



SCHOOL OF
**MEDICINE &
DENTISTRY**

UNIVERSITY *of* ROCHESTER
MEDICAL CENTER

REQUIRED PAPERWORK FOR
ALL SMD FACULTY
& DEPARTMENTAL FELLOW
PERSONNEL ACTIONS

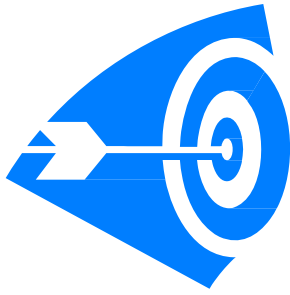
January 2020 (revised)

TABLE OF CONTENTS

	<u>Pages</u>
General Information – Read Before Starting	4-7
Professor, Associate Professor and Research Professor (Initial Appointments, Promotions, Granting of Tenure, & Reappointments)	8-10
Professor of Clinical [Department], Associate Professor of Clinical [Department], Clinical Professor, Clinical Associate Professor (Initial Appointments, Promotions, & Reappointments)	11-12
Research Associate Professor (Initial Appointments, Promotions, & Reappointments)	13-14
Assistant Professor (Initial Appointments, Promotions, Reappointments)	15-17
Research Assistant Professor (Initial Appointments, Promotions, Reappointments)	18
Assistant Professor of Clinical [Department], Senior Instructor, Senior Instructor of Clinical [Department], Instructor, Instructor of Clinical [Department], Senior Associate, Associate, Assistant (Initial Appointments, Promotions, Reappointments)	19
Clinical Assistant Professor, Clinical Senior Instructor, Clinical Instructor, Clinical Associate and Clinical Assistant (Voluntary Faculty appointments) (Initial Appointments, Promotions, Reappointments)	20
Joint Faculty Appointments – All Ranks (Initial Appointments, Reappointments)	21-22
Adjunct and Visiting Appointments – All Ranks (Initial Appointments, Reappointments)	23-24
Professor Emeritus and Clinical Professor Emeritus (Appointments)	25
Departmental Fellows (Initial Appointments, Reappointments)	26
Change of Status (Time Status, Faculty/Trainee)	27
Terminations (Resignation, Retirement, End of Appointment, Non-Reappointment, Death)	28

Appendices:

Appendix A – Faculty Recommendation Form	30
Appendix B – Adjunct Faculty Reappointment Form	31
Appendix C – Self-Assessment Forms	32-35
Appendix D – Procedure for Reappointment as Assistant Professor (Revised July 2014)	36-37
Appendix E – “ Fast Track ” Process Regarding Senior Faculty Promotions or Appointments	38-39
Appendix F – Job Codes and Faculty Ranks	40-41
Appendix G – Academic Affairs – Affirmative Action Form	42



**GENERAL INFORMATION
READ BEFORE STARTING**

Office for Academic Affairs (OAA): (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 (revised May 2019)

 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:** Even though I-9 forms are completed on-line, Academic Affairs 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, OAA needs to verify that a faculty member is allowed to receive a salary for the time period of the appointment.

✚ **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

✚ **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.

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

INITIAL APPOINTMENT:

Ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval are required for initial appointment.

Associate Professor and Professor: must be appointed on the basis of components (Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching), national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. These appointments are typically for **five** years or with tenure, if in tenurable components. Please see pages 9-12 in the [SMD Regulations of the Faculty](#) for details.

Research Professor: must be appointed on the basis of national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. Research Professors may be appointed for one to five years.

PLEASE SUBMIT ITEMS 1 – 5 in hard copy to OAA

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form). **Note: Research Professors should not be paid 100% from a GR 5 (grant) account.**
2. Original signed offer letter
3. One copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA, Box 270140)
5. [Affirmative Action Form](#) – this form is only for the use of OAA and will not be forwarded to the HR Service Center

PLEASE SUBMIT ITEMS 6 – 10 VIA the Promotion & Reappointment Manager (PRM)

6. Department Chair/Center Director recommendation letter (*for Research Professor, letter must identify funding source(s) for salary for the entire appointment period*). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)

7. Current Curriculum Vitae

NOTE: FOR ITEMS 8 AND 9 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

8. Internal referee letters (4-8) (*Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty*)
9. External referee letters (4-8)
10. Selected reprints of most significant recent publications (3-5 from the last 3 years)

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

PROMOTIONS:

Ad hoc committee review, MEDSAC Steering Committee approval, and University Board of Trustees approval are required for promotion.

To Associate Professor and Professor: must be promoted on the basis of components (Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching) and national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. These appointments are typically five years in length.

To Research Professor: must be promoted on the basis of national leadership and international reputation, independent funding (principal investigator), peer-reviewed publications (first/senior author), and invited national presentations. Research Professors may be appointed for one to five years.

