

## DEPARTMENT HIRING PROCEDURES FOR FACULTY POSITIONS

**OP: Office of the Provost**

**OEO: Office of Equal Opportunity**

**O.Dean: Dean's Office**

**ODI: Office of Diversity and Inclusion**

**FA: Fiscal Affairs**

**OFA: Office of Faculty Affairs**

**Practice Group: WSU Affiliated Physician Group**

**HRMPN: Human Resources: Medicine Pharmacy and Nursing**

**EC: Executive Committee**

<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 (e.g., general funds, salary reimbursement, grants, etc.).</p> <p>Departments should benchmark salaries to ensure competitive salary is being offered. The AAMC Report on Medical School Faculty Salaries is one tool that may be used.</p>	<p>Department requests new or continued (e.g., failed search from previous FY) tenure or/and tenure track positions for the upcoming fiscal year. Request is submitted to the O.Dean on the Tenure and Tenure-Track Search Form.</p> <p>The AAMC salary data may be obtained from OFA or O.Dean.</p>	<p>Department requests new or anticipated conditioned of subsidy searches for the upcoming year. Requests are submitted to the O.Dean on the Subsidy Conditioned Form.</p> <p>The AAMC salary data may be obtained from OFA or O.Dean.</p>
<p>O.Dean and FA compiles and reviews T/TT faculty search requests submitted by the Departments. This compiled list with edits is submitted by the O.Dean/FA to the OP for consideration. OP notifies FA of the allocated lines to the School of Medicine. O.Dean/and FA determine final allocation to the Department.</p> <p>Department chair's request for subsidy conditioned hires is reviewed and approved by O.Dean and FA and the appropriate affiliated Practice Plan 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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If approved at the annual budget meeting and the faculty search is delayed by three months or more, confirmation of funding source(s) for subsidy conditioned appointments from the appropriate WSU Practice Group(s) is required.	n/a	If Practice Plan dollars are to be utilized re-approval from chair, appropriate practice plans and FA with notice to OFA is necessary. Department obtains re-approval from Chair, Approved Practice Group Plan Vice-Dean, Clinical Affairs or the WSU Practice Group with notice to FA and OFA.
<p>For T/TT faculty searches not requested at the annual budget meeting, department submits a written request with justification (e.g., resignation, retirement of current faculty, etc.) to the O.Dean with a copy to FA requesting a T/TT line and potential funding source(s).</p> <p>For faculty searches based on condition of subsidy and not requested at the annual budget meeting, department submits a written request with justification (e.g., resignation, retirement of current faculty, increased clinical activity, etc.) to the O.Dean with potential funding source.</p>	<p>FA will confirm a line exists and will ascertain if O.Dean approved. FA will submit request for new T/TT search to the OP.</p> <p>n/a</p>	<p>If Practice Plan dollars are utilized, approval from chair, WSU Practice Group and FA with notice to OFA is necessary. Department obtains signoff from chair, Practice Plan and FA with notice to OFA.</p>
<p>Department begins the recruitment process by identifying proposed search committee members. Membership will vary by track status. See Search Policy <a href="http://facaffairs.med.wayne.edu/pdfs-new/faculty_and_academic_staff_hiring_and_search_committee_policy.pdf">http://facaffairs.med.wayne.edu/pdfs-new/faculty_and_academic_staff_hiring_and_search_committee_policy.pdf</a></p>	<p>Department ensures that the search committee is diverse. Faculty from another department may sit on the Search Committee. Committee will review and/or create position description. See <a href="https://oeo.wayne.edu/hiring-process">https://oeo.wayne.edu/hiring-process</a></p>	<p>To meet LCME requirements, it is critical that Department ensures that the search committee is diverse. Faculty from another department may sit on the Search Committee. Committee will review and/or create position description. <a href="http://facaffairs.med.wayne.edu/pdfs-new/faculty_and_academic_staff_hiring_and_search_committee_policy.pdf">http://facaffairs.med.wayne.edu/pdfs-new/faculty_and_academic_staff_hiring_and_search_committee_policy.pdf</a></p>

