



**GENERAL
INFORMATION READ
BEFORE STARTING**

Office for Academic Affairs: (www.oaa.urmc.edu)

**Jeffrey M. Lyness, MD, Senior Associate Dean for Academic Affairs –
275-3030**

Cathi Gray, Administrator – 275-0016 (Associate Professors/Professors)

**Lori McBride, Administrative Asst. – 275-2747 (Junior Faculty,
Recruitment Forms, Sabbaticals)**

**Laura Francz, Administrative Asst. – 275-6321 (Dept. Fellows, Voluntary
Faculty)**

- ✦ **Recruitment Forms:** Recruitment forms are required for all full-time or paid part-time faculty (.5 FTE or greater) positions. The Faculty Recruitment Form was revised/expanded effective April 1, 2013. Revisions to the form included a mandatory Business Plan Justification section, an easier to complete page 1, and the form is now in a writeable .pdf format. Additionally, job postings can be processed separately from the form so the position can be posted to the HRMS Careers website quickly and begin the mandatory 30-day posting rule. See page 7 for detailed process.
- ✦ **Offer Letters:** All offer letters for salaried faculty [full-time (1FTE) and part-time (.5FTE or greater)], *regardless of rank*, require the signatures of the Department Chair (and Center Director, when applicable) and the Dean of the School of Medicine and Dentistry and must utilize the standard offer letter template and relevant standard terms and conditions document. All offer letters must be approved by the Office of Counsel prior to forwarding to Academic Affairs, and all offer letters must come to us first – do not route to the Dean.
- ✦ **Drug Screening:** Drug screenings are required for all new paid faculty (full-time and part-time) and some visiting faculty, as well as Departmental Fellows and anyone who requires a medical staff appointment. It is included as part of the credentialing process for the Med Staff appointment. The stipulation is in the Standard Terms of Employment document that all new paid hires must agree to as part of their offer letter.
- ✦ **I-9:** Even though I-9 forms are completed on-line, Academic Affairs still requires a printed copy of the form and copies of the required supporting documents; e.g., passport, H1B visa, driver's license, etc. As most faculty have term appointments, we need to verify that a faculty member is allowed to receive a salary for the time period of the appointment.
- ✦ **Affirmative Action Form:** The new form can be found at Appendix G; note this form is only for Dean's Office use and will not be forwarded to the HR Service Center.
- ✦ **Intellectual Property Agreement Form (IPA):** Signed, original IPA should be forwarded to ORPA; a copy of the IPA should be included with original appointment packet as appropriate. Link to form (revised 11/2009): http://www.rochester.edu/orpa/assets/pdf/form_ipa

- ✦ **Explanation of Full-Time vs. Part-Time:** Full-Time faculty are 1FTE (full-time effort) and are entitled to full-time faculty benefits. Part-Time faculty are .5FTE - .99FTE and are entitled to part-time faculty benefits. When dropping below .5FTE the faculty member's appointment changes to

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one with Clinical preceding his/her title; e.g., Clinical Assistant Professor, and there are no benefits associated with these ranks; these faculty are coded as Time-As-Reported (TAR). Academic Affairs can make an exception to this last rule on a case-by-case basis (it does not, however, change the benefits) – please contact our office.

- ✦ **Letters of Recommendation at any Rank:** **All** received letters of recommendation, regardless of content, must be included in the appropriate appointment, promotion, or reappointment packet. In other words, a department cannot “cherry-pick” and include only those letters they feel are the most complimentary. Please contact Cathi Gray with any questions.
- ✦ **Internal Referees:** Any faculty member with an appointment at the University of Rochester is considered “internal” – this includes all faculty with a “voluntary” appointment and all faculty at any of the other Schools (Eastman, Nursing, Arts & Sciences, Engineering, Simon, etc.).
- ✦ **Joint Faculty Appointments:** Faculty members may hold full or part-time appointments in more than one department, ordinarily at the same rank as in the primary department. Joint appointments are functional and not honorific in nature. They are intended to benefit both the faculty member and secondary department by enhancing collaboration in teaching, research, clinical programs, and in other activities of the secondary department. Reminder that joint appointment end dates cannot exceed the term of the primary appointment, and faculty with tenured primary appointments are limited to a three-year term in their secondary appointment(s).
- ✦ **Voluntary Faculty or Departmental Fellow Changing to Paid Faculty:** A Faculty Recruitment Form is required for any faculty member moving from a voluntary faculty or departmental fellow position to a paid faculty position. When moving to a paid faculty position, a completed I-9, an IPA, and an affirmative action form are required, if not previously submitted.
- ✦ **Reappointment of Assistant Professor:** Reappointment of an Assistant Professor at the completion of the first appointment period requires a preceding departmental review of performance and of the faculty member's contributions as related to specific activity components; i.e., Research, Scholarship, Institutional Scholarship, Clinical, + Teaching, which the department chair and faculty member may have previously selected or are prepared to select for his/her career development. Departmental review is considered one of the more important points in the academic career of junior faculty. Please see the following pages: 8-9 (SMD Regulations of the Faculty) and Appendix D. **Do note this assessment letter becomes the faculty member's reappointment letter, and he/she will receive a copy of the letter after the Dean concurs with the reappointment.**
- ✦ **Departmental Fellow:** Departmental Fellow with a joint appointment as Instructor requires a letter of approval from the Office of Compliance allowing the Departmental Fellow to practice/bill for services outside the scope of the training program. This is also required for a GME Fellow/Resident with a joint appointment as Instructor.
- ✦ **Termination:** **All 510s terminating faculty appointments must be routed to the Academic Affairs Office for the signature of the Senior Associate Dean for**

