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Basic Science and Educator Faculty Recruitment Process and Offer Letter Workflow

WVU SoM ADM-PR-0001

**FULL PROCEDURE CONTENTS**

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| ScopeReason for Procedure Procedure StatementDefinitionsSanctionsADDITIONAL DETAILSAdditional ContactsFormsRelated InformationHistory | **Effective:** 02/05/2016**Last Updated:** 04/27/17**Responsible University Office:** *Dean’s Office -- Administration***Responsible University Administrator(s):*Laura F. Gibson, PhD******Senior Associate Vice President, Research and Graduate Education******Associate Dean for Research*****Procedure Contact:**WVU School of Medicine Dean’s OfficeGrace Boyles, Project Manager |

Scope

This procedure applies to all School of Medicine faculty and staff involved in the recruitment of faculty in basic science and educator-focused departments at the Morgantown Campus.

Reason for Procedure

This procedure will outline the steps necessary for the recruitment and creation of an offer letter for a faculty candidate in basic science and educator departments (or basic scientists in clinical departments) at the Morgantown Campus. A standardized process will allow for greater understanding of the requirements and ensure the recruitment and offer letter process follows the most efficient process to meet organizational requirements.

Procedure Statement

1. SOM Approval to Recruit form is completed by Department Chair (or designee) <http://medicine.hsc.wvu.edu/media/2482/newrecruitmentrequestform.doc> and routed to SOM Dean’s Office via email (currently to Julie Green and Marlene Hogan).
2. SOM Dean’s Office reviews the request for budgetary considerations (funding source(s), projected start up, salary considerations, etc.), effort distributions, and other items included on the Approval to Recruit form and confirms approval to recruit with Sr. AVP for Research and Graduate Education.
3. Dean’s Office (currently Marlene Hogan) notifies Department Chair and Administrator on outcome of request for recruitment. Dean’s Office designee (currently Julie Green) will inform department and/or Sr. AVP for Research for Research and Graduate Education if edits are necessary.
4. Upon approval of the request to recruit, a requisition is completed in WVU Hire application for the position. HSC Human Resources (currently Darlene Miller) can be consulted for assistance and should be notified regarding all new requisitions. The SOM Approval to Recruit form is uploaded and attached to the online requisition.
5. The Department Chair selects and charges the search committee and begins the recruitment process. Administrative support for the search should discuss search requirements with HSC Human Resources (Darlene Miller), and may also want to refer to the Checklist for Search and Selection Recruitments for details related to search committee requirements and interview processes.

