

**CHILDREN'S HOSPITAL OF PHILADELPHIA PRACTICE ASSOCIATION (CHOPPA)  
REQUEST TO RECRUIT APPROVAL GUIDELINES**

TITLE	Request to Recruit Approval Guidelines
PURPOSE	These guidelines establish a process for CHOPPA to review and approve certain candidates for employment before making a final offer of employment, including: 1) certain faculty appointments at the University of Pennsylvania's Perelman School of Medicine (the University or Penn), and/or 2) recruits receiving a substantial financial commitment; 3) recruits for selected leadership positions. This process, which is designed to assess potential for academic and financial success, is intended to support CHOPPA's obligations under the 1984 Memorandum of Understanding between CHOP and the University of Pennsylvania to manage CHOP's clinical affairs, staff and faculty compensation and to complement a recruitment model employed by the Clinical Practices of the University of Pennsylvania.
COVERED RECRUITS	<p>These guidelines apply to "Covered Recruits", which are the categories listed below of CHOP/practice plan-employed Penn faculty (sometimes known as CHOP-based Penn faculty). The term Covered Recruits does not include Penn-employed faculty leased or otherwise staffed to CHOP through an arrangement with Penn.<sup>1</sup></p> <ul style="list-style-type: none"><li>• Clinician Educator – Associate and Full Professor</li><li>• Research – Associate and Full Professor</li><li>• Tenure – Assistant, Associate and Full Professor</li><li>• Any proposed candidate (regardless of academic track/rank) with respect to whom a net investment of \$750,000 or more is required from any combination of CHOP(including Research Institute)/CHOPPA departments (net, for these purposes, means exclusive of funding expected to be covered by the faculty member's clinical revenue or grants)</li><li>• Leaders in the role of Chair, Vice Chair, Division Chief, Medical Director, Executive Vice President, Vice President or other leaders with proposed Penn faculty appointments as CHOPPA may determine, within its discretion, are appropriate for review regardless of the amount of proposed CHOP/CHOPPA investment in the individual.</li></ul>

PROCEDURE

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<sup>1</sup> CHOP/CHOPPA Department financial commitments of \$750,000 or greater associated with the recruitment to CHOP of a physician or researcher who does not otherwise meet the definition of "Covered Recruit" (for example: a Penn-employed researcher running a CHOP lab through an arrangement between CHOP and Penn; a Penn-employed leader leased to CHOP to serve in a leadership capacity) still require formal review by the CHOPPA Executive Committee. The contributors to the investment may include any combination of CHOP (including Research Institute)/CHOPPA departments.

1. Faculty appointments for Covered Recruits must be reviewed and approved by the CHOPPA Executive Committee before CHOP extends an offer of employment or proposes the recruit for a faculty appointment with the University and at least six months in advance of the intended date of hire.
2. The Covered Recruit's Home Department (the Department at CHOP sponsoring the recruit for Penn faculty appointment and submitting the recruit for review – i.e., Anesthesia, Pathology, Pediatrics, Psychiatry, Radiology, Surgery) must submit a Covered Recruit review package to the Vice President, CHOPPA, at least six months in advance of the anticipated date of hire. The package must include:
  - Academic Plan (draft is acceptable)
  - Candidate CV
  - Financial plan, if the combined net investment amount is \$750,000 or more. The contributors to the investment may include any combination of Practice Departments, Research Institute and Hospital.
3. The Chair (or his/her designee) of the Home Department must present to the Executive Committee a summary of the Covered Recruit's proposed research, purpose of the recruit, impact to other departments and financial commitment if >\$750,000, including the time period of the commitment. The CHOPPA Executive Committee will consider whether, based on the totality of the information presented, the Covered Recruit's proposed academic appointment and/or financial package, as applicable, are justified and will vote to approve or deny each. A majority approval is required to move forward.
4. If the Executive Committee approves recruitment of the Covered Recruit, the Home Department will submit a Request to Recruit Form at CHOP to the Chair of CHOPPA, who will sign and return the form to the Home Department. The Home Department must then submit the form to the University's Faculty Affairs Office for assignment of a Recruitment Control Number (RCN), which is used to trigger recruitment.
5. If the Covered Recruit will be proposed for a tenure track faculty appointment, the Home Department must submit to the Dean of the Perelman School of Medicine a letter from the CEO of CHOP guaranteeing CHOP's commitment to pay for the salary of the Covered Recruit.
6. If the Executive Committee denies recruitment of the Covered Recruit, the Home Department must either remedy the cited problems and re-submit the Covered Recruit for consideration to the Executive Committee, or withdraw the Covered Recruit from consideration.
7. These Guidelines are in addition to and do not supplant any procedures in place to review and consider physician and executive compensation as may be required by CHOP policy and legal requirements or any Penn policies and procedures applicable to academic approvals, promotions and/or compensation. Plans for recruiting should ensure compliance with such compensation policies and procedures.

8. CHOPPA will review these Guidelines every three years or earlier as necessary to evaluate and adjust the financial threshold set forth in Section 1 above, or make other changes as may be consistent with business need.

EFFECTIVE                      April 1, 2017

RESPONSIBILITY OF        Vice President, CHOPPA

APPROVED BY

Joseph St. Geme, M.D.  
Chair, CHOPPA