

SOM (OFA) FACULTY HIRING PROCEDURE

OP: Office of the Provost

OEO: Office of Equal Opportunity

OD: Office of the Dean

FA: Fiscal Affairs

OFA: Office of Faculty Affairs

WSU UPG: University Physician Group

HRMPN: Human Resources: Medicine Pharmacy and Nursing

<u>Procedural Steps</u>	<u>Tenure-Track Process</u>	<u>Non-TT Full Time Process</u>
<p>During upcoming annual FY budget process, department identifies future faculty position needs and potential sources for funding (general fund, salary reimbursement, grants, etc.).</p> <p>Departments should benchmark salaries to ensure competitive salary is offered. The AAMC Report on Medical School Faculty Salaries is one tool that may be used.</p>	<p>Department requests new or continued (failed search from previous FY) tenure or/and tenure track positons for the upcoming fiscal year. Request is submitted to the OD on the Tenure and Tenure Track Search Form.</p>	<p>Department requests new or anticipated conditioned on subsidy searches for the upcoming year. Requests are submitted to the OD on the Subsidy Conditioned Form</p>
<p>OD compiles and reviews T/TT faculty search requests submitted by the Departments. This compiled list with edits is submitted by the OD to the OP for consideration. OP notifies FA of the allocated lines to the School of Medicine. OD, FA and OFA determine final allocation to the Department.</p> <p>Request for subsidy conditioned hires is reviewed and signed off by WSU UPG or affiliated Practice Plans and the Chairs of the Department at the annual budget meeting for the upcoming FY.</p>	<p>FA notifies Department of allocation, with copy to OFA.</p> <p>n/a</p>	<p>n/a</p> <p>FA, with copy to OFA, notifies department of approved positions</p>

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<p>If faculty search commences later in the FY for Basic & Clinical T/TT positions but was requested at the annual budget meeting, FA needs to reconfirm that line (s) are still available to be utilized (changes may have occurred since FY start)</p> <p>If faculty search commences later in the FY but was requested in the annual budget meeting, reconfirmation of funding sources for subsidy conditioned appointments (WSU UPG/other WSU Practice Groups) is required</p>	<p>Department submits request and obtains sign off from the OD and FA (form to be developed)</p> <p>n/a</p>	<p>If Practice Plan dollars are also utilized re-approval from Chair, WSU UPG (Vice-Dean, Clinical Affairs) or WSU Practice Groups with notice to FA and OFA is necessary.</p> <p>Department obtains re-approval from Chair, WSU UPG (Vice-Dean, Clinical Affairs) or the WSU Practice Group with notice to FA and OFA</p>
<p>For T/TT faculty searches not requested at the annual budget meeting, Department submit a written request with justification (e.g., resignation, retirement of current faculty, etc.) to the OD requesting a T/TT line and potential funding source.</p> <p>For faculty searches not requested at the annual budget meeting, Department submit a written request with justification (e.g., resignation, retirement of current faculty, increased clinical activity, etc.) to the Dean with potential funding source.</p>	<p>FA will confirm a line exists and will obtain OD approval. FA will submit request for new T/TT search to the OP.</p> <p>n/a</p>	<p>If Practice Plan dollars are also utilized approval from Chair, WSU UPG (Vice-Dean, Clinical Affairs) or WSU Practice Groups with notice to FA and OFA is necessary</p> <p>Department obtains signoff from Chair, WSU UPG (Vice Dean) for Clinical Affairs with notice to FA and OFA</p>
<p>To initiate the hiring process, OEO Hiring Plan Part I form must be completed.</p> <p>OEO forwards the signed form indicating their approval to OP. The OP will send copy of approval to OFA.</p>	<p>Department sends the OEO Hiring Plan Part I form to OFA who will obtain OD approval and forward the form to the OEO.</p> <p>OFA will notify Department of approval.</p>	<p>Department sends the OEO form to OFA who will obtain OD approval and forward the form to the OEO.</p> <p>OFA will notify Department of approval.</p>

