Charles E. Schmidt College of Medicine Faculty Appointment Process for Compensated Positions

This checklist has been prepared to assist with the hiring procedures for compensated faculty appointments and is intended to supplement the Office of the Provost Faculty Search and Hiring Procedures. Please follow this process to its completion. Please refer to the Office of the Dean’s SharePoint site for all corresponding documents and forms. For additional assistance, please contact the Office of the Dean: (561) 297-4574.

Section I – Compensated Position Request

☐ A Compensated Position Request form: http://med.fau.edu/pdfs/COM_Compensated_Position_Request.docx must be completed for all new or replacement compensated faculty positions funded by E&G (state) funds. It is not necessary to complete this form for new or replacement positions funded by grant funds, appointment renewals or changes to existing compensated positions, i.e., changes in salary. This request must be approved by the Chief Business Officer or the Executive Vice Dean.

Section II - Determination if Search is Required

☐ Upon approval of the Compensated Position Request form, the department chair will review and determine if the vacancy is exempt from the PeopleAdmin recruitment (search) process as outlined by the Office of the Provost Faculty Search and Hiring Procedures. Vacancies that are exempt are:

A. Positions funded from contracts and grants when the proposed employee is:
   i. Specifically identified by name in the contract; or
   ii. The position is available because a contract or grant is terminated and the position has the same duties under the re-established contract or grant.
B. Postdoctoral or other research positions where the prospective employee has special expertise and the appointment is for a limited time period.
C. Positions to be filled by persons who have been laid off and who have recall rights.
D. Positions of 0.5 or less FTE.
E. Positions to be filled as visiting appointments if the appointment does not extend beyond one year.
F. Positions to be filled on an acting, temporary, or emergency basis for one year or less.
G. Adjunct positions.
H. Positions to be filled in settlement of litigation, grievance or arbitration.
I. Positions to be filled according to a university or college internal appointment process (i.e., acting or interim appointments; chair/director or associate dean appointments).
J. Positions in which posting and/or search committee is waived in accordance with FAU’s Personnel Policy (7.5 Personnel).

For assistance on exemptions, please contact the Senior Director of Administration (7-2142).

☐ No: Search is Not Required - Proceed to Section III

☐ Yes: Search is Required – Proceed to Section IV

Section III – Search is Not Required

☐ If a search is not required and the candidate is identified, the department representative:
   o Completes (or works with the initiator to complete) the College of Medicine (COM) Compensated Faculty Appointment Request form: http://med.fau.edu/pdfs/Compensated_Faculty_Appointment_Request.pdf
   o Forwards the forms to the College Finance Department for insertion of the financial information and signature of the finance representative.
   o Obtains the approval /signature of the Executive Vice Dean on the COM Compensated Faculty Appointment Request form.
The applicant must be instructed to log into PeopleAdmin (FAU Jobs) to complete a Support/Personnel/Temporary application. Please note that Human Resources will not proceed with the hiring process until the application is completed.

Proceed to Section V

Section IV – Search is Required or Requested

☐ If a search is required or requested, the department representative:
  o Completes (or works with the initiator to complete) the following forms:
    ▪ The Request for New or Replacement Faculty Position Searches (all requested information is completed with the exception of the last section, To be completed by the Dean).
    ▪ The COM Compensated Faculty Appointment Request form (position information and authorization sections):  
     http://med.fau.edu/pdfs/Compensated_Faculty_Appointment_Request.pdf
  o Forwards the forms to the College Finance Department for insertion of the financial information and signature of the finance representative.
  o Obtains the approval /signature of the Executive Vice Dean on the COM Compensated Faculty Appointment Request form.
  o Forwards the COM Compensated Faculty Appointment Request form and the Request for New or Replacement Faculty Position Searches forms to the Dean’s Office.
    ▪ Provides the names of the search committee and search committee chairperson, assuring diverse representation to the Office of the Dean.

☐ The Office of the Dean completes the dean’s narrative on the Request for New or Replacement Faculty Position Searches and the College Priority List forms, obtains the dean’s approval/signature and submits to the Provost’s Office for approval. Upon approval by the Provost, the Office of the Dean, enters the position and posting details into the PeopleAdmin System and submits the request electronically to the Provost level; the Provost reviews, approves and submits to Equal Opportunity Programs (EOP); EOP reviews, approves and submits to the Employment Office.

☐ The Employment Office reviews the posting and returns the final version to the Office of the Dean. The final posting information is sent back to the department chair and initiator for final approval. Upon final approval, the Office of the Dean notifies the initiator and department chair that the position has been posted and forwards the access information for the candidate pool along with the Office of the Provost Faculty Search and Hiring Procedures and interviewing resources information to the initiator, department chair and search committee chairperson. All employment applications and materials are received through PeopleAdmin. Cover letters, curriculum vitae, copies of official transcripts, licenses, certifications of foreign transcript evaluations (if applicable) and reference letters or other documents are uploaded by the candidate.

☐ The search committee and chairperson reviews all applicant materials and conducts interviews in accordance with the Interview and Selection Process (Part III) of the Provost Faculty Search and Hiring Procedures. The search committee chair submits a fact-finding report to the department chair with an assessment of strengths and weaknesses of each qualified candidate. The department chair meets with the dean and discusses the committee report. The department chair notifies the Office of the Dean of the potential selected candidate. An offer of employment will not be made by the department chair until final approval is obtained.

