School of Medicine
Faculty Search and Hire Procedures

The School of Medicine, in conjunction with the Office of Equity and Inclusion (OEI), reviews all proposals for appointment of regular faculty (Tenured, Tenure-track, Research track, Medical Educator and Service track, Clinical track and Unassigned track). If you have questions about the process, contact Malik Smith (malik.smith@emory.edu) or David Goetsch, OEI (david.goetsch@emory.edu) at 404-712-1415.

1. **Search authorization**
The Department or Division receives authorization from the Dean’s office and or Department Chair to initiate a faculty search. Internal candidates must be compared to a group of their peers, which requires an open search.

2. **Compose search committee**
The search committee shall consist of three or more persons who are representative of the diverse Emory community/department.

3. **Develop position description**
A copy of the position description shall be provided to all candidates who are invited for interviews and to any other applicants upon request. The description must include the following minimum information:
   a. Position title
   b. A general description of job duties
   c. Statement of minimum qualifications for the position
   d. How to apply online

4. **Develop vacancy advertisement and prepare recruitment plan**
All advertisements **must** include the following information:
   a. Brief position description
   b. Include Emory University, Atlanta, GA in all ads.
   c. Title and academic rank of the position
   d. Summary of minimum qualifications (e.g., Ph.D. required). Selected candidate must meet the minimum qualifications by the date of the offer letter.
   e. Application deadline or date on which the department will begin review of applications.
   f. Information to be supplied by the candidate when the application is sent. May include CV, portfolios, references, or any other presentation material specific to the area.
   g. Physician / Clinic positions should include in additional details: The state of Georgia requires State Medical Licensure or “appropriate authorization” as required for the job in the state of Georgia (A letter from the Composite State Board of Medical Examiners stating that a Georgia license has been applied for will meet this requirement.)
   h. Statement that Emory University is an Equal Opportunity/Affirmative Action employer. Women and minorities are encouraged to apply.

The Recruitment Plan template can be found on the OEI website: Office of Equity and Inclusion Recruitment Plan

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5. **Department or designee creates the requisition in BrassRing (ERS Sign on)**

The Department will create the requisition number in BrassRing. This will include the job description and a brief description of the Recruitment Plan and outreach efforts. Be sure to include anyone on the “Requisition Team” who will need to view all applicants and documents for the search. (The person designated as the Requisition Admin is responsible for dispositioning candidates). TEC requisitions must include Mary Elizabeth Brock. Submit the requisition.

6. **Review requisition to determine if a hiring goal has been set by OEI.**

7. **Advertise the position nationally**

Make sure the advertisements run long enough to attract a broad spectrum of candidates, and in no case less than a month before your **deadline** or **review begins** date. A hyperlink to the posting will be forwarded to the Department to include in external postings.

Methods for publicizing openings must include:

   a. Timely advertisements in the major professional journals and registries of the discipline. You can always include the Emory University Faculty Portal as part of your action plans. You may either post in paper edition or in an electronic version. If there are no professional journals appropriate for the field that allow recruitment postings you can include Higheredjobs.com as all positions are automatically posted there, or use *The Chronicle of Higher Education*.

   b. An active effort to recruit a diverse applicant pool, through methods such as direct letters to graduate departments, the distribution of the advertisement on listservs of minority, women’s, disabled persons’ and veterans’ organizations, or the publication of the advertisement in venues like *Diverse* or *INSIGHT into Diversity*.

   c. Utilize the hyperlink from the BrassRing system in all postings or announce the vacancy number to route all interest back to the electronic posting.

Take specific affirmative steps to recruit women and minorities for the position. If women and minorities are under-represented or if normal recruitment procedures yield a low representation of female and minority applicants, then every effort must be made to locate and encourage the candidacy of qualified women and minority groups.