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<p>For T/TT positons, to initiate the hiring process, OEO Hiring Plan Part I form must be completed online. An email from the OP with the link to the online OEO form will be sent to the Department Administrator.</p> <p>For non-tenure/tenure track positions, the Department submits OEO Part I to OFA.</p>	<p>Department submits OEO Hiring Plan Part I online. OFA is included in the routing queue. Signatures from Chair and Dean need to be obtained on form and uploaded into the online system. OEO will inform Department if form is approved.</p> <p>n/a</p>	<p>n/a</p> <p>Department sends the OEO form to OFA who will obtain O.Dean approval. OFA will notify Department of approval</p>
<p>The OEO Hiring Plan Part II Form is submitted online. (In addition to Department's selection of advertisement for the positon, OFA will post in HigherEd.com and with the assistance of ODI, will send position announcement to the AAMC Group on Diversity Listserv and HBCU Listserv. In addition, beginning in early in FY18, OFA will post positions in Diverse Issues in Higher Education and Latinos in Higher Education. These should be included on the Hiring Plan II Form)</p> <p>Department submits OEO Part II form to OFA.</p>	<p>Department submits OEO Hiring Plan Part II online. OFA is included in the routing queue. Signatures from Chair and Dean need to be obtained on form and uploaded into the online system. OEO will inform Department if form is approved. No recruitment interviews may be scheduled until Part II is approved. (See 2/23/16 email from the Provost). Policy is posted on the OFA website at: <a href="#">Policies and Guidelines</a>:</p> <p>n/a</p>	<p>OFA will notify Department of approval or if additional information is needed. No recruitment interviews may be scheduled until Part II is approved. (See 2/23/16 email from the Provost). See OFA website for: <a href="#">Policies and Guidelines</a>:</p>

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First meeting of the Search Committee is scheduled (Departments must utilize a diverse Search Committee for all open faculty positions)	The AAMC video <i>What You Don't Know: The Science of Unconscious Bias and What to do about it in the Search and Recruitment Process</i> is presented by either OFA or ODI. Whenever possible, staff from OEO should also attend first meeting.	The AAMC video <i>What You Don't Know: The Science of Unconscious Bias and What to do about it in the Search and Recruitment Process</i> is presented by either OFA or ODI. Whenever possible, staff from OEO should also attend first meeting.
Job description is developed	Department chair provides position description, required and preferred qualifications, and drafts job advertisement for pre-search meeting attendees. Job advertisements are drafted with the assistance of HRMPN.	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.
Department Administrator creates a faculty posting on the WSU Online Hiring system. Posting must be online for a minimum of 5 working days.	Posting is approved by FA, OFA, HRMPN and OP prior to posting on WSU Online Hiring System	Posting is approved by FA, OFA, HRMPN and OP
National Search for potential candidates is conducted. Department sends copy of ad including WSU Online System link and posting number to OFA.	As described in the OEO forms, the Department advertises position with a direct link to the WSU Online System and posting number. In addition to the Department selected advertisements, ads will be placed in the Higher Ed Jobs, Diverse Issues in Higher Education, Latinos in Higher Education and AAMC Listserv for Group on Diversity and Listserv for Historically Black Colleges and Universities	As described in the OEO forms, the Department advertises position with a direct link to the WSU Online System and posting number. In addition to the Department selected advertisements, ads will be placed in the Higher Ed Jobs, Diverse Issues in Higher Education, Latinos in Higher Education and AAMC Listserv for Group on Diversity and Listserv for Historically Black Colleges and Universities

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<b>ALL</b> inquiries/applicants are routed through the WSU Online Hiring System.	If the department receives inquiry outside of the WSU Online Hiring System the potential candidate is referred to the Online Hiring System. The Department staff downloads applications from the WSU Online Hiring System for the Search Committee.	If the department receives inquiry outside of the WSU Online Hiring System the potential candidate is referred to the Online Hiring System. Department staff downloads 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 <b>ALL</b> candidates.	Search Committee ranks <b>ALL</b> 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	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 submit an evaluation of the candidate interviewed.	Interviewers 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. See Article XX A.2	The Department’s Promotion and Tenure Committee reviews and either recommends or rejects candidate appointment. See Article XX A.2