Granting of Tenure:

Associate Professor: Research, or Institutional Scholarship, and/or Clinical, and Teaching

Professor: Research, or Scholarship, or Institutional Scholarship, and/or Clinical, and Teaching

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 510). **Note: Research Professors should not be paid 100% from a GR 5 (grant) account.**

PLEASE SUBMIT ITEMS 2 – 7 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter (*for Research Professor, letter must identify funding source(s) for salary for the entire appointment period*). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
3. Current Curriculum Vitae – following either the URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format

NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE PROMOTION PACKET.

4. Internal referee letters (4-8) (*Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty*)
5. External referee letters (4-8)
6. Self-Assessments (please see [Appendix C](#) for more detailed explanation; these pages should be given to the faculty member):
 - Self-Assessment of Teaching
 - Peer-Evaluation of Teaching (one is required)
 - Self-Assessment of Research, Scholarship, or Institutional Scholarship, as applicable (not required for those with Clinical and Teaching components only)
7. Selected reprints of most significant recent publications (3-5 from last 3 years)

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

PROFESSOR, ASSOCIATE PROFESSOR* and RESEARCH PROFESSOR

REAPPOINTMENTS:

MEDSAC Steering Committee approval and University Board of Trustees approval required for reappointment.

(For reappointment terms please see pages 9-12 in the [SMD Regulations of the Faculty](#))

Please note: effective September 1, 2017, internal and external referee letters for reappointment at the rank of **Professor and Research Professor are no longer required**. Such letters may be included if the Chair/Center Director wishes.

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 510). ***Note: Research Professors should not be paid 100% from a GR 5 (grant) account.***

PLEASE SUBMIT ITEMS 2 – 5 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter (*for Research Professor, letter must identify funding source(s) for salary for the entire appointment period*). (For joint appointment(s) include recommendation letter from appropriate Department Chair/Center Director)
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV Format

NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE REAPPOINTMENT PACKET.

4. Internal referee letters (3-5) (*Internal referees are defined as any member of the UR faculty; includes all full-time, part-time, and voluntary faculty*). ***Referee letters are not required for reappointment at the rank of Professor or Research Professor.***
5. External referee letters (2-4). ***Referee letters are not required for reappointment at the rank of Professor or Research Professor.***

*The requirements for academic part-time Associate Professors and Professors are the same. Those faculty have previously been designated as such and their efforts are 50% or greater.

PROFESSIONAL SERVICE

Professor of Clinical and Associate Professor of Clinical

VOLUNTARY FACULTY

Clinical Professor and Clinical Associate Professor

No-Pay, TAR (under 0.5FTE, % effort must be supplied)

INITIAL APPOINTMENT:

Professor of Clinical, Associate Professor of Clinical, and Clinical Professor: MEDSAC Steering Committee and University Board of Trustees approval is required for initial appointment.

Clinical Associate Professor: University Board of Trustees approval is required for initial appointment

PLEASE SUBMIT ITEMS 1-5 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form)
2. Original signed offer letter or professional service contract; e.g., Primary Care contract. (Offer letter is required only if faculty member is to be salaried)
3. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA)
5. [Affirmative Action Form](#) – form is only for the use of OAA and will not be forwarded to the HR Service Center.

PLEASE SUBMIT ITEMS 6 –8 VIA the Promotion & Reappointment Manager (PRM)

6. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
7. Current Curriculum Vitae
8. Referee letters – for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**

PROFESSIONAL SERVICE

Professor of Clinical and Associate Professor of Clinical

VOLUNTARY FACULTY

Clinical Professor and Clinical Associate Professor
No-Pay, TAR (under 0.5FTE, % effort must be supplied)

PROMOTIONS:

Professor of Clinical, Associate Professor of Clinical, and Clinical Professor: MEDSAC Steering Committee and University Board of Trustees approval is required for promotion.

Clinical Associate Professor: University Board of Trustees approval is required for promotion.

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 510).

PLEASE SUBMIT ITEMS 2 - 4 VIA the Promotions & Reappointment Manager (PRM)

2. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
4. Referee letters - for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**

REAPPOINTMENTS:

Professor of Clinical, Associate Professor of Clinical, Clinical Associate Professor, and Clinical Professor: University Board of Trustees approval is required for reappointment.

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 510)

PLEASE SUBMIT ITEM 2 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

RESEARCH ASSOCIATE PROFESSORS

INITIAL APPOINTMENT:

MEDSAC Steering Committee and University Board of Trustees approval is required for initial appointment.

PLEASE SUBMIT ITEMS 1-5 in hard copy to OAA

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form in the appropriate spot.). **Note: Research Associate Professors should not be paid 100% from a GR 5 account.**
2. Original signed offer letter
3. One copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA)
5. [Affirmative Action Form](#) – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center

PLEASE SUBMIT ITEMS 6 – 9 VIA the Promotion & Reappointment Manager (PRM)

6. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment
7. Current Curriculum Vitae

NOTE: FOR ITEMS 8 AND 9 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

8. Internal referee letters (2-4)
9. External referee letters (2-4)

RESEARCH ASSOCIATE PROFESSORS

PROMOTIONS:

MEDSAC Steering Committee and University Board of Trustees approval is required for promotion.

