TO: Department Chairs

FROM: Peter G. Traber, M.D.

DATE: April 13, 2000

RE: Changes in the faculty appointment process

The Office of the Provost has mandated that any individual recommended for a faculty appointment may not be placed on the University’s personnel/payroll system, including CPUP, until the faculty appointment has been approved and minuted by the Provost’s Staff Conference. This means that the use of positions such as Lecturer A, Instructor A, Research Associate or Lecturer C during the review process is discontinued. **This change is effective immediately.** Those individuals whose appointments are in process will not be affected.

In order to comply with this policy, certain adjustments will have to be made to the recruitment process. When making an offer to a candidate for a faculty position, you must allow a sufficient time period for the candidate to consider and sign the written offer in the standardized format and for processing the recommended faculty appointment. From the point at which a complete and accurate dossier is submitted to the Office of Faculty Affairs, it is estimated that the turnaround time will be two months for recommendations for appointments as assistant professor (tenure track, clinician-educator track, research track); four months for associate or full professor. This means clearing both the School of Medicine Committee on Appointments and Promotions and the University Provost’s Staff Conference.

Additionally, for those recommendations for appointments where the candidate for a tenure or clinician-educator track position has had a faculty appointment at another institution, the Provost requires that the documentation of teaching experience be supported by a letter from the academic officer responsible for maintaining the teaching activities of the candidate at his/her institution. The letter should provide detailed information, including a quantitative record, on the extent of and the quality of the candidate’s teaching activities. We understand that not all institutions keep such detailed records.

Thank you for your help in achieving compliance with University policies and procedures. Please contact Vicki Mulhern at 898-6923 if you have any questions.

cc: Arthur K. Asbury, M.D.
    Faculty Coordinators