

RECRUITMENT PROCESS AND CHECKLIST

University of Utah School of Medicine Faculty Recruitment Policy:
<http://medicine.utah.edu/facultyadmin/policy/recruitment/index.htm>

Advertising is required for faculty appointments in all ranks and tracks, except for visiting instructors and adjunct appointments (these are temporary positions and therefore do not require advertising).

Departmental process:

1. Draft position description

To prepare a position description:

- a. Describe:
- b. Duties
- c. Responsibilities
- d. Commitments required by position
- e. Reflect
- f. Educational preparation
- g. Experience
- h. Special knowledge
- i. Skills required to carry out position
- j. Statement of Values for HSC Faculty Position Descriptions (required):

The University of Utah Health Sciences Center is a patient focused center distinguished by collaboration, excellence, leadership, and Respect. The University of Utah HSC values candidates who are committed to fostering and furthering the culture of compassion, collaboration, innovation, accountability, diversity, integrity, quality, and trust that is integral to the mission of the University of Utah Health Sciences Center.

2. Draft proposed advertisement (based on position description)
 - a. The department must advertise for a minimum of 30 days through at least two (2) national sources, and at least one advertisement in a journal aimed at EEO/AA. . What is required for international hires is that the position appear in at least one (1) national PRINT advertisement or two (2) Sunday issues of the Salt Lake Tribune, depending on the position (i.e. electronic postings and ads do not work). All advertisements must contain the mandated OEO clause:

“The University of Utah is an Affirmative Action/Equal Opportunity employer and does not discriminate based upon race, national origin, color, religion, sex, age, sexual orientation, gender identity/expression, disability, or status as a Protected Veteran. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. To inquire about the University’s nondiscrimination policy or to request disability accommodation, please contact: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Circle, Rm. 135, (801)581-8365.

The University of Utah values candidates who have experience working in settings with students from diverse backgrounds, and possess a demonstrated commitment to improving access to higher education for historically underrepresented students.”

3. Complete the Request for Recruitment via the SOM Online Recruitment Portal
 - a. <http://medicine.utah.edu/facultyadmin> the link is on the lower left pane of the Faculty Administration home page.
 - b. Once the Online Recruitment Request is completed and approved an email will be generated with the log number for the position.
4. Complete purchasing requisitions for all journals/sources
 - a. Submit requisitions to Jennifer Allie for approval signature.
5. Schedule meeting with OEO representative.
 - a. 581-8365 to arrange meeting with OEO representative and Search Committee and/or department. DATE of MEETING:
6. After ad has appeared for 30 days begin selection/offer stage.

RECRUITMENT PACKET CHECKLIST FOR ABBREVIATED SEARCH:

DEPARTMENTS WILL SUBMIT THE FOLLOWING DOCUMENTS FOR APPROVAL TO THE FACULTY ADMINISTRATION OFFICE. PLEASE SUBMIT THESE DOCUMENTS AS A PACKET IN A LABELED MANILA FOLDER.

1. Faculty Appointment and Recruitment Plan (don’t forget to get chair approval)
2. Position Description
3. Chair’s Letter requesting an abbreviate search

PLEASE ALLOW AT LEAST FIVE (5) WORKING DAYS FOR PROCESSING THIS REQUEST.