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (PAF 510). Hard copy must be submitted to the Office of Academic Affairs. **Note: Research Associate Professors should not be paid 100% from a GR 5 (grant) account.**

PLEASE SUBMIT ITEMS 2 – 5 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format

NOTE: FOR ITEMS 4 AND 5 – ALL RECEIVED LETTERS OF RECOMMENDATION MUST BE INCLUDED, REGARDLESS OF CONTENT, IN THE APPOINTMENT PACKET.

4. Internal referee letters (2-4)
5. External referee letters (2-4)

REAPPOINTMENTS:

University Board of Trustee approval is required for reappointment

PLEASE SUBMIT ITEM 1 in hard copy to OAA

1. Faculty Personnel Action Form (#510). **Note: Research Associate Professors should not be paid 100% from a GR 5 (grant) account.**

PLEASE SUBMIT ITEM 2 VIA the Promotion & Reappointment Manager (PRM)

2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment

For the appointments on the following pages (pages 15-28), all documents must be submitted to the Office of Academic Affairs in hard copy. The Promotion and Reappointment Manager (PRM) is not currently used for these appointments. Please contact OAA with questions.

ASSISTANT PROFESSOR
(Full-Time or Part-Time)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form)
2. Original signed offer letter
3. One copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA)
5. [Affirmative Action Form](#) – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center
6. Completed [Faculty Recommendation Form](#)
7. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
8. Current Curriculum Vitae
9. Referee letters (2-5, may be from either internal or external referees). **Note: ALL received letters of recommendation must be included, regardless of content, in the appointment packet.**

PROMOTIONS:

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
5. Referee letters (2-5). **Note: ALL received letters of recommendation must be included, regardless of content, in the appointment packet.**

ASSISTANT PROFESSOR
(Full-Time or Part-Time)

Hard copy documents must be submitted to the Office of Academic Affairs.

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter for reappointment – see [Template for Assistant Professor Reappointment Letter](#), and refer to pages 8 and 9 in the [SMD Regulations of the Faculty](#) as well as [Appendix D](#) for further information on the departmental evaluation of Assistant Professors. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

Additionally, the Department Chair/Center Director recommendation letter must include the following concurrence sentence, at the end of the letter, with the appropriate components, to be signed by the Dean, School of Medicine & Dentistry:

I concur with the above reappointment in the anticipated components of *(select appropriate components: Research, Scholarship, Institutional Scholarship, Clinical)* and Teaching, effective _____ through _____.

Mark B. Taubman, MD
Dean, School of Medicine & Dentistry
CEO, University of Rochester Medical Center
University Senior VP for Health Sciences

Alternate language for faculty with expiring work authorization:

I concur with the above reappointment in the anticipated components of (select appropriate components: Research, Scholarship, Institutional Scholarship, Clinical) and Teaching, effective _____ through _____.
Upon the renewal of their work authorization, this appointment will be extended to the full complement of the reappointment period.

4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
5. Referee letters (3-5, may be either internal or external referees). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**

RESEARCH ASSISTANT PROFESSOR

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form). **Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) account.**
2. Original signed offer letter
3. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA, Box 270140)
5. [Affirmative Action Form](#) – form is only for the use of OAA and will not be forwarded to the HR Service Center
6. Completed [Faculty Recommendation Form](#)
7. Department Chair/Center Director recommendation letter - Must *include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment*
8. Current Curriculum Vitae
9. Referee letters (1-2, can be from either internal or external referees). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**

PROMOTIONS:

1. Faculty Personnel Action Form (PAF 510). **Note: Research Assistant Professors should not be paid 100% on a GR 5 account.**
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter - Must include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
5. Referee letters (2-5). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510) **Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) account.**
2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member's salary will be paid throughout the term of the appointment.

ASSISTANT PROFESSOR OF CLINICAL
SENIOR INSTRUCTOR
SENIOR INSTRUCTOR OF CLINICAL
INSTRUCTOR
INSTRUCTOR OF CLINICAL
SENIOR ASSOCIATE, ASSOCIATE, AND ASSISTANT
(Full-time and part-time)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form)
2. Original signed offer letter
3. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA)
5. [Affirmative Action Form](#) – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center
6. Completed [Faculty Recommendation Form](#)
7. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
8. Current Curriculum Vitae

PROMOTIONS:

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format

REAPPOINTMENTS:

1. Faculty Personnel Action Form (#510) – Include copy of signed professional service contract, when relevant.

VOLUNTARY FACULTY

**Clinical Assistant Professor, Clinical Senior Instructor, Clinical Instructor,
Clinical Associate, and Clinical Assistant**
No-Pay, TAR (under 0.5FTE, % effort must be supplied)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form, if appropriate).
2. **Only if a paid appointment:** Copy of Employment Eligibility Verification (I-9) form. Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen).
If unpaid: neither the I-9, nor the proof of citizenship or work authorization are required.

