PENNSTATE HERSHEY College of Medicine

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

Complete the following steps (in order listed) for all faculty positions hired within by the COM:

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 by FCWC. The FCWC Request Form and Instructions are available at: http://infonet.hmc.psu.edu/mso/Appt_Process/Physicians/index.htm

As of October 2013, all academic employment opportunities must be posted on Penn State Electronic Jobs Management System (EJMS) and must remain open for a minimum of seven (7) calendar days. **Upon approval by FCWC and members of leadership, recruitment effort begins and must include submitting the COM Requisition Request to COM HR for posting on EJMS. Submit the COM Requisition Request and FCWC form to your COM HR representative immediately upon notification of FCWC approval**.

Step 2: After advertising has occurred (it is essential that you connect with your HR-representative regarding advertising requirements), and a candidate has been designated, the paperwork below is uploaded to **PawPrint** https://pawprint.med.psu.edu/PawPrint/ for electronic routing to members of leadership, including the Dean, **prior** to making the formal offer to the candidate:

The paperwork must be in the following order prior to uploading to **PawPrint**:

- PawPrint Cover Sheet: Faculty Hiring Packet
- Letter of offer to the candidate from the Department Chair, including any attachments to the offer letter
- Candidate's CV
- Copy of approved FCWC paperwork

Upon approval by leadership, the department assistant will receive an email notification from **PawPrint**. Print approval certificate from **PawPrint**. At this time, the candidate may be offered the position. **Notify your COM HR representative immediately upon notification of PawPrint approval to begin the required background check process.**

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:

- COM Requisition Request Form
- Copy of PawPrint Document Approval Certificate
- Copy of PawPrint Cover Sheet: Faculty Hiring Packet
- Copy of the final signed letter of offer and acceptance
- Copy of any applicable advertisements/recruitment sources
- Copy of approved FCWC paperwork
- Candidate's CV

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

12/3/2012, updated 8/2013 to reflect PawPrint process; updated 10/15/2013 to reflect EJMS, updated 3/19/2014 to reflect background check process; updated 9/15/2014 to reflect COM Requisition Request Form