1.0 Policy Statement:
It is the Elson S. Floyd College of Medicine (ESFCOM) policy to follow an approved procedure to appoint qualified individual(s) to fill open faculty position(s) in a timeframe that meets the needs of the department/college. Faculty positions are appointed in conformance with the WSU Human Resource Services’ policies and the WSU Faculty Manual.

2.0 Definitions:
FRPT: Faculty Rank, Promotion and Tenure Committee
Appointing Authority: Person(s) having the authority to hire (and fire) faculty.
HRS: WSU Human Resource Services
PI: Principal Investigator

3.0 Responsibilities:
Appointing Authority
Department Chairs
Provost

4.0 Procedures
A. Faculty Paid by WSU
1. Department Chair, or other appropriate administrator identifies an open faculty position, including preferred/desired (or, open) faculty rank, source of support, funds availability and timing, and submits to Dean for review.
2. Dean submits proposed position to Provost for approval.
3. Once approved, the Department Chair works with the faculty of the department to design a job description.
4. The Department Chair works with appropriate offices (e.g., Dean’s Office, Office of Research, etc.), to identify hiring package options, to include funding, space, equipment and other necessary support.
5. The Department Chair (or the Appointing Authority) appoints a search committee. For faculty appointments below 0.5 FTE, appointment of a search committee is not mandatory, unless the position is tenure-track or an administrative faculty position (e.g., assistant/associate dean, unit lead, etc.).
6. Upon completion of the search and interviews, the Department Chair works with HRS to verify the candidate’s education, certification, licensure and credentials (as necessary), to ensure that the candidate undergoes a background check, and upon successful completion, submits to the Appointing Authority the finalist.

7. If the expected/requested faculty rank is above the Assistant Professor level, the department will send the candidate’s documentation to the college FRPT committee for review and recommendation regarding the appropriate faculty rank. Departments are encouraged to implement departmental process(es) for rank determination prior to sending candidates for review by FRPT.

8. Final faculty rank is determined by the Department Chair, College Dean, and ultimately, the Provost.

9. Upon faculty rank determination, an offer letter is developed following the College of Medicine offer letter templates, and the offer letter is provided to the candidate.

10. Each offer letter must be reviewed and approved by HRS, Business Services Office, Department Chair and Dean before sending out. All offers for Tenure and Tenure Track positions are also signed by the Provost. If applicable, the offer letter must be reviewed by the respective PI as well.

11. The offer letter, as a minimum, should contain the following information:
   (a) Effective date(s)
   (b) Position Number (if applicable)
   (c) Basis of service
   - Appointment period (e.g., 12-month, 9-month)
   (d) Periods of appointment (term of contract, renewable contract, rolling horizon, etc).
   (e) Title (including administrative title, if applicable)
   (f) Faculty Rank (e.g., instructor, assistant professor, associate professor, professor)
   (g) Track
   - Tenure-track or Non-tenure track
   - Faculty track per Faculty Manual (e.g., research, clinical, etc.)
   (h) Salary
   - To include F&A and salary recapture, as applicable
   - To include conditions related to source of position funding and timing/longevity of financial and other support
   (i) Scope of Service (provide approximate expected/recommended percentage of time dedicated to each area and if applicable, expected/recommended outcomes
   - Research and Scholarship (appointments with primary duties in research with grant funding must additionally include statements/conditions related to changes in grant funding resources and dates)
   - Teaching and Instruction/Precepting
   - Academically-related Service
   - Clinical (healthcare delivery) Service
   (j) Reporting relationship (who is the position’s supervisor, who will perform annual review of the hire)
(k) Supervisory expectations (employees supervised, expectation to perform annual reviews)
(l) Any special understandings, promises or conditions; for example, expected Tenure date, start-up package, track/rank change upon completion of a doctoral degree, etc.
(m) Relocation expenses eligibility
(n) Statement about lawfully authorized employment
(o) Statement about intellectual property
(p) Statement about use of university/college affiliation for private purposes
(q) Statement about faculty voting, access to university/college resources and any mandatory training
(r) URL location for pertinent policies and procedures (e.g., Faculty Manual, WSU Intellectual Property policy, ESFCOM bylaws, ESFCOM Faculty and Staff Guide)
(s) Required training language and links (e.g., prevention of discrimination and sexual harassment, Family Educational Rights and Privacy Act, etc.)
(t) Offer Letters must be signed by both the Department Chair and the College Dean, and for tenure-track/tenured faculty, by the Provost as well.

12. Upon return by the candidate of the signed offer letter, HRS and Business Services Office complete the procedures for faculty hiring, and when a WSU number and net id/email is assigned, notify the Department Chair to send a welcome letter to the new hire.

B. Non-Paid Faculty
1. Department Chair or Associate Chair identifies clinicians/scholars in the community who have an interest in teaching, precepting or serving to meet the needs of students.
2. The Department Chair or delegated authority works with HRS to verify the candidate’s education, certification, licensure and credentials (as necessary), and to ensure that the candidate undergoes a background check
3. If the expected/requested faculty rank is above the Assistant Professor level, the candidate’s documentation is sent to the college FRPT for review and recommendation regarding the appropriate faculty rank
4. Final faculty rank is determined by the Department Chair and the Dean. Departments are encouraged to develop internal process(es) for candidate rank review prior to the review for final determination.
5. Upon the faculty rank determination, an offer letter is provided to the candidate, using the appropriate College of Medicine offer letter template
6. The offer letter, as a minimum, should contain the following information:
   (a) Effective date(s)
   (b) Position number (if applicable)
   (c) Periods of appointment (term of contract, renewable contract)
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(d) Title (including administrative title, if applicable)
(e) Faculty Rank (e.g., instructor, assistant professor, associate professor, professor)
(f) Track (e.g., non-tenure track, clinical)
(g) Statement about non-paid nature of appointment
(h) Scope of Service (provide approximate expected/recommended percentage of time dedicated to each area and if applicable, expected/recommended outcomes
   - Research and Scholarship
   - Teaching and Instruction/Precepting
   - Academically-related Service
   - Clinical (healthcare delivery) Service
(i) Reporting relationship (who is the position’s supervisor, who will perform annual review)
(j) Any special understandings, promises or conditions
(k) Statement about intellectual property
(l) Statement about use of university/college affiliation for private purposes
(m) Statement about faculty voting, access to university/college resources and any mandatory training
(u) URL location for pertinent policies and procedures (e.g., Faculty Manual, WSU Intellectual Property policy, ESFCOM bylaws, ESFCOM Faculty and Staff Guide)
(v) Required training language and links (prevention of discrimination and sexual harassment, Family Educational Rights and Privacy Act)
(n) Offer Letters must be signed by both the Department Chair and the College Dean

7. Upon return by the candidate of the signed offer letter, Business Services Office completes the procedures for faculty hiring, and when a WSU number is assigned, notify the Department Chair to send a welcome letter to the new hire.

Note: When multiple non-paid positions are being filled in the same time frame, the above procedure can be executed in a batch mode.

5.0 Related Policies
The WSU Faculty Manual
Business Policies and Procedures Manual, 60.11 Recruitment and Selection of Faculty Personnel

6.0 Key Search Words
Faculty appointment

7.0 Revision History

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**Responsible Office:** Office of Faculty Affairs

**Policy Contact:** Associate Dean of Faculty Affairs

**Supersedes:** N/A