Note: If there is any possibility of the faculty member receiving any salary, compensation, honorarium, etc., the I-9 is mandated.
3. Completed [Faculty Recommendation Form](#)
4. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
5. Current Curriculum Vitae

PROMOTIONS:

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40, or eCV format.

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510)

JOINT APPOINTMENTS

**Professor and Associate Professor
Research Professor and Research Associate Professor**
(Full-time and part-time)

Clinical Professor and Clinical Associate Professor
(Voluntary)

(University Board of Trustees approved appointments)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Action Form (PAF 500 or PAF 510) - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)
2. Completed [Faculty Recommendation Form](#)
3. Joint Department Chair/Center Director recommendation letter - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510) - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)
2. Joint Department Chair/Center Director recommendation letter - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)

*****Reminder*****

Joint faculty appointments ***cannot exceed*** the term of the primary faculty appointment.

For tenured faculty, joint appointments ***cannot exceed*** a three year term.

JOINT APPOINTMENTS

Assistant Professor, Assistant Professor of Clinical, Research Assistant Professor
Senior Instructor, Senior Instructor of Clinical
Instructor, Instructor of Clinical
Senior Associate, Associate, Assistant
(Full-time and Part-time)

Clinical Assistant Professor, Clinical Senior Instructor, Clinical Instructor
(Voluntary)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Action Form (PAF 500 or PAF 510) - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)
2. Completed [Faculty Recommendation Form](#)
3. Joint Department Chair/Center Director recommendation letter – Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510) - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)
2. Joint Department Chair/Center Director recommendation letter - Must be signed by both the primary Department Chair and the secondary Department Chair(s) and/or Center Director(s)

****Reminder****

Joint faculty appointments **cannot exceed** the term of the primary faculty appointment.

ADJUNCT and VISITING FACULTY APPOINTMENTS

(At any faculty rank)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form, if appropriate).
2. **Only if a paid appointment:** Copy of Employment Eligibility Verification (I-9) form. Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen).
If unpaid: neither the I-9, nor the proof of citizenship or work authorization are required.
Note: If there is any possibility of the faculty member receiving any salary, compensation, honorarium, etc., the I-9 is mandated.
3. [Intellectual Property Agreement \(IPA\) Form](#) or [Visiting Scientist Agreement \(VSA\)](#). The original IPA or VSA should be forwarded to ORPA (Box 270140), and a copy provided to the Office of Academic Affairs.

If the faculty member will be participating in University research using significant University Resources (defined [here](#)), the VSA is required.

If the faculty member's involvement is solely teaching, clinical, or research not involving significant University Resources, the IPA or VSA is not required. It is the responsibility of the Department Chair to make this determination. The University's policy on Significant Use of University Resources and Intellectual Property Ownership is available [here](#).

Examples:

Dr. Smith, a physician in private practice, will teach a skills course for three hours. No IPA or VSA is required.

Dr. Jones, a staff physician at Alpha Hospital in Anywhere, NY, will refer patients to a clinical trial being performed at the University of Rochester. Dr. Jones has no role in the trial, he is simply referring patients. No IPA or VSA is required.

Dr. Nobel, a faculty member at Science University in Anyplace, MA, will collaborate on a research project with Dr. Investigator at the University of Rochester. As part of this collaboration, Dr. Nobel will use the University's multiphoton core and specialized department microscopes. The VSA is required.

4. Completed [Faculty Recommendation Form](#)
5. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
6. Current Curriculum Vitae
7. For Visiting Faculty, not paid by UR, proof of health insurance must be provided.
8. For Adjunct Associate Professor and Adjunct Professor: Provide 1-2 referee letters (may be internal or external referees)

ADJUNCT and VISITING FACULTY APPOINTMENTS

(At any faculty rank)

Hard copy documents must be submitted to the Office of Academic Affairs.

PROMOTIONS (Adjunct Faculty only):

Adjunct Faculty:

1. Faculty Personnel Action Form (PAF 510)
2. Completed Faculty Recommendation Form
3. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format.

REAPPOINTMENTS:

Adjunct Faculty:

1. Faculty Personnel Action Form (PAF 510) - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
2. Adjunct Instructor through Adjunct Assistant Professor - **either** a Department Chair/Center Director recommendation letter **or** the [Adjunct Faculty Reappointment Form](#) (see Appendix B)
3. Adjunct Associate Professor and Adjunct Professor - Department Chair/Center Director recommendation letter **and** the [Adjunct Faculty Reappointment Form](#) (see Appendix B)

Visiting Faculty:

1. Faculty Personnel Action Form (#510) - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
2. Department Chair/Center Director recommendation letter - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).

EMERITUS

Professor Emeritus or Clinical Professor Emeritus

Emeritus faculty may select any of the following titles: Professor Emeritus, Professor Emerita, Professor Emeritum, or Professor Emeritx.

