



Operating Policy and Procedure

: The purpose of this School of Medicine (SOM) Policy and Procedure is to establish procedures and requirements for SOM faculty appointments.

This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Faculty Appointments Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

This policy is intended to provide procedures for acquiring SOM faculty appointments in accordance with [HSC OP 60.09, Faculty Recruitment Procedure](#), [HSC OP 60.01, Tenure and Promotion Policy](#), and [SOM OP 20.21, Faculty Tenure and Promotion](#).

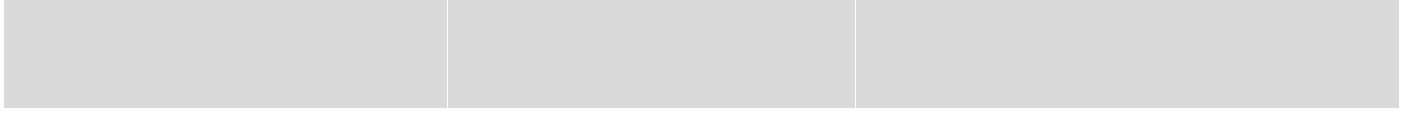
Faculty in the ranks of Instructor through Professor in both tenure and non-tenure track positions, paid and non-paid, must possess terminal degrees, (e.g., Ph.D., M.D., D.O., or equivalent). Other, term appointments, non-paid, require an appropriate professional degree, [i.e., Librarians (MLS), Physician Assistants (PA), Nurse Practitioners (NP)], etc. Exceptions to the above requirements must be approved by the Dean.

These steps should be followed when processing a full-time, part-time paid or non-paid faculty appointment. For changes in faculty FTE, appropriate documentation should be routed through the Office of Faculty Recruitment, Affairs and Development (OFRAD) prior to the change in FTE.

A full list of titles is located on: HSC OP 60.01	
Need for additional faculty is identified, request to recruit is generated by the hiring department and recruiting department.	
Request to Recruit is submitted to the Recruiting and Retention Steering Committee, by the Office of Faculty Recruiting, after financial approval is obtained per campus.	
Department begins the recruitment process in accordance with HSC OP 60.09 . A. Clinical Department: Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent to the candidate. B. Basic Science: Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent at step 3 or at step 6.	
Candidate's packet is submitted by the department for local Faculty Appointments Process. (For regional campus approvals, approved packet will be routed to the OFRAD). Packet includes: Current curriculum vitae Written documentation of 2 communications with references. Letter from the Chair of the department to FAC Chair requesting consideration and approval of faculty appointment. Letter should include: Dept/Division, Rank, Tenure or Non-Tenure,	Candidate's packet is submitted by the department for local Faculty Appointments Process. (For regional campus approvals, approved packet will be routed to the OFRAD). Packet includes: Current curriculum vitae Written documentation of 2 communications with references.



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