



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## DOM Departmental Policy

SUBJECT: DOM Business Plan for New Faculty positions

EFFECTIVE DATE: October 1, 2011

PURPOSE: To assist Division Directors/Division Administrators in developing a business plan for new faculty positions and for describing need and funding for proposed offers of faculty positions.

POLICY: A DOM Business Plan for New Faculty with a five-year budget will be completed and accompany all Faculty Letters of Offer and/or Letters of Intent to be reviewed by the Department of Medicine Chairman's Office Senior Administrative Team prior to review by the Chair. A template business plan and a worksheet for a five-year budget are provided on the Department website forms page under Faculty Recruitment: <http://www.dom.uab.edu/forms/>.

### PROCEDURE:

1. Complete the DOM Business Plan for New Faculty and a five-year budget as completely as possible. It is understood that this is an estimate and the budget should be updated at least annually as new information is available. If future year funding is proposed to come from yet to be awarded extramural funds, include the fall-back plan if efforts to secure extramural funding are not successful.
2. The years in the five year budget are based on the new faculty member's hire date, not fiscal year or calendar year.
3. Email a copy of the draft Letter of Offer or Letter of Intent and the DOM Business Plan for New Faculty with a five-year budget as MS Word/Excel documents to the Chairman's Office Personnel Generalist.
4. After review to ensure the required elements are included, the draft letter and business plan will be forwarded by the Personnel Generalist to the Senior Administrative Team.
5. The Senior Administrative Team will communicate with the Division regarding any edits recommended.
6. The final draft will be forwarded by Senior Administrative Team to the Department Chair.
7. The Department Chair will return approved draft to the Personnel Generalist.
8. Personnel Generalist will return approved DOM Business Plan for New Faculty to the Division Administrator. The plan should be updated at least annually as new information is available and a revised copy sent to the DOM Chairman's Office.

RESPONSIBILITY: Division Administrator

### SIGNED BY:

Seth Landefeld, MD  
Professor and Chair  
Department of Medicine  
Spencer Chair in Medical Science Leadership  
Date revised: October 1, 2011

**Chairman's Office, Department of Medicine**  
Boshell Diabetes Building, Suite 420  
1808 7<sup>th</sup> Avenue South  
(205) 934-7700  
Fax (205) 934-1477  
<http://info.dom.uab.edu/>

The University of Alabama at Birmingham  
Department of Medicine  
Mailing Address:  
BDB 420  
1530 3RD AVENUE S  
BIRMINGHAM, AL 35294-0012