# PAID FACULTY RECRUITMENT and APPOINTMENT CHECKLIST
## Revised May 2009

**Key Contacts**
Lisa Brommer – Human Resources, 293-2615 – recruitment process, direct appointment letters, job descriptions, reference checks
Leona Johnson – Human Resources, 293-1803 – criminal background checks, faculty job requisitions, advertising
Tracy Clarke – Human Resources, 293-1802 – faculty appointment paperwork; benefits and new hire paperwork
Kim Shore – Administrative and Financial Services, 293-2610 – budgets and contracts
Dr. Anne Walling – 293-2607 – faculty rank and tenure issues
Leigh Knubley – Medical Practice Association Human Resources, 293-3549

**Steps for the Department**
**Approval Process – for all positions including direct appointments and limited terms**

- ❑ Identify the funding to support the position.
- ❑ Communicate with the Dean regarding plans for the faculty position.
- ❑ Prepare a position description and submit to KUSM-W Human Resources.
- ❑ Submit a Paid Faculty Job Requisition form to Human Resources (it is not necessary to have academic title/ rank or tenure track at this point; enter lowest title/rank acceptable for position). This form is located on the HR website.
- ❑ Upon approval from the Dean to recruit, contact KUSM-W Human Resources to begin the recruitment process.

**Before Making Offer of Employment**

- ❑ Department Chair and Associate Dean for Faculty Development review the applicant's curriculum vitae to decide rank and track - **Rank above assistant level must be approved by the Wichita Promotion and Tenure Committee. Send copy of Curriculum Vitae and the position description (if available) to Wichita P & T Committee chairman and the Associate Dean for Faculty Development with memo that department is requesting appointment at (rank).**
- ❑ Submit the offer letter (2 originals) or Clinical Scholars agreement if appropriate, to the Associate Dean for Administration for review. It is recommended that the start date be at least 30 days from the date the offer letter is signed and returned to the school.
- ❑ After the Dean signs the offer letter, the department chair shall finalize the offer of employment and send offer letter to the candidate. Candidate should return signed offer letter to Department Administrator.
- ❑ Prepare Faculty Appointment Form, "blue papers". The faculty information in the offer letter and blue papers must be identical.

**Faculty Appointment Tasks**
Send following documents to Tracy in Human Resources:

- ❑ Blue paper signed by Department Chair
- ❑ Original offer letter and/or clinical scholar contract with all signatures
- ❑ For volunteer appointments, the Affiliate Information Form must also be completed. Forms are online, http://wichita.kumc.edu/support/forms.html
- ❑ M.D./D.O. Requirements
  - o Current Curriculum Vitae
  - o Current active Kansas medical license (VA physicians may not have KS license, so license from another state is okay), (www.ksbha.org)
  - o Copy of Specialty Board Certification if applicable.
- ❑ Ph.D./Other Requirements
  - o Current Curriculum Vitae
  - o Copy of diploma or supporting letter from school which awarded highest degree (new hires and promotions)

- Copy of certification from State Board of Examiners of Psychologists or similar agency appropriate for degree/practice

It is highly recommended that these documents be submitted by the department to Human Resources at least one week following receipt of the signed offer letter.

**Acceptance of Employment**

- ❑ The department must complete and submit the new hire form located on the KUSM-W HR website. HR will initiate the criminal history background check once it receives the new hire form.
- ❑ Supply references to Human Resources if you will not be doing the reference checks at the department level.
- ❑ KUSM-W Human Resources will send out employment and benefits information to the new faculty member and arrange for its completion.
- ❑ If appropriate, complete the MPA faculty appointment process.

**For Direct Appointments**

Prior to communicating an offer to a faculty member, all requests for direct appointments must first be reviewed with the Director of Human Resources. This is to ensure that the criteria for foregoing competitive recruitment meet the university's equal opportunity obligations. To be considered as valid, all direct appointment letters must contain:

- ❑ Name and qualifications of the candidate
- ❑ The position being filled and the FTE
- ❑ Explanation of why the candidate is uniquely qualified for the position
- ❑ Explanation of how the candidate was identified
- ❑ Rationale for not conducting a competitive search for the position