

**MEDICAL UNIVERSITY OF OHIO AT TOLEDO****OFFICIAL POLICY**

**Name of Policy:** Non-Clinical Faculty Recruitment



**Policy Number(s):** A-10-11-00002-0106

**Effective Date:** 1/01/06

**Initial Date:** 1/01/06

**Issuing Office:** Senior Vice President for Medical Affairs  
Dean of the College of Medicine

**Responsible Agent:** Director,  
Finance and Administration for  
the College of Medicine

**Scope of Policy:** Faculty, College of Medicine

**POLICY**

Recruitment initiatives for new non-clinical faculty will comply with the following policy and procedures to ensure uniformity and eligibility for appointment to the faculty.

**PROCEDURE**

- I. All non-clinical faculty searches must be approved in advance by the Dean of the College of Medicine. Recruitment requests will be evaluated by the Dean, and other members of the executive administrative team to ensure alignment with the strategic direction of the University and College of Medicine. The Faculty Recruitment Authorization form (Exhibit A) shall be completed by the department and submitted to the Dean to request and justify commencing a faculty search.
- II. A committee, if deemed necessary, shall be created to organize, plan, and conduct the search. The Department Chair will select committee members and appoint a chairperson. The search committee shall be as diverse as possible and the Assistant to the President for Institutional Diversity shall be an ex-officio member on all search committees. The search committee members will be responsible for:
  1. Developing position specifications
  2. Selecting advertising mediums and preparing advertisements
  3. Reviewing applications to determine if applicants meet the advertised qualifications
  4. Developing interview questions
  5. Evaluating and comparing candidates
  6. Ensuring Equal Employment Opportunity practices are followed and making a good faith effort to recruit and hire individuals from underrepresented minority groups
  7. Maintaining appropriate confidentiality about search committee proceedings
- III. Advertising should be done in a way to reach the largest possible audience of persons qualified for and interested in the position. Advertisement to take place in national media sources as well as publications that specialize in circulation to women and minority groups. The Office of Institutional Diversity will make a good faith effort to recommend publications to target underrepresented groups, and suggest methods which are most likely to result in the inclusion of qualified minorities and women in the

applicant pool. Good faith efforts shall be made in all searches to increase minorities and women in the applicant pool.

The Office of Faculty Affairs shall be responsible for maintaining records of the publications and sources where advertisements were placed.

Once all of the interview evaluations have been collected, the committee should refer again to the search criteria, and also come to some agreement on other qualities that have come to light about each candidate while he/she was on campus. The committee shall make a recommendation to the department chair.

- IV. The department Chair will recommend to the Dean a final candidate for appointment to the faculty. All of the following will accompany the recommendation.
  - A. Offer of Appointment Authorization (Exhibit B)
  - B. Recruitment Financial Analysis (Exhibit C)
  - C. Letter of Intent (Exhibit D)
  - D. Candidate's curriculum vitae
- V. Upon authorization by the Dean, the letter of intent co-signed by the department Chair and Dean will be sent to the candidate with copies provided to the Office of Faculty Affairs.
- VI. Faculty appointments at the rank of Associate Professor or Professor must be reviewed by the College of Medicine's Appointment, Promotions and Tenure Committee. Departments will coordinate with the candidate and the Office of Faculty Affairs the development of the application according to the rules and regulations of the Appointment, Promotions and Tenure Committee.
- VII. Following signed acceptance of the letter of intent and prior to employment, the department will plan and coordinate all necessary activities to promote the candidate's successful transition to the Medical University of Ohio and fulfillment of educational, research and administrative responsibilities. The plan should include, but may not be limited to, the following:
  - A. Finalization of office and research space;
  - B. Procurement of office, research supplies and equipment; and
  - C. Orientation to the department, College, University and community.

The department will also notify the Office of Faculty Affairs to coordinate the completion of a criminal history investigation, including fingerprinting if necessary, and a drug test.
- VIII. The Board of Trustees must approve a faculty appointment before employment at the Medical University of Ohio.
- IX. The department will also coordinate for the candidate to meet with the Director of Faculty Affairs to complete employment forms and enroll in benefit programs, and attend required training programs including Safety and Health, HIPAA, and harassment.
- X. No faculty member will be paid, granted office or research space, equipment, computer access or an MUO identification badge without either approval of the Board of Trustees or special exception approval for non-clinical faculty work prior to Board approval by the Dean and also the President of the Medical University of Ohio.