☐ If tenure as a condition of employment will be recommended, the department chair will:
  o Adhere to the Guidelines for Appointment, Promotion and Tenure of Faculty:
If needed, consult with the Senior Associate Dean for Faculty Affairs with regard to the process. Exceptions to the process will be handled on a case by case basis.

- Overseer the appropriate department level and college level review and polling of faculty eligible to vote on the case.
- Send the completed Initial Appointment Report for Tenure-Track Faculty or Faculty being considered for Tenure upon Appointment to the Office of the Dean.
- Solicit external letters of recommendation (Promotion & Tenure Forms).
- Prepare Tenure upon Appointment binder with required documentation. (Reference: College of Medicine Faculty Handbook).

TUA binder contents:

1. Full Curriculum Vitae (CV) including discussion of graduate supervision activities;
2. Brief biographical statement;
3. Any institutional commitments agreed upon (space, startup funds);
4. Brief statements of research, teaching, and service;
5. Five external letters of support;
   - NOTE: A Chair can, at his/her discretion, utilize three of the letters of support from the candidate’s application file as proxies for external letters of support in the Tenure upon Appointment process. The remaining two letters of support should be solicited by the Chair.
6. Letters of evaluation from department committee (include the votes/count), department Chair, College committee (include the votes/count) and Dean.

TUA Process requirements:

1. The process will be conducted using paper-based documents until further notice.
2. There is no requirement to provide documentation (beyond what is in the CV) of research, teaching, or service activities.
3. There is no requirement to follow the FAU suggested Comprehensive Dossier Curriculum Vitae template and FAU specific documents (e.g., a copy of the letter used to solicit external letters) do not need to be included.
4. The department and college committees should vote and record in their committee letters their votes on both a) the decision to grant Tenure upon Appointment, and b) rank of appointment.
5. TUA review is generally not conducted in accordance with the scheduled tenure and promotion calendar; rather review is conducted on-demand.

TUA Application Checklist:

☐ Candidate’s tenure status and rank at prior institution have been determined;
☐ The offer letter, which states that BOT approval is pending, has been accepted by the candidate;
☐ In addition to the specific file contents listed above, the TUA review requires the Tenure upon Appointment forms included in the application binder (Tenure Agreements form);
☐ Certification that CV is accurate and complete; signed by candidate;
☐ Completed votes and signatures page;
☐ Submit completed application binder with original signatures to the Dean’s Office. After the review of the Dean, Faculty Affairs will present it to the Provost.

☐ Before promising the prospective faculty that he/she will be recommended for tenure as a condition of employment, the Dean will consult with the Vice Provost.
The Office of the Dean requests a hiring review (confirmation of posted salary range) by Human Resources and EOP and updates the applicant statuses in the PeopleAdmin System.

Upon approval of the hiring review and the dean, the department chair notifies and enters into negotiations with the selected candidate. All negotiated terms are subject to the approval of the dean. Negotiations are verbal and contingent upon the successful completion of a background check. Please note that the candidate should not resign their current position until the background check has been approved and the offer letter is presented. If the candidate has immigration issues, the department chair will work with Faculty Affairs to address. The chair will notify the Office of the Dean that the candidate has accepted a verbal offer.

Proceed to Section V

Section V

The department representative submits the hiring package to the Office of the Dean to include:
- COM Compensated Faculty Appointment Request form (if a search, with candidate and salary information now included)
- Letter of recommendation (if a search is required)
- Completed Initial Appointment Report for Tenure-Track Faculty or Faculty Being Considered for Tenure upon Appointment (if a search and if applicable)
- Official transcript: the official transcript (in paper form) must be delivered directly from the institution to the department. The department representative notes on the envelope (evidencing the transcript was delivered directly to the University and not hand-delivered): Official transcript received in a sealed envelope. Opened by xxxxx on xxxxx.
- For degrees outside the United States, a Foreign Transcript Evaluation by an organization belonging to the National Association of Credential (NACES) with an indication of the documents the evaluation was prepared from (official transcripts, diplomas, dissertation abstracts). For diplomas or transcripts that are not in English, a translation must also be provided.
- Statement of Credentials signed by the Chair (full-time faculty only)
- Faculty Verification of Employment signed by the supervisor
- Curriculum Vitae
- Verification of state MD license (if applicable)
- Request for Faculty Level Research Appointment (if applicable) signed by the Chair

The Office of the Dean requests a background check and notifies the department chair when it is complete.

The Office of the Dean:
- Prepares the draft offer letter and forwards to the Finance Department for completion of the NOA.
- Forwards the draft offer letter to the department chair.
- Upon approval of the Chair, forwards the draft offer letter and all documentation to the Provost’s Office for approval. Please note that the start date is determined based on the recommendation of the Chair and the time needed for the candidate to return the original offer letter and documents.
- Upon approval of the Provost, sends the original offer letter, assignment letter (if applicable), tenure agreement (if applicable), Personal Data Sheet, Assignment of Income form (if applicable) and a Faculty Notice of Appointment to the selected candidate.
- Upon acceptance of the offer, sends all original documents (with the exception of the Assignment of Income form) to the Provost’s Office.
- Uploads a scanned copy of the documents to the Office of the Dean’s shared drive.
- The Senior Director of Administration will send the applicant name through PeopleAdmin.

Updated 4/20/2015
Sends an orientation notification to the new faculty member who will attend either the Provost’s Office New Faculty Orientation before the beginning of the fall semester or the regularly scheduled Monday Orientation in Human Resources on the first day of employment.