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<p>Department begins the recruitment process by identifying proposed search committee members. Will vary by track status.</p>	<p>Department ensure that the Search Committee is diverse. Faculty from another department may sit on the Search Committee. Committee will review and/or create position description.</p>	<p>Department ensure that the Search Committee is diverse. Faculty from another department may sit on the Search Committee. Committee will review and/or create position description.</p>
<p>Department Administrator who have been given access by HR, creates a faculty posting on the WSU Online Hiring system. Posting must be online for a minimum of 5 working days.</p> <p>The link to the System is: https://jobs.wayne.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1492447967531</p>	<p>Posting is approved by FA, OFA, HRMPN and OP</p> <p>The OEO Hiring Plan Part II Form is submitted to OFA. OFA will obtain OD approval and forward form to OEO. After review and approval OEO will forward part II to OP who will notify the OFA of approval.</p> <p>OFA will notify Department of approval. No recruitment interviews may be scheduled until Part II is approved. (see 2/23/16 email from the Provost).</p>	<p>Posting is approved by FA, OFA, HRMPN and OP</p> <p>The OEO Form Part II is submitted to OFA. OFA will obtain Dean's approval and forward form to OEO. After review and approval OEO will forward part II to OP who will notify the OFA of approval.</p> <p>OFA will notify Department of approval. No recruitment interviews may be scheduled until Part II is approved. (see 2/23/16 email from the Provost).</p>
<p>OD calls a meeting of Department Chair, search committee chair, and representatives from HR, OEO, and Diversity to discuss search parameters and diversity issues.</p>	<p>Department chair provides position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees. Job advertisements are drafted with the assistance of HRMPN</p>	<p>Department chairs provides position description, required and preferred qualifications, and draft job advertisement for pre-search meeting attendees. Job advertisements are drafted with the assistance of HRMPN</p>
<p>National search for potential candidates is conducted.</p>	<p>Department advertises position with assistance from the HRMPN. WSU Online System link to the posting along with the posting number will be included in the advertisements and announcements. Ads are submitted to specialty journals. Announcement of position opening are sent to professional associations, department chairs and program directors</p>	<p>Department advertises the position with assistance from the HRMPN. WSU Online System link to the posting along with the posting number will be included in the advertisements and announcements. Ads are submitted to specialty journals. Announcement of position opening are sent to professional associations, department chairs and program directors</p>

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In addition to the above advertisement, an ad will be placed in the Higher Ed Jobs.	Department sends copy of ad including WSU Online System link and posting number to OFA to post in Higher Ed Jobs.	Department send a copy of ad including WSU Online System link and posting number to OFA to post in Higher Ed Jobs.
All applications are routed through the WSU Online Hiring System	Department staff download applications from the WSU Online Hiring System for the Search Committee.	Department staff download applications from the WSU Online Hiring System for the Search Committee.
After search closes, committee determines “Ratings” for all applicants, based on required and preferred qualifications.	Search Committee ranks all candidates	Search Committee ranks all candidates
Spreadsheet of all candidates is created. Search Committee identifies applicants for “request telephone interview” or as appropriate to the search.	Search Committee identifies candidates to interview by phone	Search Committee identifies candidates to interview by phone
After phone or conference interviews, Search Committee identifies candidates for on-campus interviews Candidates are invited for on-campus interviews AFTER OEO PART II has been approved.	Search Committee identifies candidates to invite and interview in person	Search Committee identifies candidates to invite and interview in person
Candidates are interviewed by the Search Committee, Dean (or delegate) and other Administrators/Faculty as appropriate	Interviewers are asked to submit an evaluation of the candidate interviewed	Interviewers are asked to submit an evaluation of the candidate interviewed
Search Committee forwards name(s) of candidate(s) recommended for position	A list of 2-3 names is forwarded to the Chair for consideration and selection of candidate	A list of 2-3 names is forwarded to the Chair for consideration and selection of candidate
Chair identifies candidate for position	The Department’s Promotion and Tenure Committee reviews and either recommends or rejects candidate appointment.	The Department’s Promotion and Tenure Committee reviews and either recommends or rejects candidate appointment

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<p>WSU SOM discourages the use of Letter of Intent (LOI).</p> <p>If the Department has receive approval to utilize a letter of intent (LOI), the Department Chair would initiate a LOI delineating expectations and salary offer to the candidate. The LOI should contain language that employment is contingent upon candidate passing background check, approval of the Executive Committee and Board of Governors, and visa clearance (if appropriate). All conversations and negotiations should be handled through the Department Chair with review and approval by the OFA and FA before letter of intent is sent to candidate.</p>	<p>If start up or relocation expenses are included in the LOI, funding must be vetted through Fiscal Affairs and Practice Group.</p>	<p>If start up or relocation expenses are included in the LOI, funding must be vetted through Fiscal Affairs and Practice Group.</p>
<p>The Office of International Students and Scholars (OISS) should be contacted to guide the Department through the complex process of hiring foreign nationals as most will need to be sponsored by the Department</p>	<p>Department contact OISS to determine best visa type for potential candidate.</p> <p>Department submits forms and paperwork along with appropriate fees to OISS for processing</p>	<p>Department contact OISS to determine best visa type for potential candidate.</p> <p>Department submits forms and paperwork along with appropriate fees to OISS for processing</p>
<p>Backgrounds checks are required for all faculty appointments.</p>	<p>As soon as candidate is identified, the Department sends a request for background check form to HRMPN.</p>	<p>As soon as candidate is identified, the Department sends a request for background check form to HRMPN.</p>
<p>Selected candidate is sent link to background check authorization form by HRMPN</p>	<p>Department notifies candidate that they will be receiving an email requesting their approval for a background check.</p>	<p>Department notifies candidate that they will be receiving an email requesting their approval for a background check.</p>

