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Clinical Recruitment Process and Offer Letter Workflow

WVU SoM ADM-PR-0002

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Scope

This procedure applies to all School of Medicine faculty and staff involved in the recruitment of faculty in clinical 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 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. Department Chair identifies need and the request is discussed with stakeholders which may include other WVU SOM Departments, WVU HSC, Signature Program Leaders, and WVU Medicine for consideration of need, strategic alignment, and possibilities for co-recruitment.
2. SOM Approval to Recruit Form and WVU Medicine financial proforma is completed by Chair and/or Department Administrator and routed to SOM Dean’s Office via email (currently to Julie Green and Marlene Hogan).
3. After initial review by the SOM Dean’s Office, the Department Administrator will be notified to schedule with the Finance Review Committee regarding the position so the request can be reviewed. Final approval is given by the Executive Leadership Group (ELG) before the department is notified of approval to recruit.
4. Department Chair, Administrator, and Physician Recruitment receive notification of outcome of request for recruitment from the Dean’s Office (currently Marlene Hogan and Julie Green). If disapproved, the SOM Dean’s Office reviewer (currently Julie Green) notifies department with specific instructions and an opportunity to resubmit.
5. Upon approval of the request to recruit, a requisition is completed by the Physician Recruiter or department’s designee in Ultimate for the position.
6. The Department Chair may choose to select and charge the search committee to begin the recruitment process. Each department should follow their specific guidelines for details related to search committee requirements and interview processes. The Physician Recruitment Office will perform EEO checks throughout the duration of the search.

1. The advertisement must be written in accordance with the requirements of the Office of International Students & Scholars Office (OISS) in case Visa considerations are necessary for the final candidate. Advertisement placements must also meet OISS specifications and the Physician Recruiter must save applicable advertisements with date stamp for documentation and record keeping.
2. Applications for the position must be received through Ultimate with all applicants completing a profile within the system. Any application sent directly to the departmental search committee by a candidate cannot be accepted for consideration and the applicant should be instructed to apply through Ultimate to receive consideration for the advertised position.
3. When the final candidate is identified, the department notifies the candidate of the outcome of the search and assesses candidate’s interest in moving forward in the process to a formal offer of employment.
4. If the rank being offered is above an Assistant Professor, the 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.
5. 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.
6. 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, these templates may occasionally change. Letters not utilizing this template will be returned to the Department Chair and Administrator.
7. The Department Chair or designee submits the following to the SOM Dean’s Office reviewers for final technical review (Julie Green and Marlene Hogan): final approved draft letter, Approval to Recruit Form, CV, and Search Report.
8. After draft offer letter is approved, the Department will provide the SOM Dean’s office contact (currently Marlene Hogan) with one (1) original hard copy on department letterhead signed by the Department Chair and other necessary parties. SOM Dean’s Office staff will coordinate obtaining signature from the Vice President and Executive Dean of Health Sciences.
9. The Department Chair and/or Administrator sends the offer letter to candidate via his or her preferred delivery method. Final copies of the letter containing all signatures will be sent to Physician Recruitment and the candidate by the hiring department.
10. Information from Search Report is entered into WVU Hire (currently MaryAnn Michenko). If original start dates change, an amended start date memo needs to be sent to MaryAnn with copy sent to Physician Recruitment.

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* |
| **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 |
| **Dean’s Office Review – Salary Information** | MaryAnn Michenko | 293-1647 | madamsmichenko@hsc.wvu.edu |

Forms

**Approval to Recruit**

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)

History

1. Procedure given final approval and published on 05 February 2016.
2. Updated July 2017.