<p><b>Approved by:</b></p>   <p>_____</p> <p><b>Senior Vice President, Medical Affairs Dean, College of Medicine</b></p>	<p><b>Policies Superseded by This Policy:</b> <b>None</b></p>
<p><i>Review/Revision Completed by:</i> Director, Faculty Affairs Director, Finance and Administration, College of Medicine Assistant to the President for Institutional Diversity Associate Dean for Student Affairs Dean of the College of Medicine</p>	<p><b>Revision/Review Date:</b></p>

**Note:** The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://policies.meduohio.edu>) for the most current copy.



**COLLEGE OF MEDICINE**

**NON-CLINICAL FACULTY RECRUITMENT AUTHORIZATION FORM**

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Expected Rank:** \_\_\_\_\_ **Expected Track:** \_\_\_\_\_

**Appointment:**  Full-Time  Part-Time (0.00 FTE) **Expected Appt. Date:** \_\_\_\_\_

**Administrative Title (if applicable):** \_\_\_\_\_

Briefly describe the position's duties and responsibilities, and provide a summary of how this position will contribute to and enhance teaching, research and patient care programs at Medical University of Ohio.

**Effort:** % Education \_\_\_\_\_ % Research \_\_\_\_\_ % Administration \_\_\_\_\_ %

**Expected Salary:** University: \_\_\_\_\_

Attach a description of the recruiting plan, including the scope of the search and efforts to attract underrepresented minority applicants. Also identify the estimated recruiting expenses and the funding sources. If requesting a waiver of a formal faculty search, please provide justification below.

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**Requesting Chair:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Authorization:**

\_\_\_\_\_

Jeffrey P. Gold, M.D.

Senior Vice President for Medical Affairs

Dean of the College of Medicine

\_\_\_\_\_

Date



### Non-Clinical Faculty Offer of Appointment Authorization

**Candidate:**  
**Department:**  
**Rank:**

**Appointment Date:**  
**Appointment Type:**  Full-Time  
 Part-Time (0.00 FTE)

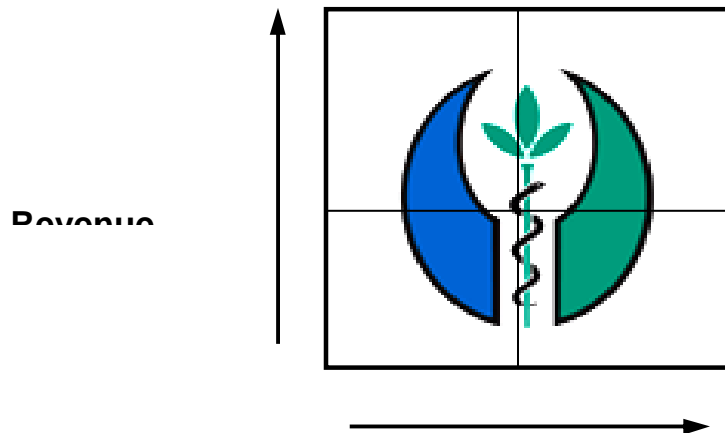
**Track:**  
**Administrative Title (if applicable):**

Salary  
**Academic:**  
**Administrative:** \_\_\_\_\_  
**Total:**

**Salary Sources** (e.g. grants, department, Medical Ctr, etc.)

<b>% Effort</b>
<b>Education:</b>
<b>Administration:</b>
<b>Research:</b>

Please indicate the appropriate quadrant of this candidate's anticipated relative mission alignment and anticipated revenue generating capacity



Attach the following materials:

1.  Financial Analysis using basic sciences or clinical sciences template
2.  Draft letter of offer using the standardized College of Medicine format
3.  Copy of the candidate's curriculum vitae

**Department Chair:** Signature \_\_\_\_\_

Name \_\_\_\_\_

**Authorization:**

\_\_\_\_\_  
Jeffrey P. Gold, M.D.  
Senior Vice President for Medical Affairs  
Dean of the College of Medicine

\_\_\_\_\_  
Date



## College of Medicine

### Recruitment Financial Analysis - Basic Sciences

**Candidate:** John Doe, Ph.D.  
**Department:** Medical Microbiology & Immunology

Please complete the table below entering all expenses and revenues for years one through five for the proposed recruitment.

