



MOREHOUSE SCHOOL OF MEDICINE

School Policy

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TITLE Employment Policy EFFECTIVE DATE 12/1/97 REVISION _____

PURPOSE:

To establish policies and procedures governing the Morehouse School of Medicine's employment process for regular, full time and part time faculty and non-faculty. Regular employment does not include voluntary, temporary or contractual/consultant status.

RESPONSIBILITY:

The Associate Vice President for Human Resources is to ensure compliance with this policy.

POLICY:

1. The appointment of individuals to faculty and non-faculty positions will be non-discriminatory, mission related and governed by the policies and procedures herein. Equal access to employment and promotion opportunities are extended to all qualified persons.
2. The Human Resources Department (HRD) will post available non-faculty positions exclusively for MSM employees for a period of seven (7) working days.
3. All faculty and academic applicants must complete the applicable sections of the Basic Science or Clinical application package. All other applicants must complete a non-academic MSM employment application prior to the start of employment.
4. Reference and or credential checks must be completed on all recommended candidates for employment prior to beginning employment.
5. The Human Resources Department is responsible for coordinating reference checks, contract letters (faculty) and employment letters (non-faculty).
6. Official offers of employment for faculty and other academic positions are conveyed by a faculty appointment letter signed by the Dean and President, before beginning employment.
7. Official employment letters for non-faculty (staff) positions are conveyed and signed by the Associate Vice President of Human Resources before beginning employment.

- 8. All new employees must report to HRD to finalize in-processing on or before the 1st day of employment.
- 9. All new employees must meet U.S. Department of Labor, and the Department of Justice, U.S. Immigration and Naturalization service requirements.
- 10. All new employees must attend a New Employee Orientation session within ninety (90) days after their official starting date.
- 11. Regular MSM employees who do not meet the minimum requirements for a vacant position, may apply for such position, should they meet the minimum requirements within ninety (90) of application. If the requirement to be met is education, the employee must submit to HR written documentation from the Registrar's office of the institution they are attending, certification of the employee's probable graduation date. Should the employee be selected and fail to meet the specific minimal requirements for the vacant position within ninety (90) days promotional/probationary period, the promotion must be rescinded by the Hiring Authority.
- 12. The Hiring official must ensure that selected candidates are fully aware of the conditions of their appointment including funding sources (s).

PROCEDURES (FACULTY/ACADEMIC):

A. RECRUITMENT

PERFORMED BY

ACTION TAKEN

**DEPARTMENT CHAIR/
HIRING AUTHORITY**

The Department Chair must ensure the completion of the Request for Personnel (RP) form to initiate the recruiting process. Department Chairs should activate applicant referral networks immediately upon the receipt of approval to fill a vacancy. When it is determined by the department that the development and placement of outside advertisements are required, the Associate Vice President for Human Resources must be contacted. When outside advertising is required, the department must submit a recruiting plan via memorandum to the Dean, with a copy to the Associate Vice President for Human Resources. Recruitment plans include, but are not limited to, planned advertisements, application/resume and

credential review process with estimated completion times. Departments are responsible for paying for employment advertisements.

DEAN

The Dean reviews, approves RP forms, departmental recruitment plans(s). Forwards RP to the Human Resources Department.

HUMAN RESOURCES

Reviews the RP form for completeness, logs vacancy, forwards RP form to the Budget, Grants and Contracts section of the Finance Division. The Human Resources Department will assist departments with the development and placement of outside advertisements(s) and recruiting plans as requested. Upon receipt of an approved RP form, HRD will distribute copies appropriately. The Associate Vice President for Human Resources will provide recruitment assistance as requested by Department Chairs and Dean.

FINANCE

The Budget; Grants and Contracts unit reviews the RP form for correct account number(s) and availability of funds. Forms that have incorrect account information and those that are disapproved for insufficient funds must be returned to the Dean's Office immediately. Approved RP's must be forwarded to HRD for appropriate distribution.

