The College of Medicine and Life Sciences will follow established guidelines and policies for recruitment and hiring of qualified clinical faculty members.

To ensure uniformity and eligibility for appointment to the faculty in the College of Medicine and Life Sciences and to comply with the institutional Equal Opportunity policy (#3364-50-02) and other pertinent hiring policies.

This policy applies to recruitment and hiring of faculty in the College of Medicine and Life Sciences.

All 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 & Life Sciences.

The department will notify the Medical Staff Office to send candidates considered to be finalists an Application for Appointment (for credentialing and insurance purposes) in order for the full credentialing process to begin as early as possible. These candidates must also apply for a license to practice in the state of Ohio.

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. The search committee members will be responsible for:

a. Developing position specifications
b. Selecting advertising mediums and preparing advertisements
c. Reviewing applications to determine if applicants meet the advertised qualifications
d. Developing interview questions
e. Evaluating and comparing candidates
f. Ensuring Equal Employment Opportunity practices are followed, and making a
good faith effort to recruit and hire individuals from underrepresented minority
groups
g. Maintaining appropriate confidentiality about search committee proceedings

4. 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.

5. 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.

6. The department Chair will recommend to the Dean a final candidate for appointment to
the faculty. All of the following will accompany the recommendation.
   i. Offer of Appointment Authorization (Exhibit B)
   ii. Recruitment Financial Analysis (Exhibit C)
   iii. Letter of Intent (Exhibit D)
   iv. Practice Plan Compensation Schedule (Exhibit E)
   v. Candidate’s curriculum vitae

7. 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, the Medical Staff Office and The University of Toledo Physicians (UTP). All
letters of intent shall state explicitly that appointment to the faculty is subject to and
contingent upon the following:
   a. Possession of a full and unrestricted license to practice in the state of Ohio;
   b. Possession of an unrestricted Drug Enforcement Administration certificate;
   c. Membership in good standing on the Medical Staff of the University Medical
      Center;
   d. Professional liability insurance;
   e. Eligibility as a certified provider in the Medicare, Medicaid and other federal and
      state health care programs; and
   f. Background checking and drug testing

8. The Medical Staff Office will send to prospective faculty members the Application for
Appointment if not previously provided. Upon receipt of the completed application, the
Medical Staff Office will provide UTP a copy of the application and required submittals
for employment process verification and provider enrollment.

9. The review of applications for medical staff privileges is extensive and includes, but is
not limited to, primary source verification of education and training, and reviews by the
Credentialing and Medical Executive Committees of the Medical Staff. Medical Staff
privileges are only conferred after review and approval by the Clinical Care Committee of the Board of Trustees of the University of Toledo.

10. The Credentialing Committee of the Medical Staff will make its recommendation, which includes coverage in the UT professional liability insurance programs, to the Medical Executive Committee.

11. The review and approval processes for Medical Staff credentialing and UTP underwriting require minimally 60 days, and may in some instances require 180 days. Provider enrollment, necessary to bill and collect from commercial insurance providers, will also require three to six months. It is therefore in the interest of the department and candidate that the Application for Appointment (for credentialing and insurance purposes) with requested submittals be completed as soon as possible in order to avoid delaying the candidate’s employment.

12. Faculty appointments at the rank of Associate Professor or Professor must be reviewed by the College of Medicine’s Appointment, Promotion 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, Promotion and Tenure Committee. The development of the application and subsequent review by the Committee may take up to 90 days.

13. 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 University of Toledo and fulfillment of educational, clinical, research and administrative responsibilities. The plan should include, but may not be limited to, the following:
   a) Finalization of office, clinical and research space;
   b) Procurement of office, clinical and research supplies and equipment;
   c) Development of plan in cooperation with the Office of Communications to advertise and market the clinical services of the candidate;
   d) Development of professional billing forms with UTP; and
   e) Orientation to the department, College, University and community.

   The department will also notify the Office of Faculty Affairs to coordinate the completion of background checking and completion of other pre-employment requirements, as well as employment and benefits paperwork.

14. All faculty appointments go to the Board of Trustees for final approval.
Policies Superseded by This Policy:
Formerly A-10-11-00001-1105, renumbered 12/8/11

Initial effective date: 11/01/05

Review/Revision Date:
• 12/1/12

Next review date: 12/1/15 (three years from most recent revision/revision date)
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.

% Education % Research % Clinical Service % Administration %

Effort:  ____  ____  ____  ____  ____

Expected Salary: University: __________  Practice Plan: __________

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.

Requesting Chair: ____________________________  Name  Signature  Date

Authorization

Jeffrey P. Gold, M.D.
Chancellor & Executive VP for Biosciences & Health Affairs
Dean of the College of Medicine & Life Sciences
Clinical Faculty Offer of Appointment Authorization

Exhibit B

Candidate: ____________________________ Appointment Date: ____________

Department: __________________________ Appointment Type:  □ Full-Time

                                        □ Part-Time (0.00 FTE)

Rank: __________________________ Track: __________________________

Administrative Title (if applicable): __________________________

<table>
<thead>
<tr>
<th>Salary</th>
<th>% Effort</th>
</tr>
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<tbody>
<tr>
<td>(Sources e.g. Grants, Department, Medical Center, &amp; etc...)</td>
<td>Education</td>
</tr>
<tr>
<td>Academic</td>
<td>Administration</td>
</tr>
<tr>
<td>Administrative</td>
<td>Research</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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: Name: ____________________________ Date: ____________
Signature: ____________________________

Authorization: ____________________________ Date: ____________

Jeffrey P. Gold, M.D.
Chancellor & Executive VP for Biosciences & Health Affairs
Dean of the College of Medicine & Life Sciences