizen | | | | |
| ^ RISC Clearance (Research, Integrity, Security and Compliance) Min 2 | X | X | X | |
| ^ Create Letter of Offer | X | X | X | |
| ^ HR/ICS/EVS works on the Visa/ once received | X | X | X | |
| ^ Employee fills Foreign National Information System forms | X | X | X | X |
| ^ Employee fills Tax forms | X | X | X | X |
| ^ Employee fills UF Hiring forms | X | X | X | X |

*The letter to the Chairman should include:
 Justification for the new time-limited, non-tenure accruing, faculty position
 Duties and responsibilities
 Guaranteed funding for at least three years
 That you will be responsible for all associated visa costs, salary, and fringe (if applicable)
 That the creation of this new position will not result in any cost for the unit and the college.

**Section 1 of the Form I-9 must be completed on or before the employee's first day of employment, and section 2 of the Form I-9 must be completed within three business days of the employee's start date. If an employee does not provide valid work authorization within the three-day time frame, federal statute requires the employee be terminated from employment with the University of Florida.
 The Form I-9 must be submitted to E-Verify within three days of the employee's start date.