#### 5 Year Expenses & Revenues Projection

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Total Salary		75,000	80,000	82,500	85,000	322,500
% salary grant funded	30.00%	30.00%	35.00%	35.00%	40.00%	35.16%
Grants - Total Direct	150,000	175,000	200,000	225,000	250,000	1,000,000
<b>Expenses (excluding grant funded)</b>						
Salary & fringes	0	68,250	67,600	69,713	66,300	271,863
New research staff	0	24,000	24,000	0	0	48,000
Graduate stipend	18,500	18,500	18,500	18,500	18,500	92,500
Supplies/reagents	2,000	0	0	0	0	2,000
Equipment	0	0	0	0	0	0
Renovations	10,000	5,000	0	0	0	15,000
Moving/relocation	8,000	0	0	0	0	8,000
Start-up funds	50,000	50,000	50,000	0	0	150,000
<b>Total Expenses</b>	<b>88,500</b>	<b>165,750</b>	<b>160,100</b>	<b>88,213</b>	<b>84,800</b>	<b>587,363</b>
<b>Revenues</b>						
F & A recovery (48.3%)	72,450	84,525	96,600	108,675	120,750	483,000
Less research incentive	(21,735)	(25,358)	(28,980)	(32,603)	(36,225)	(144,900)
Royalties	0	0	0	0	0	0
<b>Total Revenues</b>	<b>50,715</b>	<b>59,168</b>	<b>67,620</b>	<b>76,073</b>	<b>84,525</b>	<b>338,100</b>
<b>Net Annual Cash Flow</b>	<b>(37,785)</b>	<b>(106,583)</b>	<b>(92,480)</b>	<b>(12,140)</b>	<b>(275)</b>	<b>(249,263)</b>

I have reviewed the above information and believe it to be an accurate representation.

**Department Chair:** Signature \_\_\_\_\_  
 Name \_\_\_\_\_

## SAMPLE OFFER – Basic Sciences

JUNE 23, 2005

*John Doe, Ph.D.  
14589 Brookside Lane  
San Diego, California 92128*

Dear *Dr. Doe*:

We are pleased to offer you a faculty appointment in the Department of *Pharmacology, Cardiovascular Biology and Metabolic Diseases* at the Medical University of Ohio at Toledo, (the “University”), at the rank of *Assistant Professor in the tenure eligible Academic Basic Scientist track*, subject to final approval by the Board of Trustees and your fulfillment with the following terms and conditions. Upon approval by the Board of Trustees and compliance with the terms and conditions, the appointment will be effective on or about *September 1, 2005* and will be renewed in conformity with the Faculty Rules and Regulations.

1. You will devote your full-time attention and efforts to fulfilling at the highest level of professional competence the research, educational, academic, and administrative duties and responsibilities of the appointment as may be assigned to you by the Department Chair. *Your primary responsibility [describe educational, research and administrative responsibilities] will be the development and continuation of an independent research program with a focus on the folding, assembly, and intracellular trafficking of transporters and cell surface receptors. You will also be expected to participate in teaching medical and graduate students.*
2. Your annual salary will be *seventy thousand (\$70,000.00)* dollars. The University expects faculty members in this track to support sixty-five (65%) percent of their salary from extramural funds. At a minimum, thirty-five (35%) percent of your salary must be supported by grants within thirty-six (36) months of your appointment. *[Specify if grant funds will support any portion of the salary at time of appointment.]* You will also be entitled to all benefits to the extent that such benefits are generally provided to other full-time faculty members of equal rank and years of service as in effect from time to time. A summary of these benefits is enclosed.

3. *To support your research program the College of Medicine will provide you \$250,000 in start-up funds which can be used to purchase equipment, technical support and supplies, and temporarily support laboratory staff salaries. The Department will provide an additional \$50,000 in start-up funds. You may spend these funds, with the approval of the Chair, during the first three years of your appointment. You will be assigned laboratory space and adjacent office space in the Block Health Sciences Building.*

4. Your employment is subject to the policies, procedures, and guidelines of the Medical University of Ohio at Toledo, as amended from time to time, including but not limited to the Bylaws of the Medical University of Ohio, the Administrative Rules and Regulations, the Faculty Rules and Regulations, the University's conflict of interest policies, patent policies, and employee policies. You will also comply with all state and federal laws, rules and regulations, applicable to your performance of responsibilities pursuant to this Agreement.
  
5. Please note that all offers of employment at the Medical University of Ohio at Toledo are subject to the establishment of employment eligibility under U.S. immigration law and acceptable results of a pre-employment drug screen and criminal background check.

If you agree to accept the position on the terms set forth above, please do indicate by countersigning the enclosed copy of this letter and return it to *Dr. Rosenberg* as soon as possible. If this letter has not answered all of your questions about the appointment, please do not hesitate to contact *Dr. Rosenberg*.

We are delighted by the prospect of having you join the faculty at the Medical University of Ohio. We are confident that your contributions will enhance the University's research and education programs.

Sincerely,

*Howard C. Rosenberg, Ph.D., M.D.*

*Professor and Chairman*

*Department of Pharmacology, Cardiovascular Biology and Metabolic Diseases*

Jeffrey P. Gold, M.D.

Senior Vice President for Medical Affairs

Dean, College of Medicine

I acknowledge my agreement with the above terms:

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*John Doe, Ph.D.*

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Date

cc: W. Hanna