

FAQ- Staff Hiring Process

- I. Requesting department submits the following completed forms to RowanSOM Office of the Chief Operating Officer
 - a. Request to Hire Form for a straight replacement or new hire *or*
 - b. Request for Reclassification for reclassifying a position
 - c. Justification memorandum
 - d. Staff Replacement
 - i. Position Description for straight replacement
 - ii. Organizational Chart
 - e. Work Hours Adjustment – Page 2 on Request for Classification & Justification Memorandum

- II. RowanSOM Office of the Chief Operating Officer
 - a. Position request is logged and numbers
 - b. All forms reviewed for completeness and accuracy
 - c. RowanSOM Office of the Chief Operating Officer will obtain the following approvals
 - i. Grants Office (if applicable)
 - ii. Finance Office
 - iii. Director of Faculty Practice Plan (if applicable)
 - iv. RowanSOM Dean
 - v. RowanSOM Chief Financial Officer
 - vi. Rowan University Sr. VP for Health Sciences
 - d. Paperwork is approved
 - i. Reclassification, New Hire, or Work Hours Adjustment
 1. Sent to compensations services
 - a. FYI sent to department, Stratford HR & Budget Office
 2. Compensation reviews and sends Approval Memo and Approval job description to Stratford HR and department
 - ii. Straight Replacement
 1. Sent to Stratford HR for posting and original paperwork returned to department
 - a. FYI sent to Finance

All forms reviewed for completeness & accuracy. Incomplete forms will be returned to requesting department with explanation of required information. All forms must be signed by appropriate personnel (administrator or chair). All information must be consistent; indexes must be correct, etc.