



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

Salaried (50%-100% FTE) SOM Faculty Appointment

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to establish procedures and requirements for SOM faculty appointments.

REVIEW: This SOM Policy and Procedure will be reviewed on June 1 of each even-numbered year by the Office of Faculty Affairs and Development and the Faculty Appointments Committee, with recommendations for revision forwarded to the Dean by June 30.

POLICY/PROCEDURE:

1. General

This policy is intended to provide procedures for acquiring SOM faculty appointments in accordance with HSC OP 60.09, Faculty Recruitment Procedure and Board of Regents Policy 04.03 and SOM Guidelines for Tenure and Promotion.

2. Procedures

- a. The need for additional faculty is identified. (Clinical departments work with Cindy Antonello.)
- b. A Request to Recruit form is generated by the department to secure preliminary approval from the Dean to recruit a faculty member. Send the Request to Recruit to the SOM Administration Office, (MS 6212) for funding approval and signature. Their office will secure the Dean's approval signature. The approved Request to Recruit will be returned to the originating department for later submission with the Request to Hire.
- c. Once the preliminary approval is received, the department can begin the recruitment process following the guidelines in the HSC OP 60.09, Faculty Recruitment Procedure. (*The Chair of the Departmental Search Committee should contact the Associate Dean for Faculty Affairs and Development for briefing on HSC OP 60.09.*)
- d. Candidates are identified and the interviewing process is begun. The candidate must be interviewed by at least two (2) Faculty Appointments Committee (FAC) members and should be interviewed by other members of the relative department. Please provide the committee members and other interviewers with the

candidate's current curriculum vitae, three (3) letters of reference and the Interview Comment Form indicating the rank and tenure.

- e. As soon as a single candidate is identified, the candidate's packet should be submitted to the Office of Faculty Affairs and Development for submission to the FAC. The packet includes the following: current curriculum vitae (within last 6 months), three current letters of recommendation (within last 6 months), interview comment sheets from faculty (at least two from FAC members), a copy of the request to recruit, TMB license verification printout (if Texas licensed), a copy of the faculty appointments checklist, and a letter from the Chair of the department to the Chair of the FAC requesting consideration and approval. The memo from the Chair should include rank, tenure option, department/division, a statement of their role in the department and a statement of verification of credentials. This submission should occur at least one week in advance of the next FAC meeting. Meetings are held the first and third Mondays of each month.
- f. Once the candidate has been approved by the FAC, the department should prepare a request for faculty offer (letter addressed to the Dean) from the department Chair. The letter should include the candidate's current address, starting salary, tenure option, rank, hire date, and length of stay for visiting professors. Attached to the letter should be a copy of the Request to Recruit, the Request to Hire and the employment agreement (which includes the candidate benefits/compensation statement, special power of attorney, and assignment and plan agreement). These additional documents should be submitted to the Office of Faculty Affairs and Development. The complete packet is routed through the SOM Administration Office for final approval on the funding (Request to Hire).
- g. The Office of Faculty Affairs and Development will prepare a letter of offer for the Dean's signature and attach the employment agreement. Once the letter is signed by the Dean, the offer letter and employment agreement is sent overnight to the candidate. A return FedEx envelope with pre-paid return postage is included in the packet.
- h. Once the employment agreement and all other necessary forms have been signed by the candidate and spouse (if applicable), the entire package should be returned to the Office of Faculty Affairs and Development. The employment agreement, the assignment and plan agreement and the special power of attorney will be routed for signatures of the Chair/Regional Chair, MPIP Director and Dean. The original employment agreement is retained by the Office of Faculty Affairs and Development and copies are mailed to the candidate, the Chair/Regional Chair and Faculty Records.
- i. The original (official) Transcript, ECFMG (notarized copy--if applicable), Board certification certificate (notarized copy) should be requested from the new faculty

member no later than the first day of employment. These documents should be maintained in the department.

- j. An ePAF should be generated prior to or upon the start date of the faculty member.