

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Recruitment through Hire of Regular Faculty	SOP #: FAF.003.02
Effective Date	8/1/2019
Last Revision/Review	10.16.25

1. Purpose

This SOP supplements Human Resources procedures for recruitment through hire of regular faculty. It provides guidance to faculty departments undergoing a faculty search process and clarifies the role of Faculty Affairs in facilitating recruitment, interview, and appointment of new regular faculty.

2. Related Policy/Authority

Employee Handbook: <https://burrell.edu/employee-handbook/>

Faculty Handbook: <https://burrell.edu/faculty-handbook/>

College Bylaws- <https://burrell.edu/college-bylaws/>

SOP HR.001 Recruitment and Hiring Process

3. Faculty/Staff Responsibilities

The Academic Departments (Chair)/Program Director: Identify vacancies, request faculty line, create job description, appoint search committee chair, bring forward candidate for offer

Search committee: Reviews and interviews candidates, search committee chair is responsible to lead meetings and communicate with candidate

Academic Affairs (for D.O. program) or Program Director (for other programs): Consult on faculty line and job description

Faculty Affairs: Consults on recruitment process, credentialing and evaluations, and processes appointment

Promotions and Evaluations Committee: Reviews candidate qualifications and makes a recommendation of rank

Human Resources: Facilitates position posting, provides employment information to candidate, makes employment offer and manages contract process.

Dean (DO degree program) or President (MHSA degree program): Approves faculty line, faculty hire, and determines rank for faculty appointment

4. Definitions/Abbreviations

Regular Faculty: Full-time and part-time regular faculty are responsible for the quality of their contributions to the curriculum in areas of teaching, service, clinical practice, and/or research and scholarly activities. Regular Faculty devote their primary professional efforts to the affairs of the College and must be providing a minimum of 0.5 Full Time equivalent contribution to the College. Appointments are subject to annual renewal and the policies of the College. Regular faculty will be referred to by their rank (College Bylaws).

5. Procedural Steps

1. The Chair/Program Director works with their immediate supervisor, Academic Affairs (for DO program faculty) and HR to define the full or part-time regular faculty position and secure the faculty line.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

2. Posting of faculty positions will follow the process outlined in SOP HR.001: Recruitment and Hiring Process. The Chair/Program Director *approves the vacant position requisition in the HR software. They provide the approved job posting to HR along with recommendations for venues for posting.* HR posts the position.
3. The Chair/Program Director select a Search Committee Chair.
4. The Search Committee Chair assembles the search committee consisting of at least three other faculty members. At least one member should be from a different department from the posted position. Any exceptions to the search committee number and composition must have prior approval by HR.
5. The Search Committee Chair disseminates materials and schedules and convenes meetings of the search committee until hiring is complete or the search is closed.
6. Applications for the posted faculty position will be referred from HR to the hiring manager. HR will prescreen candidates and refer candidates who meet minimum qualifications.
7. The search committee reviews all qualified applicants and determines who best meets the required qualifications for the vacant position. They will then make a recommendation on which candidates to move forward with a preliminary interview and notify Faculty Affairs.
8. The search committee may complete preliminary interviews based upon the candidates' qualifications via phone or video conference call, prior to inviting for an onsite interview. If the committee decides to conduct preliminary interviews, the process must be conducted in the same way for all candidates. After completion of preliminary interviews, the search committee selects candidates for on campus interviews and notifies Faculty Affairs.
9. The Credentialing Coordinator works with the Chair/Program Director, Search Committee Chair, and the department's administrative assistant to set up the interview schedule for each faculty candidate. Interview schedules usually span two days and should include at minimum:
 - a. Meeting with search committee members
 - b. Meeting with faculty in the department for which the position is posted
 - c. Meeting with other faculty who will interact with the new hire
 - d. Meeting with academic administrators
 - e. Meeting with the Dean (DO degree program) or President (MHSA degree program) (if available)
 - f. Meeting with Human Resources representative
 - g. Campus tour
 - h. Community tour
 - i. Presentation (topic and format determined by the search committee)
10. The Search Committee Chair contacts the faculty candidates selected for interview and conveys the expectations for the presentation or other aspects of the interview.
11. The Chair/Program Director's administrative assistant will:
 - a. Serve as the main point of contact regarding the logistics of the interview.
 - b. Follow up with the candidate regarding interview date, hotel, travel and dietary needs.
 - c. Disseminate the candidate's CV, interview schedule, and presentation to faculty and staff as appropriate.
 - d. Be available to assist the candidate during the interview.
 - e. The Credentialing Coordinator can provide training and support to the department administrative assistant as needed.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