Academic Affairs. A letter of resignation is required for any faculty member at the level of Assistant Professor or higher. In the “remarks” section of the 510 please indicate where the faculty member is going, if known.

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- ✦ **Vacation Payout:** According to the Chief Financial Officer of the UR Medical Center, there is no payout of unused faculty vacation days.
- ✦ **eCV:** Beginning in July 2006, all full-time and paid part-time faculty are required to have an eCV in the database. New paid faculty are required to have their CVs in the eCV database within 30 days of hire.
- ✦ **Medical Staff Appointment:** For new faculty requiring a Medical Staff appointment Physician Services will contact Academic Affairs to let us know the “file” is clear. Academic Affairs will then proceed with the faculty appointment. **We cannot proceed with the faculty appointment until we receive this clearance.**
- ✦ **Website Link to Academic Affairs Homepage:** <http://oaa.urmc.edu>
- ✦ **Website Link to SMD Regulations of the Faculty:**
<http://www.urmc.rochester.edu/smd/faculty-regulations.cfm> (revised July 2014)
- ✦ **Website Link to the UR Faculty Handbook:**
http://www.rochester.edu/provost/assets/PDFs/Faculty_handbook.pdf (revised May 2014)

RECRUITMENT FORM /OFFER LETTER PROCESS

***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 posting page (last page of the recruitment form).

Step 1: Completed recruitment form is sent to **OAA ELECTRONICALLY** (email to lori_mcbride@urmc.rochester.edu)

Step 2: The recruitment form will be assigned a number by the office of Academic Affairs, this is the Position Number

Step 3: Account review/approval as appropriate; this will be obtained by Academic Affairs
SMH Account – Adam Anolik approves
URMFG Account – Jill Hetterich approves
SMD Account – Bill Passalacqua approves

***NOTE:** ALL recruitment forms will go to Bill Passalacqua before going to Dean Taubman for his signature

Step 4: Dean's signature on recruitment form

Step 5: Posting information is emailed to HRMS by Office of Academic Affairs. HR will assign a job posting number

***NOTE:** Posting can be done prior to the recruitment form being done/approved, the box to indicate this request on the posting page must be checked, and the department will incur any of the costs if the position is not approved)

Once the Dean has signed the form, a COPY of the recruitment form will be sent to the department via intramural mail, the original stays in Academic Affairs, and it is at this point the position is approved and open.

***NOTE:** 30 Days after the job has been posted is the earliest an offer letter can be dated and presented to the candidate

Step 6: Compose the offer letter and email draft to Christine Burke in the Office of Counsel – she will assign it to a lawyer for review. If you have worked with a different lawyer in the Office of Counsel on previous offer letters, please email the draft directly to that lawyer.

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

Step 7: Send two hard copy originals to OAA along with the email approval from the Office of Counsel and a note identifying the recruitment form number that will be used.

These should be signed by the Department Chair and Division Chief (if applicable). The candidate SHOULD NOT sign prior to the letter coming to Academic Affairs.

Step 8: Letter reviewed by Academic Affairs

Step 9: Letter reviewed by SMD Finance and returned to OAA

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

RECRUITMENT FORM /OFFER LETTER PROCESS (cont'd.)

The original letters will be sent back to the department to present to the candidate; a copy of the letter will be attached to the original of the recruitment form and held on file in Academic Affairs until hire.

Any changes made once the Dean has signed to the offer letter must be re-presented to OAA for approval.