

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Recruitment through Hire of Regular Faculty</b>	<b>SOP #: FAF.003.01</b>
Effective Date	8/1/2019
Last Revision/Review	1/5/2023

### 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 (Chairs): Identify vacancies, request faculty line, create job description, appoint search committee chair, bring forward candidate for offer

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

Academic Affairs: Consult on faculty line and job description

Faculty Affairs: Consults on recruitment process, coordinates interviews and evaluations, initiates hiring paperwork, 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 (CAO): 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, clinical practice, and 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 service 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 Department Chair works with the Dean, Academic Affairs, and Faculty Affairs to define the full or part-time regular faculty position and secure the faculty line.
2. Posting of faculty positions will follow the process outlined in SOP HR.001: Recruitment and Hiring Process. The Department Chair submits the *Personnel Posting Requisition* and written job posting to HR along with recommendations for venues for posting. HR posts the position.
3. The Chair of the department selects a Search Committee Chair.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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.
5. The 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 Search Committee Chair on at least a weekly basis. HR may pre-screen applications as agreed-upon by the Department Chair and the search committee.
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. Faculty Affairs will facilitate set up of the phone interviews.
9. After completion of preliminary interviews, the search committee selects candidates for on campus interviews and notifies Faculty Affairs.
10. The Administrative Coordinator works with the Department Chair and Search Committee Chair 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 (if available)
  - f. Meeting with Human Resources representative
  - g. Campus tour
  - h. Community tour
  - i. Presentation (topic and format determined by the search committee)
11. The Search Committee Chair contacts the faculty candidates selected for interview and conveys the expectations for the presentation or other aspects of the interview.
12. The Administrative Coordinator follows up with the candidate regarding interview date, hotel, travel, and dietary needs. The Administrative Coordinator serves as the primary point of contact regarding logistics of the interview.
13. Prior to each interview, the Administrative Coordinator obtains the candidate's CV and disseminates it along with the interview schedule and presentation title, time, and date to faculty and staff as appropriate.
14. The Administrative Coordinator will be available to assist the candidate during the interview.
15. Immediately after the interview, the Administrative Coordinator disseminates and collects faculty candidate evaluations from individuals who interacted with the candidates and forwards them to the Search Committee Chair and Department Chair.
16. The Search Committee should review all candidate materials and make a recommendation to the Department Chair regarding whether and to whom an offer should be made.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

17. If the Department Chair 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.
18. After completing satisfactory reference checks, the Department Chair notifies the Assistant Dean of Faculty Affairs of the intention to pursue hire of the selected candidate.
19. Faculty Affairs forwards the selected candidate's CV to the Chair of the Faculty Promotions and Evaluations Committee for a recommendation for rank based on the criteria described in the College Bylaws.
20. The Chair of the Promotions and Evaluations Committee sends a written recommendation for rank with a paragraph justifying the recommendation to the Assistant Dean of Faculty Affairs and the Dean. Signatures of the Chair of the Promotions & Evaluations Committee, the Assistant Dean of Faculty Affairs, and the Dean of the College are required to determine rank for the new Faculty hire.
21. The Administrative Coordinator collects the following documents:
  - a. List of search committee members with signatures (from the Search Committee Chair);
  - b. List of Interview questions (from the Search Committee Chair);
  - c. Notes from each committee member present for each applicant interviewed (from the Search Committee Chair);
  - d. All evaluations from the interview (from Faculty Affairs);
  - e. Notes from all reference checks (from the Department Chair);
  - f. Recommendation for rank (from the Faculty Promotions and Evaluation Committee Chair, signed by Assistant Dean of Faculty Affairs and Dean of College).
22. The Assistant Dean of Faculty Affairs completes the *Personnel Hiring Requisition* form and submits it along with the documents above to the Office of Human Resources, who will seek appropriate approvals. 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 Department Chair, and Assistant Dean of Faculty Affairs. A verbal employment offer may be made to the selected applicant by the Department Chair or the Assistant Dean of Faculty Affairs. The verbal offer will be followed with an offer letter to the candidate from Human Resources.
23. If the selected candidate declines the offer, steps 15-21 may be carried out for another candidate.
24. Once the offer letter is accepted and signed by the candidate, 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.
25. The hiring process and notification of other candidates will follow the procedure described in SOP HR.001: Recruitment and, Hiring Process.
26. 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.
27. Until the new faculty hire arrives on campus, the Department Chair serves as the primary point of contact regarding faculty duties and responsibilities.

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

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<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

1.5.23

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