(University Board of Trustees approved appointment)

Hard copy documents must be submitted to the Office of Academic Affairs.

APPOINTMENTS:

1. Faculty Personnel Action Form (#510) – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40, or eCV format.

Note: Emeritus appointments have no end date and are held by the faculty member indefinitely.

DEPARTMENTAL FELLOWS

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Action Form (PAF 500) – Note: Faculty Recruitment Form not required for Departmental Fellow appointments.
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter
4. Current Curriculum Vitae
5. Copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
6. For those Departmental Fellows with a research component as part of their fellowship, include a copy of the signed [Intellectual Property Agreement \(IPA\)](#)

REAPPOINTMENTS:

1. Faculty Personnel Action Form (PAF 510)
2. Re-verify I-9 form, if necessary
3. Re-verify NYS Medical License, if appropriate

CHANGE OF STATUS

(All faculty ranks)

Change in Time status (change to, or from, full-time, part-time, time-as-reported, or no pay).

Hard copy documents must be submitted to the Office of Academic Affairs.

1. Faculty Personnel Action Form (PAF 510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate faculty action noted.
2. Chair's letter requesting the change, and providing an explanation for the change request.
3. Either the faculty member's request for the change, or letter from the Department Chair giving faculty member appropriate notice of change.

Note:

- For changes from time-as-reported to either part- or full-time a faculty recruitment form may be required, please check with OAA on a case by case basis.

Faculty to Trainee:

1. Faculty Personnel Action Form (PAF #510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate action noted.

Note:

- For changes from Faculty to Trainee, Senior Associate Dean for Academic Affairs signature is required.
- Trainees becoming faculty are considered new hires, and the appropriate paperwork for initial appointment at the hire rank should be submitted

For other types of changes (i.e. from Research Assistant Professor to Assistant Professor or from Associate Professor to Associate Professor of Clinical), **please contact OAA to determine appropriate paperwork.**

TERMINATIONS

(All paid time-as-reported, part-time or full-time faculty ranks)

ALL paperwork to end a faculty appointment must be submitted to OAA.

Hard copy documents must be submitted to OAA.

Resignation/Retirement:

1. Faculty Personnel Action Form (PAF 510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate termination date.
2. Copy of letter of resignation

Note: Faculty member's destination should be noted either on the PAF or in the letter of resignation.

Non-reappointments:

1. Faculty Personnel Action Form (PAF 510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate termination date.
2. Copy of non-reappointment letter given to faculty member with appropriate notice (letter should be vetted by Office of Counsel and the Senior Associate Dean for Academic Affairs prior to being presented to faculty member). Please contact OAA to discuss process and requirements.

Death:

1. Faculty Personnel Action Form (PAF 510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate termination date.
2. Copy of obituary or death notice.

ENDING OF APPOINTMENTS

(Voluntary or no-pay appointments, including visiting and adjunct appointments)

1. Faculty Personnel Action Form (PAF #510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate termination date.

APPENDICES - "A" THROUGH "G"

UNIVERSITY OF ROCHESTER SCHOOL OF MEDICINE AND DENTISTRY
Faculty Recommendation Form

Candidate's Name:	
Department:	Division:
	Date of Birth:
Employee ID Number:	Citizenship:

Proposed Action (check all that apply):

- | | |
|---------------|------------------------|
| Appointment | Change in Appointment |
| Reappointment | Additional Appointment |
| Promotion | Grant Tenure |

PRIMARY APPOINTMENT

Current Title:	
Proposed Title:	
Effective Date:	End Date:

Specify Activity Components for Professor, Associate Professor, and Assistant Professor (reappointment):

Clinical	Research	Scholarship	Institutional Scholarship	Teaching
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>only one of these may be selected</p> </div>				

JOINT APPOINTMENT(S) (for more than one joint appointment, attach second sheet)

Current Title:	
Proposed Title:	
Effective Date:	End Date:

Remarks

Appendix B

ADJUNCT FACULTY REAPPOINTMENT FORM

Name _____

Home Address _____

Primary Institution Affiliation _____

Title/Rank at Primary Institution _____

Business Address _____

End Date of Current Adjunct Appointment _____

1) Time spent teaching in the School of Medicine and Dentistry

a. Course(s)

b. Dates of participation

c. Hours

2) Time spent on-site doing research

a. Grants on which you are named principal investigator and faculty at the University of Rochester are named co-investigator (include title, agency, and grant period)

b. Grants on which you are named co-investigator (include title, agency, and grant period)

c. Other research collaborations

3) Other on-site activities

4) Comments

Appendix C

Name of Candidate: _____

TEACHING

Evaluation of Faculty Contributions to Teaching:

Outline for Compilation

Essential Elements:

1. Faculty Member's Self-Assessment.
2. **Peer Evaluation** by faculty member(s), based on direct observation. Evaluators may choose to use the Peer Evaluation of Faculty Contributions to Teaching form (below), or the evaluation may take the form of a referee letter.
3. Written materials (syllabi, special initiatives, reports, etc.) pertaining to education.
4. Summary of student, resident, graduate student evaluations, obtained from data collected by the Offices for Medical Education or Graduate and Postdoctoral Education office, as appropriate.
5. Letter of recommendation from Department Chair/Center Director must include a summary the quantity and quality of the faculty member's teaching.