8. **Requisition administrator updates candidate status**

Each candidate is filed as “Applied-Not Reviewed” upon applying for the position. The status then follows the charted designation *(Document 1)* which escalates to “Send to Search Committee” then “Selected for Candidate Pool”. This is followed by “Interview status.” Candidates who did not apply directly on line can be added manually to ensure they are included in the applicant pool *(Document 2)*, and receive the EEO Self –ID form. Candidates who are given a “final status” will receive an auto-generated letter.

9. **Applicant Self-ID data will automatically be generated to anyone who applies.** A copy of the EEO Self-ID data can be acquired once the posting is closed or the candidate pool is ready for review. Prior to elimination of any potential candidates, the search committee or requisition Administrator must contact OEI *(oei@emory.edu)* to ensure the diversity of the applicant pool is sufficient. *This step must be completed to maintain compliance with federal regulations.* EEO reports will include candidates assigned “sent to search committee” and above.

   **No candidates can be invited for a campus visit until an EEO report is run and attached to the requisition.**
10. **Interview final candidates**
Each candidate to be interviewed in any format should be placed in “Interview” status. Ensure that interview procedures for all candidates are uniform. Interviews with potential candidates shall not address questions of race, sex, sexual orientation, family obligations, disability, or veteran status. Inquiry may be made into an applicant’s ability to perform job-related functions. Personal background questions must be shown to be directly related to satisfactory job performance and must be asked equally of all candidates. A document that states in brief detail the reason the finalist were selected or not selected should be attached to the requisition (Document 3).

*A compliant search contains three or more interviews.*

11. **Request permission to make an offer**
No offer is to be made to a finalist if a hiring goal is in place or if the candidate pool has not been reviewed during any stage of the search. Contact OEI to ensure proper documentation of this step to maintain compliance with federal regulations. Do not disposition final candidates until after offer is approved and the offer letter is signed.

All other candidates who are not offered the position should have their status updated to “Interview- no offer”, and all candidates in the requisition should be assigned the final designation of “Considered no Interview.”

12. **Move to SOM hiring workflow:**
(A packet is not required for internal candidates selected for tenure track roles. Please see [process for tenure track change](#).)

a. The Faculty Confidential Data Form is auto generated to the finalist once the status is moved to “Considered Finalist”. Department should consider contacting candidate to initiate the credentialing process.

b. Complete the Liability questionnaire via BrassRing or be sure liability questionnaire is sent to candidate.

c. The Department begins compiling all components of the Preliminary packet.
   i. FPF spreadsheet
   ii. Candidate CV
   iii. Draft Offer Letter
   iv. Transcripts
   v. Bio Sketch

d. Each component (i-v above) of the packet is scanned as an individual PDF document, except the Draft offer letter which should remain a Word document and be attached to the requisition, not the candidate profile*, (Document 3) and be labeled “Preliminary Packet”. If the position has a TEC component, the department sends an e-mail to the TEC (Mary Elizabeth Brock, mary.brock@emoryhealthcare.org) to view and sign off on the packet. The packet is completed and re-attached to the requisition, not the candidate profile*, as “TEC Approved”. An email goes to the department as notification that the packet is ready.

e. The department creates the Faculty Offer Approval Form and routes to the Dean’s Office only. This form alerts the Dean's office that a packet and hire is ready to view and approve.

f. The Dean’s Office:
   - Reviews and approves the faculty packet;
   - Finalizes the offer letter and re-uploads it as “SOM approved Offer” and FPF as “SOM approved FPF”;
   - Approves the Faculty Offer Approval Form;
   - Sends an e-mail to the department that the packet is ready

g. The signed offer letter from the candidate is returned and emailed to sompreliminarypacket@emory.edu.
h. The Department creates the **TEC Hire/ Transfer** form if a TEC position is involved. Routes internally only.

i. The Department attaches the **Faculty Hire/ Transfer** form to create the final university record.

j. Final records should include the signed Offer Letter.

13. **Prestart/Onboarding**
   
   Begin prestart/onboarding according to departmental procedures.

* Candidates can view all documents attached to their profile. Documents should be attached to the requisition not the candidate profile.