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<p>Appointment paperwork is prepared by the Department.</p>	<p>Appointment summary, copy of Letter of Offer, Financial Responsibility Form with indexes is submitted to FA for review and signoff. FA will forward the paperwork to OFA with a copy to the Department.</p> <p>Concurrently, checklist, original Letter of Offer signed by the Chair, formatted CV, consent request for background check form, clearance to hire, Chair's letter of recommendation, three letters of reference, official transcript or copy of medical license, board certification, WSU SOM policy signoff by candidate, FAMOUS forms, and OEO form Part III are forwarded to OFA by the Department.</p>	<p>Appointment summary, Letter of Offer, Financial Responsibility Form with indexes is submitted to FA for review and signoff. FA will forward the paperwork to OFA with a copy to the Department</p> <p>Concurrently, checklist, original Letter of Offer signed by the Chair, formatted CV, consent request for background check form, clearance to hire, Chair's letter of recommendation, three letters of reference, official transcript or copy of medical license, board certification, WSU SOM policy signoff by candidate, FAMOUS Form and OEO form Part III are forwarded to OFA by the Department</p>
<p>Appointment packet is reviewed by OFA to ensure it meets SOM and University guidelines.</p>	<p>OFA reviews appointment packet to ensure SOM and University guidelines are met. If necessary, OFA will contact Department for corrections and/or missing information.</p> <p>OEO Hiring Plan Part III form is submitted by OFA to the OEO for processing.</p> <p>The OEO will forward the approved form to the OP. The OP will forward a copy of the approved form to OFA who will add the form into the appointment packet.</p>	<p>OFA reviews appointment packet to ensure SOM and University guidelines are met. If necessary, OFA will contact Department for corrections and/or missing information.</p> <p>The OEO will forward the approved form to the OP. The OP will forward a copy of the approved form to OFA who will add the form into the appointment packet.</p>

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OFA submits dossier to the School of Medicine Executive Committee for review and approval of appointment and rank.	<p>The Executive Committee reviews the appointment packets and recommends/denies/tables the appointment.</p> <p>If appointment is denied or tabled, the Chair and Administrator will be notified of the Executive Committee decision and steps necessary to correct concerns raised by OFA.</p>	<p>The Executive Committee reviews the appointment packets and recommends/denies/tables the appointment</p> <p>If appointment is denied or tabled, the Chair and Administrator will be notified of the Executive Committee decision and steps necessary to correct concerns raised by OFA.</p>
Executive Committee approval for appointment is obtained	After approval by the Executive Committee, the Dean will sign the LOO.	After approval by the Executive Committee, the Dean will sign the LOO.
Binder containing appointment documentation is submitted to the OP.	OFA creates the appointment binder and submits to the OP.	Joint appointments and appointments with attachments are forwarded to the OP.
The signed LOO along with the HR forms (employment packet) is returned to the Department for processing.	Department sends out employment packet to the candidate	Department sends out employment packet to the candidate
The candidate returns a signed copy of the LOO to the Department along with the HR forms	The Department forwards the employment packet to OFA for processing.	The Department forwards the employment packet to OFA for processing.
<p>For foreign nationals, work authorization is required.</p> <p>Form I-9 signed by Employee. This must be accomplished no later than the first day of employment .</p>	<p>Department ensures work authorization is received from the OISS</p> <p>Employee complete first section online. Employee must appear at HRMPN to complete the I-9 to establish identity and authorization to work in the U.S.</p>	<p>Department ensures work authorization is received from the OISS</p> <p>Employee complete first section online. Employee must appear at HRMPN to complete the I-9 to establish identity and authorization to work in the U.S.</p>
Appointment entered into Banner	Departments submit EPAFs. The EPAF is routed through FA and HRMPN.	Departments submit EPAFs. The EPAF is routed through FA and HRMPN.

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Faculty attend orientation sessions	<p>Orientation provided by Department, SOM, and University.</p> <p>SOM provides New Faculty Orientation twice a year. Faculty are sent invitations for the session.</p> <p>University offers a two-day faculty orientation once a year.</p>	<p>Orientation provided by Department, SOM, and University.</p> <p>SOM provides New Faculty Orientation twice a year. Faculty are sent invitations for the session.</p> <p>University offers a two-day faculty orientation once a year</p>