Name of Candidate: _____

TEACHING

Faculty Member's Self-Assessment of Teaching Contributions

Please discuss each item; limit your comments to one page.

1. Describe your involvement in teaching and education, which may include any or all of the following: direct teaching (describe learners / context); assessments of learners; curriculum development; mentoring and advising; or educational leadership and administration. For each activity, please convey the nature of your work beyond that portrayed on your CV.
2. Describe your approach to education, supported by educational principles that underlie your teaching and your experience with how people learn. What are your teaching objectives, strategies, and methods? If you have opted to *not* include an educator portfolio, please submit sample syllabi, lecture handouts, or other similar materials as applicable to convey the nature of your teaching.

Appendix C

Name of Candidate: _____

Name of Evaluator: _____

TEACHING

Peer Evaluation of Faculty Contributions to Teaching:

Peer Evaluation by faculty member(s), based on direct observation

An excellent teacher is enthusiastic, knowledgeable and capable of conveying key information in an engaging, challenging manner which invites questions. Such an individual is responsible for timely feedback and, when serving as an advisor, commits to responsible ongoing oversight of the progress of the student's development. Please provide a commentary considering these and other points which will specifically identify the quality of the candidate's teaching. Limit comments to one page. *Evaluators may choose to use this form, or the evaluation may take the form of a referee letter.*

Name of Candidate: _____

RESEARCH/SCHOLARSHIP/INSTITUTIONAL SCHOLARSHIP

Faculty Member's Self-Assessment of Research and/or Other Scholarly Contributions

A self-assessment of published work assists reviewers by providing the candidate's perceptions and by serving as a starting point for the reviewers' evaluations. Please select up to five papers summarizing in two to three sentences the specific contribution each has made to the advancement of the field. The citations and the annotation for each should be single-spaced and limited to one page.

Appendix D (updated July 2014)

Date: July 1, 2014
To: Department Chairs and Center Directors
From: Jeffrey M. Lyness, MD
Re: Procedure for Evaluation of Assistant Professor Prior to First Reappointment

In 2002, the Dean's Office instituted the process for conducting the required review of assistant professors at the end of their first term, and for communicating this evaluation to individual faculty. At that time, the Dean's Office, Department Chairs, and Center Directors agreed that such letters are to be prepared by chairs, center directors (or both when appropriate) since they are most familiar with the faculty member's academic accomplishments, professional contributions, and plans for the future. This plan was initiated on October 1, 2002, with the sequence of steps outlined as follows:

- During the last year of the initial appointment (i.e. the third or fourth year), the faculty member should meet with the Chair (Center Director or both) for a detailed review of his or her academic progress. It may be desirable, when appropriate, to include the relevant Unit or Division Chief in such a meeting. The review should incorporate internal (departmental) review of the quality of the faculty member's efforts, drawing on the faculty member's prior annual reviews by the Chair or Chair-designee.
- An up-to-date copy of the candidate's CV, and a minimum of three letters of recommendation (usually internal) should be obtained.
- The Chair (and Center Director) should prepare a summary letter, addressed to the Senior Associate Dean for Academic Affairs (SADAA), which should include the following elements:
 - ✓ A brief description of the candidate's graduate educational background, specialty training, research training, board certification and experience, as appropriate.
 - ✓ A brief description of the faculty member's original goals and responsibilities, based on the original offer letter, and his/her subsequent activities in the areas of education, research, clinical and/or administrative service, as appropriate.
 - ✓ An assessment of the candidate's academic achievements, professional contributions, progress in achieving his/her goals, and success in integrating his/her activities within the department or center. This critical assessment should be done in the context of the candidate's chosen activity components (i.e., Research, Scholarship, Institutional Scholarship, Clinical, Teaching), which, as you know, must be specified at this time, at the latest.
 - ✓ A final paragraph summarizing the candidate's performance to date. This summary should also include, when warranted, specific recommendations to the candidate for further actions in any area of academic endeavor that should be pursued during the second term of his/her appointment to assure subsequent promotion based on excellence in the designated components.

- ✓ The letter should conclude with a sentence recommending reappointment and, in addition to the chair's signature, should include a line for the Dean's signature. In accordance with our *Regulations of the Faculty*, the letter must show that the candidate is to receive a copy.
- The entire reappointment packet should then be sent to the SADAA. If, after review, the SADAA concurs with the evaluation, he/she will present the letter to the Dean for signature. Should the SADAA have questions or disagreements with any aspect of the chair's letter, such issues should be resolved and changes made, as appropriate, prior to presenting the letter to the Dean for signature.

