

Subject: RAC Review of Tenure Track Appointments - On behalf of Dr. Jon Epstein

TO: Department Chairs

FROM: Jonathan A. Epstein, M.D., Executive Vice Dean and Chief Scientific Officer

RE: RAC review of tenure track appointments

DATE: December 8, 2015

In an effort to expedite and standardize the review of tenure track appointments, I am revising the Dean's Recruitment Review (formerly the Recruitment Advisory Committee (RAC)) and will personally review each tenure track appointment, seeking input from others as necessary. The following information should be submitted in a single PDF file to my office (evdco@mail.med.upenn.edu) for consideration of tenure track appointments:

- Terms of Recruitment Request Form (attached)
 - <https://somapps.med.upenn.edu/fapd/documents/ext00249.doc>
- Completed recommendation by department chair
 - <https://somapps.med.upenn.edu/fapd/documents/fmapii.doc>
- Candidate's curriculum vitae and grant support
- Candidate's statement of research plan and/or program
- Letters of recommendation
 - (Needed for assistant professors only, 4 letters are required by the University)
- Summary of the search process, including interview itineraries, evaluations, and chalk talk/seminar flyers
- Summary of the start-up package including space and dollars/sources
- 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, please see: <http://www.med.upenn.edu/fapd/search-committee-resources.html>

Please find offer letter templates (by track and rank) via the Faculty Affairs & Professional Development website: <http://www.med.upenn.edu/fapd/offer-letters/>. I encourage you to reference the FAPD website throughout the recruitment and on-boarding process.

If you anticipate any tenure track recruitments, you should be in touch with Faculty Affairs as early as possible for any questions regarding the search and selection process.

Please do not hesitate to contact me with any questions and/or suggestions as we seek to expedite the review of our tenure track appointments. We will be tracking the timeline and improving IT support for the recruitment process to enhance speed and agility.