

## Dean's Review ["RAC"] of Tenure Track Appointments

**January 2023**

The Office of the Executive Vice Dean and Chief Scientific Officer [EVD | CSO] of the Perelman School of Medicine reviews and provides approval for all tenure track appointments. This review, known as the Dean's Recruitment Review (formerly the Recruitment Advisory Committee (RAC)), is required for the recruitment to proceed to the Request to Recruit [RTR] process, which is managed by the Office of Academic Affairs [OAA].

The following information should be submitted in a **single PDF** file to the EVD | CSO (<mailto:evdcso@pennmedicine.upenn.edu>) for consideration of tenure track appointments:

1. Preliminary Proposal for Faculty Recruitment (please submit this as the cover page of the PDF packet). While not required for Clinician Educator track, this electronic form is highly encouraged for those recruitments as well:  
<https://redcap.med.upenn.edu/surveys/?s=PTN49MKMA73MCPKD>
2. Completed recommendation by department chair  
Chair Recommendation Letter Template found here: <https://www.med.upenn.edu/oaa/faculty-affairs/tenure-actions/>
3. Candidate's curriculum vitae and grant support
4. Candidate's statement of research plan and/or program
5. Letters of recommendation  
(Needed for assistant professors only; four letters are required by the University)
6. Summary of the search process, including interview itineraries, evaluations, and chalk talk/seminar flyers
7. Summary of the start-up package including space and dollars/sources
8. Expectations and metrics for assessment of success (so that we can retrospectively assess whether the candidate met or exceeded recruitment expectations)

For information, policies, and resources regarding the search process requirements, as well as offer letter templates (by track and rank), please see: <https://www.med.upenn.edu/oaa/faculty-affairs/>

Please reference the OAA website throughout the recruitment and on-boarding process. If you anticipate any tenure track recruitments, you should be in touch with OAA as early as possible for any questions regarding the search and selection process.