# College of Medicine Checklist Instructions

(COM open positions, candidate hiring information, faculty departure, and leave checklist)

## Directions to login system:

- The link to the checklist login can be found under forms on the Faculty Affairs page (http://www.usahealthsystem.com/faculty-appointment-promotion-and-tenure) or you can directly go to the faculty departure login page: https://jagasp.usouthal.edu/healthsciences/logon.aspx?ReturnUrl=%2fhealthsciences%2flogoff.aspx.
- There are two ways to login to the Checklist website (either by USADIR or JagNet).



If you have a health account, login under USADIR (Active Directory) by using your username and password that you use to logon to your computer.

If you have a jagmail account, login under JagNet (Jagmail) by using your prefix to your email and your email password.

- Once you login, your screen will look like this.

## Positions Section:



**"Positions"** allows you to see open positions in your department and advertising done by Faculty Affairs.

- Select "Positions" to see all current positions open in your department. You will also be able to see advertising completed by the Office of Faculty Affairs.
- If you do not see a current opening posted, contact Nicole Schultz (460-7708 or email nschultz@southalabama.edu) or Jeanna Smith (471-7151 or email jmsmith@southalabama.edu).
- Positions will be posted after Faculty Affairs receives completed **Authorization for Faculty Recruitment** form (which must include job description). This document is located under the forms section: http://www.usahealthsystem.com/faculty-appointment-promotion-and-tenure.
- Under status, O=open position, F=filled position, A=candidate selected, X=cancel and in process of hiring.

## Application Checklist Section:

- Select "Application Checklist" once an offer has been made to a candidate. You will be able to see all documents needed and received for the faculty appointment. In addition, you will be able to see the routing process for the file.
- Under application checklist, O=open and in process of hiring, UR=means all material received and file is being routed for signatures, C=hiring complete, and X=hire canceled.



**"Application Checklist"** allows you to see all documents that have been received and what is still needed to complete faculty hire.

## Departure Checklist Section:

- Select "Departure Checklist" when a faculty member leaves your department (resignation, retirement).
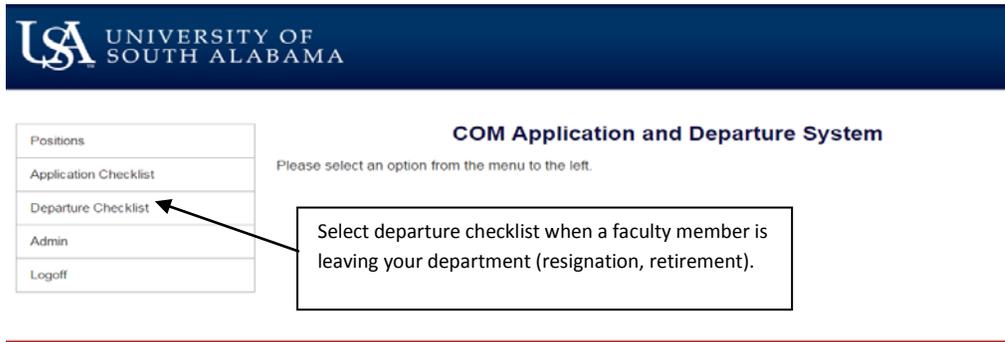


How to initiate a faculty departure:
- To initiate a faculty departure checklist, click on "Departure Checklist" and then select "Enter New Departure" at the bottom of the next screen.
- Fill in the information regarding the faculty member and click "submit." Once you click submit, the form will automatically be sent to all departments that need to clear faculty members and to the Office of Faculty Affairs.

General Guidelines for faculty departure:
- The Faculty Departure Checklist is initiated by a specified department representative (which is typically the department secretary).
- Send a copy of the faculty member's resignation letter to Nicole Schultz when you receive it.
- The form should be initiated about 30 days before the faculty member leaves the university to allow enough time for all departments to clear the faculty member. Please do not initiate the form more than 30 days without consulting with Faculty Affairs.
- Contact Nicole Schultz (460-7708 or email nschultz@southalabama.edu) or Jeanna Smith (471-7151 or email jmsmith@southalabama.edu)in the Office of Faculty Affairs for assistance or to check on the status of a faculty departure. They will manage the routing and contact any departments that have not completed the checklist for your departing faculty member.

## Faculty Leave Checklist Section:

- When faculty are going on any type of extended leave/leave of absence, the "leave checklist" section will notify key departments that need to be aware of faculty leave.

- This is not used for typical vacation or sick leave, but is used for anything considered a leave of absence. This could include military leave, maternity leave, FMLA, sabbaticals, etc.

- If you have a faculty member who is going on leave, contact Nicole Schultz (460-7708 or email nschultz@southalabama.edu) or Jeanna Smith (471-7151 or email jmsmith@southalabama.edu) to assist you with the process.

UNIVERSITY OF
SOUTH ALABAMA

**COM Application and Departure System**

Please select an option from the menu to the left.

Positions

Application Checklist

Departure Checklist

Leave Checklist

Admin

Logoff

Select leave checklist when a faculty member is going on extended leave/leave of absence.