

## RECRUITMENT FORM /OFFER LETTER PROCESS

**Step 1:** Department completes recruitment form (available on the Office of Academic Affairs website [here](#))

**Step 2:** Completed recruitment form is sent to the Office of Academic Affairs (OAA) **ELECTRONICALLY** (email to [AcademicAffairsShare@urmc.rochester.edu](mailto:AcademicAffairsShare@urmc.rochester.edu) )

**Step 3:** Account review/approval as appropriate; Academic Affairs will obtain this. **SMD Finance will review ALL recruitment forms regardless of funding source**

**Step 4:** Office of Academic Affairs emails posting information to HRMS. HR will assign a job posting number.

*Posting can be done prior to the recruitment form being completed/approved, please indicate this request on the recruitment form, the department will incur any of the costs if the position is not approved*

Departments will receive a copy of the fully approved recruitment form via email, the original stays in Academic Affairs. It is at this point the position is approved and open.

**\*NOTE:** All new faculty positions must be posted in HRMS for minimum of 30 days prior to an offer being made. The posting information goes on the last page of the recruitment form.

**Step 5:** If you are considering or negotiating an offer to a candidate at the ranks of Research Associate Professor, Associate Professor of Clinical, Associate Professor, Research Professor, Professor of Clinical, or Professor, email the candidate's CV to the Senior Associate Dean for Academic Affairs to help anticipate any potential issues that may be raised in the Steering or ad hoc committee review process.

**Step 6:** Compose the offer letter and email draft to Aileen Shinaman in the Office of Counsel – she 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 from Office of Counsel.

**\*NOTE:** Generally, a draft of the offer letter should not be given to the candidate before the Dean has signed it. However, if it is absolutely necessary and appropriate to provide a draft in advance, this should not occur until after the Office of Counsel has approved the letter. 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 URMC representative.

**Step 7:** Send two hard copy originals of the offer letter to OAA. In addition, please email the approval from the Office of Counsel and identify the recruitment form number that will be used.

The Department Chair and Division Chief (if applicable) should sign the offer letters. The candidate **SHOULD NOT** sign prior to the letter coming to Academic Affairs.

**Step 8:** Letter reviewed by Senior Associate Dean for Academic Affairs

**Step 9:** Letter reviewed by Senior Associate Dean for Finance and Administration

**Step 10:** Letter presented by OAA to Dean for signature, and signed by Dean.

OAA will notify department contacts the offer letters are ready to be picked up; a copy of the letter will be attached to the original recruitment form and held on file in Academic Affairs until hire.

**Any and all changes made after the Dean has signed the offer letter must be re-presented to OAA for approval.**