Objective: To document the process to hire a full-time Faculty member including clinicians.

1. Interfolio is used for all faculty searches, recruitments, and appointments. This system and process are managed by the PSOM Office of Faculty Affairs and Professional Development
   a. For information related to these processes and Interfolio, contact PSOM FAPD
2. Once the final candidate has been identified, an RTR (Request to Recruit) must be initiated and go through the School/CPUP’s review process, for approval by the School (various offices) and CPUP of committed resources. The RTR process is managed by the PSOM Office of Faculty Affairs and Professional Development.
3. Upon final approval of the RTR, the Office of Medical Affairs will be notified to begin the credentialing process. It is not necessary to establish a Workday record in order to initiate the credentialing process.
4. The faculty appointment process begins. This process is managed through Interfolio/RPT with approvals at the departmental, School, and Provost levels.
5. No earlier than three months before the appointment date, a Workday record may be established for the faculty member. This will allow the faculty member to go through the on-boarding process before he arrives on campus.
   a. Follow the Workday Tip sheet to initiate the hiring process in Workday: Staffing Event: Hire Postdoc, Academic, or Temporary Worker
   b. If the appointment approval process is not complete by the time that the Workday record needs to be established (no later than four days after the start date), the Faculty member should be hired in Workday into the title ‘Faculty – Pending.’ No academic appointment should be entered in Workday at this time.
   c. Once Provost Staff minutes are received, the department should change the faculty position to their new academic title (i.e. Faculty-Pending becomes ‘Assistant Professor’) with an effective date of the next month (this is necessary to ensure that there is no retroactive payments). The new academic appointment should be added at this time with the actual appointment date. Follow the Tip Sheet: https://www.workday.upenn.edu/docs/default-source/tip-sheets/staffing-event-change-job-transfer.pdf