

# FACULTY POSITION POSTING/RECRUITMENT FORM /OFFER LETTER PROCESS

*A posting can be generated prior to a recruitment form being completed/approved; indicate this on the recruitment form. The department will be responsible for any costs associated with external postings or candidate recruitment should a position not be approved.*

All new paid faculty positions must be posted for a minimum of 30 days before an offer can be made.

1. Department generates posting in the Faculty Information System ([FIS](#)).
2. Department completes recruitment form (RF)(available on the Office of Academic Affairs website [here](#)). Any position with 50% or more effort requires a RF. Below 50% effort (TAR) positions do not require RF. TAR positions require posting only.
3. Department uploads completed RF to Office of Academic Affairs (OAA) *VIA BOX*.
4. Academic Affairs facilitates RF approval if required.
5. **Effective November 28:**
  - a. Clinical recruitment forms with less than 25% research submit to OAA with full documentation. RF will not be returned unless correction/clarification is needed.
  - b. Non-Clinical RFs with > 25% research will be reviewed, and returned to department via email when fully approved.
6. **Note:** The Senior Associate Dean for Academic Affairs needs to receive (by email) and review a CV for any candidate a department would like to consider at the ranks of Research Associate Professor, Associate Professor of Clinical, Associate Professor, Research Professor, Professor of Clinical, or Professor. The SADAA will approve or advise of any anticipated concerns the steering committee or ad hoc committee may have.
7. Department emails offer letter draft to Diane Caselli in the Office of Counsel who will assign the offer letter to Office of Counsel staff for review. If you have worked with an individual in the Office of Counsel on previous offer letters, you may email the draft directly to that person. Templates are available to the department's designee in Box.

**Note:** The dean must sign all offer letters before they are provided to a candidate. If it is necessary to provide a draft in advance, Office of Counsel review and approval is required before it is provided to the candidate. Any drafts given to the candidate prior to the dean's signature must have a prominent DRAFT designation and should not be signed by the chair or any other URMIC representative.

8. The department **emails** the offer letter, **on letterhead**, signed by the department chair/division chief, as a word document to OAA (send to [SMD\\_FacultyOffers@URMC.rochester.edu](mailto:SMD_FacultyOffers@URMC.rochester.edu) ). The department is required to forward the email approval from the Office of Counsel, and include RF number for the position.

The candidate SHOULD NOT sign the letter prior to the letter coming to Academic Affairs.

10. **Effective November 28:**
  - a. Clinical offer letters with less than 25% research will be reviewed by OAA, with followup as appropriate.
  - b. Non-Clinical offer letters with > 25% research will be reviewed by OAA, senior finance leadership with followup as appropriate.
11. OAA sends approved letter to the dean for signature.
12. OAA emails the offer letter to the department contact; a copy of the letter will be saved with the recruitment form and held on file in Academic Affairs until hire.
13. Department sends the letter to the candidate by either email or hard copy.

**No changes may be made to the offer letter after the dean has signed. If changes are necessary, the letter needs to be resubmitted to OAA for approval.**