



## GENERAL INFORMATION READ BEFORE STARTING

Office for Academic Affairs (OAA): ([www.oaa.urmc.edu](http://www.oaa.urmc.edu))

**Jeffrey M. Lyness, MD, Senior Associate Dean for Academic Affairs (SADAA)**  
585-275-3030

**Jane Tolbert, PhD, Administrative Director**  
585-275-0016

Senior Faculty (including voluntary, adjunct and visiting faculty at senior ranks, and emeritus appointments), Steering Committee, Promotions and Reappointment Manager (PRM), Training, Annual Conflict of Interest Survey, Faculty Annual Reviews

**Lori McBride, Administrator**  
585-275-2747  
Junior Faculty, Recruitment Forms, Job Postings, Offer Letters, Sabbaticals

**Laura Francz, Administrative Assistant**  
585-275-6321  
Department Fellows, Voluntary Faculty at junior ranks; Dr. Lyness's calendar

**Grace Kane, Secretary**  
585-275-3509  
Support for the administrative needs of the Office of Academic Affairs; coordinates and schedules appointments and meetings for Dr. Tolbert and Lisa Rand.

OAA Fax: 585-276-2061

- Academic Affairs Homepage: <http://oaa.urmc.edu>
- SMD Regulations of the Faculty:  
[SMD Regulations of the Faculty](#) (revised October 2017)
- UR Faculty Handbook:  
[http://www.rochester.edu/provost/assets/PDFs/Faculty\\_handbook.pdf](http://www.rochester.edu/provost/assets/PDFs/Faculty_handbook.pdf) (revised February 2021)
- Faculty Roster – Developed and managed by OAA, Faculty Roster is a comprehensive database of faculty appointment information in the School of Medicine & Dentistry. Faculty Roster is used to track and manage all faculty appointments. Contact Jane Tolbert or Lori McBride for access.
- Promotion and Reappointment Manager (PRM) – Developed and managed by OAA, PRM is a web-based system for the collection and submission of materials supporting senior faculty appointments, reappointments and promotions. Contact Jane Tolbert for mandatory training and access.

⊕ **Recruitment Form**: Recruitment forms are required for all full-time or paid part-time faculty (0.5 FTE or greater) positions. The Faculty Recruitment Form is continually revised and updated to reflect current financial data; **please ensure you download the current version from the OAA website**. Additionally, job postings may be processed independently of the recruitment form so the position may be posted to the HRMS Careers website quickly to begin the mandatory 30-day posting period. See [Recruitment Form and Offer Letter Process](#) for details.

⊕ **Offer Letters**: All offer letters for salaried faculty [full-time (1FTE) and part-time (0.5FTE 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 (see your Office of Counsel representative for this template and 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 the Office of Academic Affairs first – do not route directly to the Dean. An approved recruitment form must be on file in Academic Affairs in order for an offer letter to be signed.

⊕ **Drug Screening**: A drug screen is required for all new paid faculty (full-time, part-time, and TAR) and some visiting faculty, as well as Departmental Fellows, and anyone who requires a medical staff appointment. The drug screen is included as part of the credentialing process for the medical staff appointment. For those **not** requiring a medical staff appointment, departments should schedule the drug screening appointment with Occupational Medicine as “research only”. This 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**: It is the responsibility of the hiring department to ensure that each candidate completes the I-9 prior to their start date. OAA will verify I-9 completion prior to approving a faculty appointment. **Do not submit the I-9 or supporting documentation to OAA**.

⊕ **Affirmative Action Form**: The 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 the Office of Research & Project Administration (ORPA, Box 270140); 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.pdf](http://www.rochester.edu/orpa/assets/pdf/form_ipa.pdf)

⊕ **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 0.5FTE - 0.99FTE and are entitled to part-time faculty benefits.

When dropping below 0.5FTE, the faculty member's appointment changes to TAR (Time-as-reported). There are statutory limited benefits associated with the TAR rank that the University must abide by.

