

**Documents Required for Dean's Office  
Review of Recruitment Documentation**

*Full Time Faculty, Academic Clinicians – Part-time,  
Penn Medicine Clinicians and Academic Support Staff*

**Submit complete documentation in the [RTR Online Application](#)**

*An offer letter may not be sent to any candidate for Full Time Faculty, Academic Clinician, Academic Clinician – Part-time, Penn Medicine Clinician and Academic Support Staff recruitments until it is reviewed and approved by the Office of the Dean. The Dean's signature (or designee) is required for an approved offer letter.*

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**Tenure Track (all ranks: Assistant Professor, Associate Professor and Professor)**

- Request to Recruit (RTR) Online Application with all attachments for Dean's signature
  - EVD/CSO Approval for Tenure Faculty for all ranks
  - For Tenure Track appointments at CHOP, submit a Tenure Obligation Letter.
  - Draft Offer Letter and Compensation Statement in PSOM standardized format
  - Candidate's CV

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**Clinician-Educator Track (all ranks: Assistant Professor CE, Associate Professor CE and Professor CE)**

- Request to Recruit (RTR) Online Application with all attachments for Dean's signature
  - Draft Offer Letter and Compensation Statement in PSOM standardized format
  - Candidate's CV

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**Research Track (all ranks: Research Assistant Professor, Research Associate Professor and Research Professor)**

- Request to Recruit (RTR) Online Application with all attachments for Dean's signature
  - Draft Offer Letter in PSOM standardized format
  - Candidate's CV

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**Academic Clinician and Academic Clinician – Part-time Tracks (all ranks: Assistant Professor of Clinical \_\_\_\_\_, Associate Professor of Clinical \_\_\_\_\_ and Professor of Clinical \_\_\_\_\_)**

- Request to Recruit (RTR) Online Application with all attachments for Dean's signature
  - Draft Offer Letter and Compensation Statement in PSOM standardized format
  - Candidate's CV

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**Instructor and Research Associate (Academic Support Staff –Full Time)**

- Posting of Position – Login to [my.med](#); Submit an ad in the **FAPD Faculty Ad Generator**; Then submit to **Interfolio Faculty Search** for Diversity Search Advisor (DSA) review and approval. [DSA for this position is FAPD Staff.] Search Committee and ad publication in a journal are not required. Ad is valid for two years. All applicants must apply on-line.
- Request to Recruit (RTR) Online Application with all attachments for Dean's signature
  - Draft Offer Letter in PSOM standardized format
  - Candidate's CV
- After RTR is approved, department may enter the candidate in **Workday**