Academic Support Staff

FAPD Mini Workshop

Faculty Handbook Definition

Academic Support Staff within PSOM

Recruitment

Hiring Timeline

Work Day Business Process

Ongoing Management

Agenda

Faculty Handbook Definition

- **Broad Definition:** Members of the Academic Support Staff include many individuals who participate in the University's teaching, research, or clinical services, but who are not eligible for appointment to the Standing or Associated Faculty. Each appointment to the Academic Support Staff is for a term of years and is without tenure or tenure significance.

    - Link to the Provost's website - Faculty Handbook Policy II.B.4 - Policy defining the structure of the academic staff: https://catalog.upenn.edu/faculty-handbook/ii/ii-b/

Academic Support Staff within PSOM

- Primarily consists of:

  - **Instructor:** Used primarily for part-time clinical personnel in the health professional schools; there is no limit to the length of part-time service in this rank. In addition, the instructor rank is occasionally used in some schools for full-time appointments of <u>scholars still in professional training</u>. In this case appointments are limited to three consecutive years, except where additional appointments are approved by the Provost.

  - **Research Associate:** Research Associates work in <u>sponsored research programs</u> and must hold the appropriate terminal professional degree in their disciplines. <u>Full time service</u> in this position <u>may not exceed three years</u>, except with approval of the Provost.

    -Faculty Handbook Policy II.B.4 - Policy defining the structure of the academic staff: <u>https://catalog.upenn.edu/faculty-handbook/ii/ii-b/</u>

Key Phrases:

- Instructors: "*Scholars still in professional training*"
- Research Associates: "*Sponsored research programs* "

Academic Support Staff are NOT...

- *used to solely fulfill a clinical need*
- *intended to be a long-term position*

Academic Support Staff within PSOM

Academic Support Staff within PSOM

- **The goal of academic and professional development needs to be clear in the:**

  - **Position Description**

  - **Request to Recruit (RTR) Submission**

  - **Offer Letter**

Academic Support Staff within PSOM

May be used for the following activities...

INSTRUCTOR

- Unaccredited Fellowship

- Developing Teaching portfolio

- Career development award (NIH K, etc)

- Pursuing a Masters Degree

RESEARCH ASSOCIATE

- Build Publication History

- Collaboration on Research

- Develop Research independence

- Grant writing experience

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Create the Position

Candidate Applies

RTR Submission

Recruitment Expectations

For full-time Academic Support Staff...

Recruitment Expectations

- **Create the Position:**

  - Ad Text is must adhere to handbook definition.

    - "Successful applicant will have an opportunity to develop…"

  - Search Committee is not required.

  - DSA Approval not required.

  - Position is submitted to FAPD for review and final approval.

  - National and Limited Search Guidelines do not apply…the candidate can be identified immediately!

Recruitment Expectations

- **Candidate Applies:**
  - FAPD Process for documenting the search does not apply.*
    - i.e. You do not need to indicate Interview Date Tags, Disposition Codes, etc.

*Recommended Best Practice: Document internally and track your hires in Interfolio FS by using Applicant Status of "Selected - Appointment Approval not Required" to identify preferred candidates.

Ben Franklin

Education Information
A.B.D., Uni

Status
Selected - Appointment Approval not Required   change

Recruitment Expectations

- **Request to Recruit (RTR) Submission:**

  - Application Date Required.

  - Cannot be 100% Clinical

  - Offer Letter Template*:   https://www.med.upenn.edu/fapd/offer-letters/

  - CV (FEDS format not required).

*The offer letter requires description of the candidate's primary responsibilities, funding source, and salary amount.

Recruitment Expectations

- **Part-time Academic Support Staff**

  - No online application

  - No RTR

  - Internal Department Offer Letter

    - adapt FAPD's full-time offer letter template to exclude benefits

- **Instructor without pay has been discontinued**

  - If you need to hire someone in a position without pay, contact FAPD to review options.

Hiring Timeline

Basic Science Departments

- Application: < 1 Week
- RTR: 1 to 2 Weeks
- Offer Letter Signed: < 1 Week
- Work Day Entry: < 1 Week

Total Time = ~ 4 Weeks

Hiring Timeline

Clinical Departments

- Application: < 1 Week
- RTR: 1 to 2 Weeks
- Offer Letter Signed: <1 Week
- **Credentialing: ~30 to 60 Days**
- Work Day Entry: < 1 Week

Total Time = ~2 to 3 months

Work Day Business Process

- **Initial Hire**
    - Requires an action in the Supervisory Organization (SO)
    - Followed by an action in the Academic Unit (AU)
        - 1 year appointment based on Date of Hire
    - Both the SO and AU require the Signed Offer Letter

- **Reappointment (max 3 years)***
    - Requires an update on the AU side only** - 1 year reappointment
    - If candidate is on a Visa, the Visa date needs to updated and accurate in Work Day
    - AU requires a Signed Reappointment Letter:
        - https://www.med.upenn.edu/fapd/docurepo/list/?category=offer-letters-academic-support-staff

    *3 Year Term Limit does not apply to Part-time Hires

    **If there is a change in salary, then the Reappointment Letter needs to include that change and the letter needs to be uploaded to the SO side first!
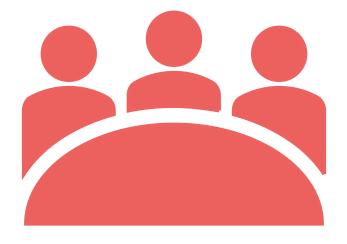
Work Day Business Process

- **Extension Request (max 1 year*)**
  - Required for Academic Support Staff that have exceeded the 3 Year Limit
  - Requests must be sent to FAPD
    - Submit Request 6 months before the End Date of the 3-year term limit
  - Extension Request Form:
    - https://www.med.upenn.edu/fapd/docurepo/extension-request-for-academic-support-staff-form.html
  - Request is reviewed by FAPD > Finance > Dean
  - Dean approved requests are entered on the AU Side by FAPD and submitted to Provost for Review

*An extension beyond 1 year may be evaluated by FAPD with adequate justification. Scenarios include:

- Candidate has a K-Award (5 years)
- Visa Issues

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Work Day Business Process

- **Termination**

  - Terminations before the official end date primarily involve funding or performance issues

    - Notify FAPD!

    - Provide notice to Individual, 30 Days Minimum

    - Documentation must adequately outline the reason for termination

    - Termination Letter Template must be completed:

      - https://www.med.upenn.edu/fapd/docurepo/list/?category=offer-letters-academic-support-staff

    - Letter is uploaded to the SO and AU sides of Work Day

Ongoing Management

- For Initial Hires…
    - What is your department's long-term plan for this individual?

- Annual Audit as part of Summer Planning
    - Academic Support Staff should always be included in the recruitment planning process
    - Who is nearing the end of the 3 year term limit and does the department intend for them to transition to a full-time faculty appointment?

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fields:

Create Filter	Choose Fields
faculty status code = Active, multiple titles = 'Research Associate' or 'Instructor A',	faculty status, name_flipped, start date, proposed end date, title,

Create Filter	Choose Fields
faculty status code = Lapsed Appointment, multiple titles = 'Research Associate' or 'Instructor A',	faculty status, name_flipped, start date, proposed end date, title,

Ongoing Management

- **Annual Audit**

  - my.med > FADS > Appointment Reports Tab > "Create Faculty Query"

  - Run 2 Faculty Query Reports in FADS

    - status code: "active"

    - status code: "lapsed"

Questions?

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