Over the past months, these letters have less and less often included all these items. For academic, legal, and human resource reasons, it is very important to consistently adhere to this format. Thank you very much for your cooperation and for your assistance with this.

UNIVERSITY OF ROCHESTER SCHOOL OF MEDICINE AND DENTISTRY

**A “FAST TRACK” PROCESS FOR PRELIMINARY
REVIEW OF PROPOSED NEW SENIOR
FACULTY APPOINTMENTS OR PROMOTIONS**

A. JUSTIFICATION:

- When recruiting candidates for senior faculty appointments (i.e., associate professor and professor) in either basic or clinical sciences, the pool of viable candidates is frequently small, recruitment processes and negotiations may be protracted and, once a candidate accepts the offer, timelines for meeting a mutually desirable appointment start date are frequently short.
- Because of the above, an initial appointment as “Interim Professor” has often been used as a mechanism to allow the faculty member to be placed on the University of Rochester payroll and begin working, while awaiting the assembly and final review of all required appointment materials by the *ad hoc* and Steering Committees.
- Frequent use of such a mechanism creates problems – among them:
 - ❖ It anticipates and presumes endorsement by the *ad hoc* and Steering Committees of a permanent appointment as stipulated in the offer letter.
 - ❖ It has the potential for creating significant conflicts within these committees. Steering Committee members often feel conflicted, as they try to make objective judgments and recommendations free of bias.

The process outlined on the following page is designed to minimize these conflicts. The proposed approach takes advantage of the Office of Academic Affairs’ accumulated experience and expertise in offering to department chairs and center directors an informal assessment of the candidate’s academic credentials for the proposed rank/components prior to the completion of the recruitment process. The goal is to increase the likelihood that provisions in the final offer letter with respect to rank and components will be more consistent with what the ultimate recommendation of the *ad hoc* and Steering Committees might be.

B. PROCEDURE:

- 1) Before an offer letter for a senior faculty appointment (i.e., associate professor or professor) in any of the academic components (Research, Scholarship Institutional Scholarship, Clinical, plus Teaching) is finalized, and optionally before an internal promotion is proposed, the department chair and/or center director will submit to the Academic Affairs office (i.e., Senior Associate Dean for Academic Affairs (SADAA)) the following:
 - (a) A brief memo summarizing: (i) key elements in the candidate's current position, research interests, special expertise and academic/professional contributions; (ii) the candidate's proposed role in the department and medical center with emphasis on the importance of the recruitment/promotion in meeting major programmatic, clinical, and/or research needs; (iii) the candidate's proposed rank, activity components and (when applicable) anticipated administrative leadership role.
 - (b) An up-to-date copy of the candidate's CV.
 - (c) Three to four internal and/or external letters of recommendation.

Note: This requirement should be easily met. For the former, internal memos to the chair from individuals who may know or who have interviewed the candidate during visits are an appropriate substitute. For the latter, the department should already have on hand the customary number of letters of recommendation in conjunction with the candidate's initial application.

- 2) Upon receipt, the SADAA will review the above material and then either: (i) make a recommendation, within one week, with respect to the proposed rank and activity components or any other issue that may need to be addressed by the department prior to constructing the final offer letter or chair's letter of recommendation; or (ii) ask one or two members of the Steering Committee (SC) to review the material and make a recommendation to the SADAA within one week. The SADAA will transmit the above (anonymized) recommendation to the department chair/center director. This recommendation may be made via CONFIDENTIAL e-mail and, if the chair agrees, he/she will incorporate the SADAA's recommendation in the offer letter or his/her letter of recommendation for the promotion.
- 3) Once the candidate accepts the offer, in writing, the department will promptly initiate the process to assemble the full complement of materials for the normal appointment or promotion process. When the complete dossier is received in the Academic Affairs' office, the SADAA will appoint the customary 3-member *ad hoc* committee, chaired by the SC member who served in the fast-track process.

