

**REQUEST TO ADVERTISE/RECRUIT
FOR FTE FACULTY POSITION
TENURE OR NON-TENURE TRACK**

Before placing advertisement for a FTE faculty position, you must obtain approval from SOM Administration (MCF) and approval from the USC Budget and Provost Office (APR/FTE).

The following documents/forms must be scanned and sent to SOM Human Resources Office.

Mission Critical Form – MCF

APR/FTE Form

Pro Forma/Budget Summary

Job Description

Clinical Faculty Practice Plan Compensation Agreement (draft)