



DOCUMENTS REQUIRED FOR DEAN'S OFFICE REVIEW OF RECRUITMENT DOCUMENTATION

Full-Time Faculty, Academic Clinicians, Health System Clinicians and Academic Support Staff

Submit complete documentation to FAPD Office at: 215-573-2592

An offer letter may not be sent to any candidate for Full-Time Faculty, Academic Clinician, Health System Clinician and Academic Support Staff recruitments until it is reviewed and approved by the Office of the Dean. The Dean's signature is required for an approved Offer Letter.

Tenure Track (all ranks: Assistant Professor, Associate Professor, and Professor)

- Request to Recruit Packet with all attachments for Dean's signature
- What if no recruitment control number for Tenure Track? The Request to Recruit Form is used to request the exception position.
- Recruitment Advisory Committee (RAC) Report for Assistant, Associate and Full Professor Ranks
- Search Committee Members – list on Request to Recruit Form
- For Tenure Track Appointments at CHOP, submit a Tenure Obligation Letter.
- Draft Offer Letter & Compensation Statement in SOM standardized format
- Candidate's CV

Clinician-Educator Track (all ranks: Assistant Professor-CE; Associate Professor-CE; and Professor-CE)

- Request to Recruit Packet with all attachments for Dean's signature
- What if no recruitment control number for Clinician-Educator Track? The Request to Recruit Form is used to request the exception position.
- Search Committee Members – list on Request to Recruit Form
- Draft Offer Letter & Compensation Statement in SOM standardized format
- Candidate's CV

Research Track (all ranks: Research Assistant Professor; Research Associate Professor; and Research Professor)

- Request to Recruit Packet with all attachments for Dean's signature
- What if no recruitment control number for Research Track? The Request to Recruit Form is used to request the exception position.
- Recruitment Advisory Committee (RAC) Report for Associate and Full Professor Ranks
- Search Committee Members – list on Request to Recruit Form
- Draft Offer Letter in SOM standardized format
- Candidate's CV

Academic Clinician (all ranks: Assistant Professor of Clinical ____, Associate Professor of Clinical ____; and Professor of Clinical ____)

- Request to Recruit Packet with all attachments for Dean's signature
- What if no recruitment control number for Academic Clinician? The Request to Recruit Form is used to request the exception position.
- Search Committee Members – list on Request to Recruit Form
- Draft Offer Letter & Compensation Statement in SOM standardized format
- Candidate's CV



DOCUMENTS REQUIRED FOR DEAN'S OFFICE REVIEW OF RECRUITMENT DOCUMENTATION

Full-Time Faculty, Academic Clinicians, Health System Clinicians and Academic Support Staff

Instructor, Lecturer and Research Associate (Academic Support Staff – all Full-time and Part-time with salary positions)

I. POSTING OF ACADEMIC SUPPORT STAFF POSITION

- Submit ad to the FAPD Faculty Ad Generator for approval (if access is required, contact FAPD). Publication of the ad in a journal is not required. The ad must be posted 1 month for a full-time position and 7 days for a part-time position with salary before an offer is made. Ad is valid for two (2) years.
All applicants must apply online - directly to URL in the Ad text.

II. APPROVAL OF ACADEMIC SUPPORT STAFF RTR, OFFER LETTER & AA Short Form (required for Full-Time positions only)

Submit the following to the FAPD Office.

- Request to Recruit Packet with all attachments for Dean's signature
- What if no recruitment control number for Academic Support Staff? The Request to Recruit Form is used to request the exception position.
- Draft Offer Letter in SOM standardized format
- Candidate's CV
- Affirmative Action Appointment Form (Use AA short form) on BLUE paper. Attach ad and attach CV of candidate. http://somapps.med.upenn.edu/fapd/documents/fmasa4000aa_app.doc
 - Complete AA Appointment-Short Form with all attachments, if this position is the individual's *only* position (Part-time with salary and Full-time).
 - Submit AA Appointment- Short Form directly to FAPD. The AA Short Form should *not* be sent to the AA Officer.

Health System Clinicians (HSC)

I. POSTING OF HSC POSITION -- Submit the following to the FAPD Office

- Completed HR-1/HR-2 Form (original copy)
- Attach HSC Position Description
- Place Recruitment Control Number on top / right hand of HR1-2 Form
- What if no recruitment control number for HSC? The Request to Recruit Form is used to request the exception position.
- If HSC is CHOP-based, place CHOP on top / right hand of HR1-2 Form

II. APPROVAL OF HR-1/HR-2 FORM FOR HSC -- After the HR-1/HR-2 Form is approved by Human Resources Office and returned to you, then you may FAX or submit the HSC Offer Letter to the FAPD Office for approval to the Dean's Office. (See next step for attachments to include with the HSC Offer Letter)

III. APPROVAL OF HSC OFFER LETTER -- Fax the following to the FAPD Office:

- Request to Recruit Packet with all attachments for Dean's signature
- Copy of Approved HR-1/HR-2 Form
- Draft Offer Letter & Compensation Statement in SOM standardized format
- Candidate's CV

Note: All required forms are posted on the Faculty Affairs web site <http://www.med.upenn.edu/fapd> except for the HR forms, which must be obtained from the HR Office, 118C Blockley Hall, Tel: 898-6405.