12. Immediately after the interview, the Credentialing Coordinator disseminates and collects faculty candidate evaluations from individuals who interacted with the candidates and sends the report to the Search Committee Chair and Chair/Program Director, the Assistant Dean of Faculty Affairs and HR.
13. The Search Committee should review all candidate materials and make a recommendation to the Chair/Program Director regarding whether and to whom an offer should be made.
14. If the Chair/Program Director agrees with the recommendation of the search committee, they should perform reference checks for at minimum two of the candidate's listed references. The process for checking references is described in SOP HR.001: Recruitment and Hiring Process. Reference checks are required for all faculty hires and letters of recommendation may not be substituted. Notes or other documentation of all reference checks are required.
15. After completing satisfactory reference checks, the Chair/Program Director notifies the Assistant Dean of Faculty Affairs of the intention to pursue hire of the selected candidate.
16. Faculty Affairs forwards the selected candidate's CV to the Chair of the Faculty Appointment and Promotions Committee for a recommendation for rank based on the criteria described in the College Bylaws.
17. The Chair of the Appointment and Promotions Committee sends a written recommendation for rank with a paragraph justifying the recommendation to the Assistant Dean of Faculty Affairs and the Dean (DO degree program) or President (MHSA degree program). Signatures of the Chair of the Promotions & Evaluations Committee, the Assistant Dean of Faculty Affairs, and the Dean (DO degree program) or President (MHSA degree program) of the College are required to determine rank for the new Faculty hire.
18. The following documents are submitted to HR:
 - a. All interview notes for each candidate interviewed from all committee members. (department)
 - b. Reference check documents (department)
 - c. Evaluation survey (Faculty Affairs)
 - d. Rank recommendation (Faculty Affairs)
19. Once all documents have been received, HR will submit the offer requisition in HR software. No offer of employment is to be made until all appropriate approvals are obtained. Once the approvals are obtained, Human Resources will notify the Search Committee Chair, the Chair/Program Director, and Assistant Dean of Faculty Affairs. A verbal employment offer may be made to the selected applicant by the Chair/Program Director or the Assistant Dean of Faculty Affairs. The verbal offer will be followed with an offer letter to the candidate from Human Resources.
20. If the selected candidate declines the offer, steps 15-21 may be carried out for another candidate.
21. Once the offer letter is accepted and signed by the candidate and a drug screen and background check have cleared, a faculty contract is drawn up by Human Resources and sent to the new faculty member along with a request for an official transcript for the faculty member's highest degree.
22. The hiring process and notification of other candidates will follow the procedure described in SOP HR.001: Recruitment and, Hiring Process.
23. Once the contract is signed, the Office of Faculty Affairs creates an appointment file (including CV, official transcript or medical license and board certification if appropriate, and appointment letter). Appointment letters will be provided to new faculty during their onboarding process.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

24. Until the new faculty hire arrives on campus, the Chair/Program Director serves as the primary point of contact regarding faculty duties and responsibilities.

6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/faculty-staff/forms/>

Personnel Posting Requisition

Personnel Hiring Requisition

7. Maintenance

Department Head of Faculty Affairs

Department Head of Human Resources

8. Signature

Approved by

10.16.25

Department Head of Faculty Affairs

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1.5.23	All	Updated hyperlinks and title of BCOM Bylaws to College Bylaws		1.5.23
10.2.25	All	Updated for the inclusion of additional programs and the duties of the program director		10.24.2025