Basic Science Faculty Recruitment Approval Routing (employer: PSU College of Medicine)

Complete the following steps (in order listed) for <u>all</u> COM-employed faculty positions:

Step 1: Obtain Faculty and Clinical Workforce Committee (FCWC) approval. Prior to the start of recruitment efforts, all faculty positions must be reviewed and approved. Upon approval by FCWC and members of leadership, recruitment efforts may begin. The FCWC Request Form and Instruction is available at: http://infonet.hmc.psu.edu/mso/Appt_Process/Physicians/index.htm

- <u>Step 2:</u> After advertising has occurred (it is essential that you connect with your HR-generalist regarding advertising requirements), and a candidate has been designated, the paperwork below is taken to Wayne Zolko's office to begin routing to the following authorized approvers: Mr. Zolko, Drs. Notterman, Weisman and Paz <u>prior</u> to making the formal offer to the candidate:
 - Basic Science Faculty Hiring Checklist page (completed)
 - Letter of offer to the candidate from the Department Chair
 - Memo to Dr. Paz requesting approval to hire candidate
 - Candidate's CV
 - Copy of approved FCWC form
 - Completed Penn State Affirmative Action Report (to include applicant and interview data, recruitment sources, search/screening committee members
 - Copy of journal advertisements, recruitment sources (national advertising required for tenure track or tenured faculty positions, per <u>PSU policy HR-13</u>)

Upon completion of routing and approval by leadership, the department representative will be notified for pick-up of the packet in the Dean's office. At that time, the candidate may be offered the position.

- **Step 3:** After the individual accepts the position, the following paperwork is submitted to the Dean's Office, via Cindy Devine, for signature by the Dean:
 - Completed, signed PSUCOM Personnel Action Form (PAF)
 - Copy of the final signed letter of offer
 - Copy of the final signed letter of acceptance
 - Copy of approved FCWC form
 - Candidate's CV
 - Completed Penn State Affirmative Action Report (to include applicant and interview data, recruitment sources, search/screening committee members
 - Copy of journal advertisement, recruitment sources (national advertising required for tenure track or tenured faculty positions, per <u>PSU policy HR-13</u>)

After the Dean signs off on the PAF packet (step 3), the paperwork will be routed to the Controller's Office and COM Human Resources for final processing.