**FILLING A FACULTY POSITION IN SCHOOL OF MEDICINE**

1. **Authorization to Hire** – You must have approval to hire through Onbase before posting a position. If you need a new position, submit an online Position Authorization Request (PAR) in EFMI budget system and enter Cathy Keibler (clkeib01) as an approver. If the title or track (tenure track vs term) on an existing position needs to be changed submit an online PAR in EFMI before posting the position unless it is being advertised as “Open Rank”. Include the PAR # on the “Request for Authorization to Hire” form and send it to HSC Financial Affairs service account at [hscfiaff@louisville.edu](mailto:hscfiaff@louisville.edu). If you are using an existing position include the PCN # on the authorization to hire form.
2. **Create Job Opening** –After “Authorization to Hire” has been approved, initiate a Job Opening in PeopleSoft Recruiting Solutions (RS). Refer to Recruiting Solutions Manual at <https://louisville.edu/hr/employment/managers/recruiting-solutions-manual>. Advertise the position at the highest rank (Assistant, Associate or Professor) for which the department can hire or leave it open, based on qualifications. Avoid identifying the track (term or probationary) in the advertisement if possible. You can hire below the advertised rank, but cannot hire above the advertised rank.
3. **Search Committee** – If a position is underutilized follow the directions on search committees. The search committee training can be found at: <https://louisville.edu/hr/employment/managers/search-committee-training>. The job ad and the search committee will be approved by Human Resources. After approval, Job Opening Status will be changed from “Pending” to ‘Open”. All candidates must apply online whether to an advertised (#5 below) or unadvertised position (see #6 below). Faculty positions may be posted for up to 6 months or a minimum of 10 days.
4. **Open Rank** – There is an option to advertise a position as “Open Rank” instead of with the job code associated with the PCN. When initiating the Job Opening in PeopleSoft Recruiting Solutions (RS), after entering the Job Family (200 for Faculty), enter the PCN and the Job Code will automatically be populated. In the “Posting Title” field, change the Job Code to “Open Rank”, which will allow more flexibility if the pool of candidates does not match the PCN.
5. **Apply Online** – Jobs advertised in outside sources (Journals, etc.) must include directions for applicants to apply online at <http://www.higheredjobs.com/institution/search.cfm?aID=7137&ltype=2>. The appropriate Job ID # should be included.
6. **Unadvertised Position (Waiver) –** If you must hire someone for an unadvertised position, then an affirmative action waiver has to be approved by the Dean and HR. Send waiver request to Michelle Mucker and copy Carmel Mackin in Dean’s Office. Waivers are approved sparingly and must meet the waiver guidelines. You may be able to avoid a waiver by advertising the position for the shortest period of time (10 days). See waiver Instructions at <https://louisville.edu/hr/forms/search-waiver-form> .
7. **Junior Rank** – A physician who is not yet board certified must be appointed to rank of Instructor. Physicians who are board certified may be appointed as Assistant Professors. A Ph.D. may be appointed as assistant professors if they have one year of post-doctoral experience, otherwise they are appointed as Instructors.
8. **Senior Rank** **(Advanced)** - If the appointment is at advanced rank (Associate Professor or Professor) or with immediate tenure, the CV must be reviewed by Office of Faculty Affairs before any offer is made verbally or written. Send the CV electronically to the Faculty Affairs Committee Coordinator and include the expected work assignment and any expectations the department/faculty member has for rank and track. The department will be notified of appropriate rank and track. The Vice Dean for Faculty Affairs will obtain pre-approval of immediate tenure from the Provost’s Office. The School of Medicine PAT committee will need to review the following items before the approval to use the letter of offer will be processed. The following items are to be sent via Interfolio template named “Advanced Rank Appointment/Immediate Tenure Pre-Approval” 3 months in advanced of hire date for term or probationary appointments and 5 months prior for immediate tenure appointment:
   1. Letter of recommendation from Chair to Dean including major responsibilities, work assignment and leadership roles
   2. At least 4 letters of recommendation – Intramural letters can be used if appointments Associate Professor (Term) for clinical service or teaching – all others need letters from outside the University
   3. Curriculum Vitae
   4. Ballot form - one for rank and one for tenure (if applicable)
9. **Items Needed from Candidate –** Inform candidate
   1. Original transcript for terminal degree (MD, Ph.D., etc.) or certified copy of original if only one original is available (some foreign recruits).
   2. Four letters of recommendation
   3. If seeing patients, documents needed for obtaining KY licensing, CAPS credentialing, privileges at affiliated hospitals, ULP managed care plans, malpractice insurance, etc.
10. **Physicians** - If the faculty member will be seeing patients, the start date of the appointment needs to be coordinated with the licensing and credentialing process. Based on the progress in those areas, the effective date should be two to five months after the letter of offer approval documents are delivered to SOM Office of Faculty Affairs.
11. **Effective Date of Appointment** – Must be a future date according to the following schedule:
12. Two Months – Instructor or Assistant Professor on term or tenure track (probationary).
13. Three Months – Associate Professor or Professor on term or tenure track. Advanced rank appointments require review by SOM Promotions, Appointment & Tenure Committee (PAT) which meets monthly except July.
14. Five Months – Immediate tenure or an endowed chair appointment follows the Board of Trustees (BOT) schedule, which needs to be verified with the Director of Faculty Affairs.
15. **Preferred Candidate Identified** - Prepare the Job Offer in Recruiting Solutions. Follow directions on page 18 of the [Recruiting Solutions manual](https://louisville.edu/hr/employment/managers/recruiting-solutions-manual).
16. **Criminal Background Check (CBC)** – Once the preferred candidate is identified, have the candidate complete the CBC form and initiate the CBC in PS following the instructions at <http://louisville.edu/hr/employment/managers/cbc-request-manual>.

