

April 8, 2016 (Revised)

# SOM FACULTY CLINICAL SCIENCE HIRING: OPERATIONAL “SPECIFICS”

**Critical Contacts:** Cathy Torres and Janis Letourneau, Associate Dean for Faculty Affairs

**Backup Contact:** Karen Eigenbrod

**Please refer to the School of Medicine Faculty Hiring Guidelines for over-riding principles and articulated commitment to fairness, consistency, and diversity and inclusion.**

- Needs assessment and preliminary practice/business plan
  - Notify Associate Dean and/or Dean of intent to pursue specific recruitment
  - Obtain letter of commitment from hospital partner if applicable
  - Identify other start-up needs and possible sources (research/clinical equipment, research/clinical support staff, space)
  - Develop business/practice plan – one year plan required (at a minimum)
- Create or update position (PER 1)
  - PER 1s are submitted to Office of Faculty Affairs
    - And require approval of both Faculty and Fiscal Affairs
  - Accounts identified must align with commitment/business plan (1 year) above, except when reserve accounts are used for all or a portion of compensation/start-up funds
  - Approved PER 1 is acknowledgement that process can formally “begin”
  - Indicate need to advertise in advance of approved PER 1 (many CS recruits)
  - Indicate if potential candidates are Louisiana state retirees
  - Indicate if search is for endowed chair
- Advertise
  - Required for all positions > or = to 75% effort
    - Must include postings in society/discipline journals and/or health care employment sites
    - Advertisements must note if recruitment is joint with SELVHCS
    - Advertisements must note institutional commitment to diversity
  - Respect special requirements for posting on some endowed chairs – refer to original Board of Regents application materials for each specific endowed chair
  - Minimum posting to offer = 3 weeks
- Screen and interview candidates
  - Use of diverse and/or representative departmental search committee recommended
  - May or may not use phone interviews to screen candidates
  - On-site interview itineraries reviewed by Office of Faculty Affairs

- All full time CS candidates interviewed by Associate Dean for Faculty Affairs and/or Dean (advanced rank)
  - Substitute interviewers can be arranged upon request
- All full time candidates interviewed by Director of Faculty Development
- Interview itineraries for joint recruitments with SELVHCS coordinated as relevant
- Endowed chairs always require external recommendation AT A MINIMUM
- Out of state and GETP candidates must begin licensing process immediately
  - Initial step is registration and completion of FCVS process
  - FCVS is lengthier and more complicated process for IMG candidates
- Select candidate, negotiate, draft offer
  - Draft offers reviewed electronically by Faculty Affairs
  - Proposed activities within offer must align with business/practice plan above
  - Pre-emptively request review of advanced rank candidates by Appointments and Promotions Committee (APC) and Administrative Council in advance of formal offer
    - Letter of justification/role by department head required by APC
  - EEO – 1 form submitted to HRM with subsequent HRM confirmation that invitations have been sent to self-identify (must be done before offer can be released)
  - Joint appointments with “centers” require CM #31 if applicable
- Route offer
  - Offer and packet routed to Faculty Affairs and APC if this has not yet been done
    - Response time for acceptance should be tailored to the specific offer, but for full time faculty candidates be no more than 15 days from date on offer letter
  - Offer released to department
- Signed acceptance
  - Triggers on boarding process
    - Drug testing (can be done remotely ) for faculty at 100%

Presented: CS department heads, 4-15