Perelman School of Medicine

Justification Requirements for New and Replacement Positions

Due to current concerns about NIH funding and the projected 5 year deficit, the Perelman School of Medicine administration has established the following requirements for new and replacement positions. Starting immediately the Perelman School of Medicine will be reviewing all new and replacement positions. The only positions that will not require review are research-related positions funded 100% on sponsored programs.

1. We will be requiring departments to submit a written justification that addresses the following:
   - A description of why the new or replacement position and associated work is mission critical.
   - How have you assessed if there are ways to reconfigure the work force to accomplish the work without filling the position.
   - A brief assessment of the implications of not filling the position.

2. When necessary the PSOM Compensation and Position Review Committee will reach out to departments to discuss questions that arise during the committee’s review.

3. Moving forward the school will work to develop metrics that will inform the committee on appropriate staffing levels. These metrics will be used as a guide to ask questions and inform discussions on specific requests. We understand that these metrics will need to distinguish between different programs, complicated sponsored programs awards, etc.

4. In the process to develop metrics, the school will be reaching out to BA’s to better understand their areas. The school would welcome ideas, suggestions or examples related to the development of this data.
5. If a final candidate is not identified within 6 months (reduced from 12 months), Recruitment and Staffing will determine if the position will need to be resubmitted to the PSOM Compensation Committee.

As we begin this review initiative we would appreciate any input or suggestion on how to improve the process. This is a work in process and refinements will be made as necessary.