Hiring flow chart for UF/VA faculty at the Malcom Randall VAMC

(Academic Appointments only)

**For non VA-salaried faculty (i.e., consultants, contract MDs):** Mr. Muschera and COS sign *Proposed VA Staff Appt*. Mr. Muschera instructs C&P office to begin process.

**For VA-salaried faculty:**

VA Pay Panel determines tentative salary, and provides the information on the *Proposed VA Staff Appointment*.

Service Chief forwards recommendation and packet to HR Physician Recruitment Team.

Revised 08/2013

Service Chief reviews and recommends approval/disapproval on the

*Proposed VA Staff Appointmen*t.

UF Department sends *Proposed VA Staff Appointment* (green sheet), Dean’s letter, completed 10-2850, SF 306, and current CV to the

Service Chief.

HR Physician Recruitment Team then provides processing instructions via e-mail to the C&P office.

C&P office sends to applicant credentialing & privileging packet.

Credentialing & Privileging process begins (~10 weeks).

After applicant has completed VetPro and mailed back completed paperwork, C&P office notifies Human Resources Specialist of approximate start date.

**NOTE:** If a **non VA-salaried appointment**, C&P office advises VA Service that the credentialing process has been successfully completed and will provide a start date for assignment. **(Professional Standards Board action does not apply in this case.)**

Letter of Offer - prepared by HRMS.

Professional Standards Board action/approval by Director (~ 2-3 days). **(VA-salaried appt ONLY)**

Not Hire