Record the sequence # on the CBC form for later use in Recruiting Solutions. The CBC may take up to 5 days to process and the department is responsible for the cost. If there are no reviewable findings in the CBC, the PeopleSoft (PS) system notifies the department by email when candidate is cleared for hire and HR marks the CBC Completed in PS. The CBC consent form and the clear for hire email from HR are included in the triptych.

1. **Extend Offer** - After Affirmative action approves the offer, the candidate’s status will change to Extend Offer. At this point the letter of offer and the letter of offer approval form can be drafted using the templates on SOM Faculty Affairs website at <http://louisville.edu/medicine/facultyaffairs/forms>. Under appointments, select the type of appointment needed.
2. **Letter of Offer Approval** – After the chair signs the letter of offer and **before** it is sent to the candidate, submit the following items to SOM Office of Faculty Affairs via Interfolio using the Letter of Offer Approval template: (1) Authorization to hire form and email approval (2) waiver request, if applicable (3) letter of intent, if applicable; (4) letter of offer signed by department chair; (5) extend offer from Recruiting Solutions; (6) faculty ballot/s (7) CV. .Allow at least one week for Faculty Affairs to obtain approvals (assuming there are no funding issues or other problems). Faculty Affairs will notify department when letter of offer is approved to obtain candidate signature.
3. **Accept Offer** - After candidate signs letter of offer, go back to the job offer in Recruiting Solutions. Follow directions on page 19 of the [Recruiting Solutions manual](https://louisville.edu/hr/employment/managers/recruiting-solutions-manual). Submit the completed triptych through Interfolio. Directions are located on [Office of Faculty Affairs website](http://louisville.edu/medicine/facultyaffairs/forms). The triptych will be processed to the Provost’s Office for final approval.
4. **Compete JDC –** This needs to be done by the department once the salary, supplements, and type of position are confirmed with the candidate. This will then be processed by financial affairs through the Provost’s office.
5. **Orientation** – The Provost’s office schedules the new employee orientation after all documents are received and approved. They will provide the faculty member a letter with orientation dates and times. The faculty member will also receive more information from HR as the date draws closer. Orientation is held every Monday unless it is a holiday, then it is held on Tuesday. More information regarding new employee orientation can be found at: <http://louisville.edu/hr/employment/newemployee/neo>. The candidate must complete the federal employment form (I-9) within 3 business days of the start date (before or after), even if orientation is not attended at that time. The candidate needs to attend orientation and sign up for benefits within 30 days of the effective date. There is a special faculty orientation provided by the Vice Provost for Faculty Affairs in July and August each year. This provides additional information not covered on regular Monday orientations.