

April 8, 2016

# SOM FACULTY BASIC SCIENCE HIRING: OPERATIONAL “SPECIFICS”

**Critical Contacts:** Karen Eigenbrod and J. Letourneau, Associate Dean for Faculty Affairs

**Backup Contact:** Cathy Torres

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

- Needs assessment and preliminary business/resource plan
  - Notify Associate Dean and/or Dean of intent to pursue specific recruitment
  - Develop business/resource plan – three year plan required
    - Anticipated dean’s commitment/center commitment
- 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 business/resource plan above
  - Approved PER 1 is acknowledgement that process can formally “begin”
  - Indicate need to advertise in advance of approved PER 1 (rare in basic sciences)
    - Need to do so typically is limited to unexpected gap in teaching coverage
  - 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 journals
    - Advertisements note institutional commitment to diversity
  - Respect special requirements for posting on some endowed chairs – refer to 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 BS candidates interviewed by Associate Dean for Faculty Affairs and Dean
    - Substitute interviewers can be arranged upon request
  - All full time candidates interviewed by Director of Faculty Development
  - Endowed chairs always require external recommendation AT A MINIMUM

- Select candidate, negotiate, draft offer
  - Draft offers reviewed electronically by Faculty Affairs
  - Proposed activities within offer must align with business 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 should 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%
    - Equipment and grant/contract transfer
    - Arrangements for other recruitment needs (lab personnel, justification for “team recruitment”, animal care accommodation/transfer/quarantine)

Presented: BS department heads, April 12, 2016