

FAQ- Faculty Hiring Process

- I. Position Submission Packet – *Requesting department submits the following completed forms to RowanSOM Office of Faculty Affairs*
 - a. Request to Hire Form
 - b. Justification memorandum
 - c. Job Description and Duties
 - d. Where position will be advertised
 - e. Who is Hiring Manager
 - f. Length of Posting

- II. Position Approval Process
 - a. RowanSOM Faculty Affairs will obtain the following approvals:
 - i. Grants Office (if applicable)
 - ii. Finance Office
 - b. RowanSOM Chief Operative Officer's Office
 - i. Paperwork logged
 - c. Clinical Faculty Only
 - i. Business case reviewed by Executive Director, Family Practice Plan
 - d. RowanSOM Dean
 - i. Review and approval or denial
 - e. RowanSOM Chief Financial Officer
 - i. Review and approval or denial
 - f. Rowan University Sr. Vice President for Health Sciences
 - i. Review and approval or denial
 - g. Paperwork is reviewed by Office of Equity and Diversity and posted by RowanSOM Office on Faculty Affairs on Rowan University Human Resources website

- III. Candidate is Selected
 - a. Notify Faculty Affairs of the following:
 - i. Selection
 - ii. Anticipated Start Date
 - iii. CV required to be uploaded (attached) into Technomedia
 - iv. New Provider Notification Form (Clinical Faculty only)
 - v. Job location
 - vi. Hospital and/or Affiliate Privileges

 - b. Offer Letter Composition and Approval:
 - i. Start Date Finalization
 - ii. RVU Target
 - iii. Job Responsibility & Location of Services

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.