

Recruitment Justification Process for Faculty and Non-Faculty Job Postings, excerpted from Dean Lawley's memo to department chairs and others, dated 3-9-09:

Approval process prior to posting non-faculty positions using the Electronic Routing System (Brass Ring, <https://trm128.brassring.com/Emory/?flag=0.7055475>).

In the School of Medicine, this is not a new process but a refinement of how you have been using the Electronic Routing System (ERS; Brass Ring) to post a new or replacement position. This process will apply to the posting of all positions for non-faculty recruitments, including staff, principals, post-doctoral fellows, and temporary positions for six months or longer. (Please note the inclusion of post-doctoral fellows, since most of you have not used ERS previously for post-doctoral postings.) The purpose of this refinement in the process is to allow approval by the Deans's and EVPHA's Offices prior to posting. First, the SOM departmental or Unit designee (e.g., hiring official, department administrator, or departmental human resources representative) will complete the ERS on-line requisition as usual. Next, the designee will use the "Requisition Notes" (attached to this email) to supplement the usual information that is already part of the ERS system. After completing this form, the designee will cut and paste this supplemental information into the on-line ERS system in the field labeled *Requisition Notes*. (See attached sample of the ERS form, page 3.)

All requests will require Dean's Office approval. To route electronically to the Dean's Office, the designee will select from the drop-down list *Denise Farmer* as the Manager/Supervisor. The designee will also select from the drop-down list *Gregory Jones* in the EVPHA's Office as the VP/Dean, and the name of the department's recruiter in HR or the EOP approver (for administrative decision).

Approval process for faculty recruitments prior to final negotiations and Dean's offer and appointment.

For faculty recruitments, departmental and unit designees will follow the current process for submitting faculty recruitment packets to The Emory Clinic (if this is a salary source) and the Dean's Office. (The instructions, flow sheet, templates, forms, and checklists for the appointments process are available on line at http://www.med.emory.edu/dean/facultyaffairs_policies.cfm#apts.) Please note that signatures for all salary sources must be included as usual. Also note the packet must contain the amended *Faculty Proposal Form* (attached and on line), which now includes justification for the position and linkage to WHSC priorities. The Dean's Office will review the packet as usual and then will forward part of the packet to the WHSC VP Group for review.

Next steps.

In the Dean's Office, all requests for faculty and non-faculty recruitments that are received by 5:00 P.M. on Monday will be reviewed internally and submitted to the WHSC VP Group on Thursday morning for review at the following Monday meeting of the WHSC VPs.

- Final decisions on whether the non-faculty positions can be posted and recruitment can occur will be made by the WHSC VPs and communicated by e-mail from Dr. Greg Jones to the department and unit designees every Monday afternoon.
- Also on Monday afternoon, final decisions on whether the faculty position can be posted will be emailed by Dr. Jones to the Dean's Office, where final review of all components will be completed and the packet will be returned to the department.

In both circumstances (non-faculty and faculty recruitments), the Office of the Dean will work closely with the WHSC VP Group to obtain final approval and inform department leadership of the outcome of requested recruitments.

Effective date Monday, March 9, 2009.

This enhanced approach, **effective immediately**, will ensure appropriate review and approval for all positions to assure that Emory is being fiscally and programmatically responsible in light of this period of

fiscal rigor. At the same time, we do not envision slowing the recruitment of key positions that have an impact on our revenue, jobs that meet our strategic priorities, or roles that are significant to safeguard system resources (e.g., compliance, quality, safety).