1. The search committee writes the advertisement, and submits the document for review to Global Engagement Office (currently Carrie Waybright) for approval before posting to ensure advertisements meet the requirements of the Office of International Students & Scholars Office (OISS) in case Visa considerations are necessary for the final candidate. Advertisements must be posted through the WVU Hire application and the department must print advertisements with date stamp for documentation.
2. Applications for the position must be received through the WVU Hire application with all applicants completing a profile within the system. Any application sent directly to the departmental search committee should be instructed to apply through the WVU Hire application to receive consideration.
3. A short list of candidates is submitted to HSC Human Resources (Darlene Miller) for an AA/EEO review. The interview process may proceed and the department will only be notified if there are any issues.
4. When final candidate is identified, specific offer and package details, including rank and tenure, compensation, start-up funding, space and infrastructure needs, etc. is discussed between the Department Chair, the Sr. AVP for Research and Graduate Education, and the Director of Core Resources (currently Christopher Cuff, PhD). At this time, the letter can be drafted.
5. If the rank being offered is above an Assistant Professor, Department Chair or Administrator sends a curriculum vitae and Request for Advanced Rank Appointment or Immediate Tenure form, available at [http://medicine.hsc.wvu.edu/administration/policies-and-forms/](http://medicine.hsc.wvu.edu/administration/policies-and-forms/%20) (under Recruitment), to the school Promotion and Tenure Committee (P&T) (currently via Marlene Hogan) for review of rank and track. The P&T Committee Chair then sends a decision letter to the Vice President and Executive Dean’s designee (currently Louise Veselicky, DDS) for final consideration. If request is not approved, Department Chair cannot offer position at the higher rank.
6. If immediate tenure is being considered for a candidate, the prior step must also be followed, reflecting that immediate tenure is requested. If the candidate already has tenure at another institution, details and evidence of the award of tenure should be sent with the form. Additionally, if immediate tenure is being requested, a letter from both the Department Chair and Department P & T Committee outlining their recommendations should be included with the form. As an additional step, the Vice President and Executive Dean’s designee (Louise Veselicky, DDS) must make a formal request to the University Provost, who has the final decision. The Provost will notify the candidate in a separate letter regarding the status of this request after the initial offer letter is sent to the candidate.
7. The department prepares an official draft offer letter utilizing the appropriate offer letter template. It is very important that offer letters are generated from the most up-to-date template available at [http://medicine.hsc.wvu.edu/administration/policies-and-forms/](http://medicine.hsc.wvu.edu/administration/policies-and-forms/%20) due to University and School of Medicine requirements, which may occasionally change. Letters not utilizing this template will be returned to the Department Chair and Administrator.
8. Department sends draft offer letter to the following positions:
	1. Director of Core Resources in the Office of the Sr. AVP Research and Graduate Education (currently Christopher Cuff, PhD)
		1. Focus on infrastructure, space, equipment commitment details
	2. Assistant Vice President for Research in Office of the Sr. AVP Research and Graduate Education (currently Albert Berrebi, PhD)
		1. Focus on rank and tenure issues, and overall content of offer letter
9. Department incorporates necessary changes from the prior step into the draft letter and submits a final draft to the Sr. AVP for Research and Graduate Education for final review. If resource needs are outside of pre-established budgets, the Sr. AVP consults with the Associate Vice President/CFO to discuss details/options.
10. If approved, Sr. AVP for Research and Graduate Education submits final approved draft letter with CV and Approval to Recruit Form to SOM Dean’s Office reviewers (currently Julie Green and Marlene Hogan) who facilitate final technical review.
	1. Review will focus on: confirming of completion of all required process steps, ensuring accurate language necessary to meet University and HSC requirements, reviewing language regarding the details of commitments within the SOM/HSC, obtaining legal review (if necessary), quantifying financial commitments to confirm source of adequate resources, ensuring SOM salary guidelines have been followed, ensuring human resources and faculty affairs processes have been followed, including those associated with faculty appointment, rank, and tenure.
11. SOM Dean’s Office communicates any necessary technical changes to Department Chair and Administrator via email and provides a copy for Sr. AVP for Research and Graduate Education. If approved, SOM Dean’s Office reviewer (currently Marlene Hogan) notifies department. The department will provide the SOM Dean’s Office with an electronic copy of the offer letter in a Microsoft Word.
12. Department Chair and/or Administrator facilitate the offer process, obtaining all necessary signatures. Dean’s Office (currently Marlene Hogan) coordinates obtaining signature from Vice President and Executive Dean of Health Sciences. Once signed, the offer letter is sent to candidate for signature. After candidate accepts offer, the final letter is sent to Human Resources (Darlene Miller) to upload in to the WVU Hire application.
13. Final signed copy is returned by SOM Dean’s Office (currently Marlene Hogan) to Department Chair and Administrator. Department provides an electronic copy of the fully executed letter to the following persons:
	1. Sr. Associate Vice President for Research and Graduate Education (Laura Gibson)
	2. Associate Vice President & Chief Financial Officer (Paula Congelio)
	3. Other signatories (such as other HSC Schools, CTSI, etc.)
	4. Candidate (for their records, if deemed necessary by the Department Chair)

Sanctions

Failure to follow the steps outlined in this procedure may result incorrect/incomplete/inappropriate offers to candidates and/or a delay in processing the offer letter.

Additional Contacts

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| ***Subject*** | *Contact* | *Phone* | *Email* |
| Research Office Review -- Infrastructure, Space, Core Equipment | Christopher Cuff, PhD | 293-4622 | ccuff@hsc.wvu.edu  |
| **Research Office Review -- Offer Letter, Rank and Tenure** | Albert Berrebi, PhD | 293-2357 | aberrebi@hsc.wvu.edu  |
| **Dean’s Office Review-- Finances** | Julie Green | 293-4452 | jgreen@hsc.wvu.edu  |
| **Dean’s Office Review-- Offer Letter, Rank and Tenure** | Marlene Hogan | 293-0274 | mrhogan@hsc.wvu.edu |
| **WVU Hire Application** | Kimberly KelleyDarlene Miller | 293-4103 | kkelley@hsc.wvu.edudmiller@hsc.wvu.edu  |
| **International Searches/Hires** | Carrie Waybright | 581-1820 | cwaybrig@hsc.wvu.edu  |

Forms

**Approval to Recruit**

<http://medicine.hsc.wvu.edu/media/2482/newrecruitmentrequestform.doc>

The following forms are available at the link below:

**Offer Letter Templates**

**Request for Advanced Rank Appointment or Immediate Tenure**

[http://medicine.hsc.wvu.edu/administration/policies-and-forms/](http://medicine.hsc.wvu.edu/administration/policies-and-forms/%20)

Guidelines for Search and Selection Committees

History

1. Procedure given final approval and published on 05 February 2016.
2. Revised and updated 27 April 2017.