OAA may make an exception to coding a faculty member as TAR, the statutory limitation on benefits remains. Please contact OAA with any questions.

⊕ **Promotion and Reappointment Manager System (PRM)**: ***Initial Appointments, Promotions and Reappointments at Senior Faculty ranks*** should be submitted via PRM as noted in the relevant sections of the Required Paperwork. PRM should not be used for joint appointments or changes of status. If a faculty member's appointment has lapsed, no action will be possible in PRM. The faculty member's appointment must be made current before PRM may be used. Please contact Jane Tolbert with questions.

⊕ Template Letters: The OAA website section [For Department Chairs, Center Directors, and Administrators](#), provides several template letters, including:

- [Template for Chair's Letter to the Dean's Office Proposing Reappointment as Assistant Professor](#)
- [Template for Chair's Letter Requesting Referee Letters for Promotion/Tenure Packets](#)
- [Template for Chair's Letter to the Dean's Office Proposing Promotion](#)

⊕ 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 may not “cherry-pick” and include only those letters they feel are the most complimentary. Please contact Jane Tolbert with 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 (Arts, Sciences, & Engineering, Eastman, Nursing, Simon, Warner).

⊕ Joint Faculty Appointments: Per the [SMD Regulations of the Faculty](#) (pg. 17), 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 joint department by enhancing collaboration in teaching, research, clinical programs, and in other activities of the joint department. Reminder that joint appointment end dates may not 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 Department Fellow Changing to Employed Status: A Faculty Recruitment Form is required for any faculty member moving from a voluntary faculty or departmental fellow position to a paid faculty position at part-time (0.5 FTE) or greater. When moving to a paid faculty position, a completed I-9, an Intellectual Property Agreement (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, and Teaching, which the department chair and faculty member may have previously selected or are prepared to select for their 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 they will receive a copy of the letter after the Dean concurs with the reappointment.

⊕ Secondary Faculty appointment for Trainees: To be granted a joint appointment as Instructor, a Trainee (Departmental Fellow/GME Fellow/Resident) requires a letter of approval from the Office of Compliance allowing the trainee to practice/bill for services outside the scope of the training program (see: [Departmental Fellows](#) for further information).

⊕ Salary source(s) for Research Assistant Professors, Research Associate Professors, and Research Professors: **Faculty in these ranks should not be paid 100% from a GR 5 (grant) account.**

Terminations: All 510s ending faculty appointments must be signed by the Chair or Center Director and routed to OAA 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. See page 27 of the Required Paperwork for further guidance. If the Chair chooses not to reappoint a faculty member, this must be first reviewed with the Senior Associate Dean for Academic Affairs. Letters of non-reappointment should include appropriate notice and be vetted by the Office of Counsel and the Senior Associate Dean for Academic Affairs prior to being presented to the faculty member. Please contact OAA to discuss process and requirements.

Other Common Issues: Please refer to the [SMD Regulations of the Faculty](#) for guidance on Policy & Procedures for Extending the “Academic Clock”, Appointment length by faculty rank, Assistant Professor Appointment length, etc.

Vacation Payout: Per the Chief Financial Officer of the UR Medical Center, there is no payout of unused faculty vacation days.

eCV: All full-time and paid part-time faculty are required to have an eCV. New paid faculty are required to have their CVs in the [eCV database](#) within 30 days of hire. This is required because faculty web bios are fed by the eCV. Please note that many faculty members may prefer to keep a Word document with their full CV; they are strongly encouraged to use the CV template found in the [SMD Regulations of the Faculty](#), Appendix II.

Medical Staff Appointment: For new faculty requiring a Medical Staff appointment OAA will contact Medical Staff Services to ensure the “file is clear”. Academic Affairs will then proceed with the faculty appointment. Academic Affairs cannot proceed with the faculty appointment until this clearance is received.