Appendix F

SCHOOL OF MEDICINE & DENTISTRY

Job Codes, HRMS Job Code Descriptors, and Faculty Ranks effective March 1, 2020

<u>Job Code</u>	<u>HRMS Descriptor¹</u>	<u>Faculty Rank/Functional Title</u>
0001	Professor: TE, T, R, S	Professor
0003	Assoc Prof: TE, T, R, S	Associate Professor
0005	Asst Prof: TE, T, R, S	Assistant Professor
0007	Sr Instruct: T, R, S	Senior Instructor
0009	Instruct, T, R, S	Instructor
0046	Professor: T, S, Sp	Professor of Clinical
0048	Assoc Prof: T, S, Sp	Associate Professor of Clinical
0060	Asst Prof: T, S, Sp	Assistant Professor of Clinical
0072	Sr Instruct: T, S, Sp	Senior Instructor of Clinical
0080	Instruct: T, S, Sp	Instructor of Clinical
0070	Sr Assoc: T, S, Sp, Qual	Senior Associate
0071	Assoc: T, S, Sp, Qual	Associate
0073	Asst: T, S, Sp, Qual	Assistant
0038	Professor: R, S	Research Professor
0040	Assoc Prof: R, S	Research Associate Professor
0042	Asst Prof: R, S	Research Assistant Professor
0111*	Assoc Prof: T, S	Associate Professor (Service)
0110*	Asst Prof: T, S	Assistant Professor (Service)
0010	Sr Instruct: T, S	Senior Instructor (Service)
0044	Instruct: T, S	Instructor (Service)
<i>* Prior Job Codes 0006 and 0008 are no longer available; please use the new codes 0110 and 0111</i>		
0027	Professor: T, Sp	Clinical Professor
0029	Assoc Prof: T, Sp	Clinical Associate Professor
0031	Asst Prof: T, Sp	Clinical Assistant Professor
0033	Sr Instruct: T, Sp	Clinical Senior Instructor
0035	Instruct: T, Sp	Clinical Instructor
0120 [†]	Sr Assoc: T, Sp, Qual	Clinical Senior Associate
0074	Assoc: T, Sp, Qual	Clinical Associate
0036	Asst: T, Sp, Qual	Clinical Assistant
<i>[†]new job code available for use</i>		
0117	no longer available for use; please contact OAA for guidance	
0118	no longer available for use; please contact OAA for guidance	

Appendix F

SCHOOL OF MEDICINE & DENTISTRY

Job Codes, HRMS Job Code Descriptors, and Faculty Ranks effective March 1, 2020

<u>Job Code</u>	<u>HRMS Descriptor¹</u>	<u>Faculty Rank/Functional Title</u>
0037	Professor: T	Adjunct Professor
0039	Assoc Prof: T	Adjunct Associate Professor
0041	Asst Prof: T	Adjunct Assistant Professor
0043	Sr Instruct: T	Adjunct Senior Instructor
0045	Instruct: T	Adjunct Instructor
0047	Professor: T, R	Visiting Professor
0049	Assoc Prof: T, R	Visiting Associate Professor
0057	Asst Prof: T, R	Visiting Assistant Professor
0059	Sr Instruct: T, R	Visiting Senior Instructor
0061	Instruct: T, R	Visiting Instructor
0099	N/A	Departmental Fellow

Special Use Job Codes – please consult with OAA prior to use

<u>Job Code</u>	<u>HRMS Descriptor¹</u>	<u>Faculty Rank/Functional Title</u>
0123	active, no pay record	Professor Emeritus with NO PAY, or Clinical Professor Emeritus with NO PAY <i>(not to be used for any other voluntary faculty type)</i>
0124	Professor: T, R, S	Professor (part-time) For academic faculty post-retirement ONLY Professor Emeritus (if paid)
0125	Associate Professor: T, R, S	Associate Professor (part-time) For academic faculty post-retirement ONLY

¹HRMS Descriptor

Faculty Job Codes in the University HR system will have letters (described below) in the job code title; these letters refer to certain attributes of faculty appointments. They do not determine a particular faculty member's duties or responsibilities.

TE – tenure eligible

T -- Teaching

R – Research

S – Service

Sp – Clinical/patient care

Qual – maximum credential (terminal degree) is not required

URSMD ACADEMIC AFFAIRS – Affirmative Action Form

Position:

Department:

Div/Dept #:

Position Code:

Time Status:

Appointment Date:

mm/dd/yyyy

Appointee:

Empl ID (if known):

Date of Birth:

mm/dd/yyyy

Sex:

Ethnicity/Race*:

Place of Birth:

Veterans/Disability Invitation sheet given or sent to appointee *(required for new hires)*

Appointee Military Status - <i>check all that apply</i>
<input type="checkbox"/> 1. No Service
<input type="checkbox"/> 2. Armed Forces Services Medal
<input type="checkbox"/> 3. Other Eligible Veteran
<input type="checkbox"/> 4. Disabled Veteran
<input type="checkbox"/> 5. Newly Separated Veteran with a Discharge Release Date of: <i>mm/dd/yyyy</i>

Optional: Disability - <i>check all that apply</i>	
<input type="checkbox"/> 1. Ambulatory/Orthopaedic	<input type="checkbox"/> 5. Psychological
<input type="checkbox"/> 2. Coordination	<input type="checkbox"/> 6. Speech
<input type="checkbox"/> 3. Hearing	<input type="checkbox"/> 7. Sight
<input type="checkbox"/> 4. Learning	<input type="checkbox"/> 8. Other <i>(qualify):</i>

*Ethnicity/Race Codes <i>(two part question):</i>	
<u>Ethnicity:</u>	
H	Hispanic/Latino <i>(blank = No)</i>
<u>Race (select one):</u>	
A	Asian
B	Black/ African American
I	Native Hawaiian/Other Pacific Islander
N	American Indian/Alaskan Native
W	White/Caucasian

Did Appointee apply via HRMS?