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Start-up Packages	Resources for start-up packages (funding, space allocation, personnel, et), must be approved by the Vice Dean for Research and the Vice Dean for Fiscal Affairs. Dean may override denials	Resources for start-up packages (funding, space allocation, personnel, et), must be approved by the Vice Dean for Research and the Vice Dean for Fiscal Affairs. Dean may override denials
WSU does not allow the use of Letters of Intent (LOI). The Department Chair may in an email ( <b>NO LETTERHEAD</b> ) confirm for the candidate what the chair will recommend to the Dean. The following language can be used as an example of how to phrase the content: “Based on our conversation, I will recommend to the Dean...”	If start up or relocation expenses are mentioned in the email to the candidate, funding must be vetted through Fiscal Affairs and Practice Group prior to sending the email.	If start up or relocation expenses are mentioned in the email to the candidate, funding must be vetted through Fiscal Affairs and Practice Group prior to sending the email.
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.	Department contacts OISS to determine best visa type for potential candidate.  Department submits forms and paperwork along with appropriate fees to OISS for processing.	Department contacts OISS to determine best visa type for potential candidate.  Department submits forms and paperwork along with appropriate fees to OISS for processing.
Backgrounds checks are required for all faculty appointments.	As soon as candidate is identified, the Department sends a request for background check form to HRMPN and the candidate CV should be sent to OFA for review.	As soon as candidate is identified, the Department sends a request for background check form to HRMPN and the candidate CV should be sent to OFA for review.
Selected candidate is sent link to background check authorization form by HRMPN	Department notifies candidate that they will be receiving an email requesting their approval for a background check.	Department notifies candidate that they will be receiving an email requesting their approval for a background check.

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Appointment paperwork is prepared by the Department.	<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>OFA and FA are working on a tracking system of the paperwork as it is processed through the SOM</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>OFA and FA are working on a tracking system of the paperwork as it is processed through the SOM</p>
Appointment paperwork is prepared by the Department	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 (if appropriate), and OEO form Part III are forwarded to OFA by the Department.	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 (if appropriate), and OEO form Part III are forwarded to OFA by the Department.
Appointment packet is submitted to OFA	<p>OFA reviews appointment packet to ensure SOM and University guidelines are met and accuracy. If necessary, OFA will contact Department for corrections and/or missing information.</p> <p>OEO Hiring Plan Part III form is submitted online for processing.</p>	<p>OFA reviews appointment packet to ensure SOM and University guidelines are met and accuracy. If necessary, OFA will contact Department for corrections and/or missing information.</p> <p>OEO Hiring Plan Part III form is submitted to OFA with packet.</p>

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OFA submits dossier to the School of Medicine Executive Committee (who are advisory to the Dean) for review and approval of appointment and rank. See <a href="http://faculty.senate.med.wayne.edu/pdfs-new/faculty_senate_by-laws_2017.pdf">http://faculty.senate.med.wayne.edu/pdfs-new/faculty_senate_by-laws_2017.pdf</a> Article II.	The Executive Committee (EC) reviews the appointment packets and recommends/denies/tables the appointment.  If the appointment is denied or tabled, the Chair and Administrator will be notified of the Executive Committee's decision and steps necessary to correct concerns raised by EC. The Dean is informed if EC fails to improve following revisions.	The Executive Committee (EC) reviews the appointment packets and recommends/denies/tables the appointment.  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 EC. The Dean is informed if EC fails to improve following revisions.
Executive Committee approval for appointment is obtained.	The Dean will sign the LOO if in agreement.	The Dean will sign the LOO if in agreement.
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. Including WSU SOM policy signoff by candidate and FAMOUS data form.	The Department forwards the employment packet to OFA for processing. Including WSU SOM policy signoff by candidate and FAMOUS data form.
For foreign nationals, work authorization is required.  Form I-9 signed by Employee. This must be accomplished no later than the first day of employment.	Department ensures work authorization is received from the OISS.  Employee completes first section online. Employee must appear at HRMPN to complete the I-9 to establish identity and authorization to work in the U.S.	Department ensures work authorization is received from the OISS.  Employee completes first section online. Employee must appear at HRMPN to complete the I-9 to establish identity and authorization to work in the U.S.



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Appointment entered into Banner	Departments submit EPAF's. The EPAF is routed through FA and HRMPN	Departments submit EPAF's. The EPAF is routed through FA and HRMPN.
Faculty attends 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>

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