B. SCREENING:

PERFORMED BY

ACTION TAKEN

**DEPARTMENT CHAIR/
HIRING AUTHORITY**

Department Chairs and PI's (if applicable), implement application/resume and credential review process as stated in the associated recruitment plan. Applicant interviews are scheduled, coordinated and conducted by the hiring official. Interviewers must avoid personal information questions. When asking background questions, such must be related to job experience/skills required.

DEAN

The Dean's Office may assist departments in the screening of faculty and academic (research associates, clinical associates, post doctorates) applicants as requested. The Dean specifies

the screening process for Department Chairs, Associate Deans, Assistant Deans, Subordinate Deans and other key academic positions as determined by the Dean. Should the Dean make a decision to use a Search Committee as part of the screening process, the Associate Vice President for Human Resources must be contacted so that appropriate Human Resources assistance and representation is provided to the Search Committee as required.

HUMAN RESOURCES

Provides screening assistance to Department Chairs and Dean as requested. The Associate Vice President for Human Resources will provide a professional Human Resources representative for all Search Committees. Reference checks and background investigations are performed by Human Resources in coordination with Department Chairpersons, Dean and other hiring officials.

C. SELECTION

When selecting a faculty member, the Department Chair, Dean, President, Faculty Appointments and Promotions Committee (FAPC), and the Academic Policy Council (APC), will follow the appointment and promotion guidelines as described in the Faculty By-Laws (See Article VII, Faculty Appointment, Re-Appointment and Promotion, Section IE). The Department Chair may extend a letter of intent to a potential faculty member, however the letter must indicate that the employment is contingent upon the final approval of the Dean and President. The Department Chair is responsible for initiating the PAF for faculty appointments and promotions.

PERFORMED BY

ACTION TAKEN

DEPARTMENT CHAIR/ HIRING OFFICIAL

When selecting non-faculty employees, the hiring official is responsible for ensuring that the credentials of the recommended candidate are compatible with the position requirements.

DEAN

The Associate Dean for Administration coordinates preparation of all academic appointment letters and the Dean's approval of associated PAF with HRD.

FINANCE

The Budget, Grants and Contracts unit of the Finance division reviews the PA and reconciles account numbers and availability of funds. Those PAF's that are disapproved for insufficient funds or incorrect information are returned to the Associate Dean for Administration immediately.

HUMAN RESOURCES

Reviews the PAF for completeness, distributes completed forms, logs contract letter, and coordinates new employee in-processing with Hiring official and selected candidate.

D. POST SELECTION:

PERFORMED BY

ACTION TAKEN

NEW EMPLOYEE

Must report to the Human Resources Department for in-processing on or before their first day of employment. The candidate must have the following information when reporting for in-processing to insure receipt of authorization to start work.

- Drivers License
- Social Security Card
- Passport (non U.S. Citizen)
- Green Card (non U.S. Citizen)
- Copy of Degrees (if applicable)
- A void check or deposit slip (only for direct deposit)

**DEPARTMENT CHAIR/
HIRING OFFICIAL**

Ensures that the processing of new employees occurs on or before their first day of employment. The Chair must also coordinate the development and distribution of appropriate rejection letters with HRD to candidates who were interviewed but not selected.

HUMAN RESOURCES

Coordinates in-processing with Hiring official and selected candidate. Conducts in-house processing on or before first day of employment to ensure that each new employee is accurately and timely placed in HRD's data base and provided with required employment related information.

PAYROLL

Processes appropriate forms and salary allocation information for generation of a payroll check.

PROCEDURES (NON-FACULTY):

A. RECRUITMENT:

PERFORMED BY

ACTION TAKEN

**DEPARTMENT HEAD/
HIRING OFFICIAL**

Prior to initiating the recruitment process for a newly created vacant position which is not included in the MSM non-faculty position classification schedule, the department or requesting official must contact the HRD to ensure that the vacancy is properly titled and assigned to an appropriate pay grade. To initiate the recruiting process, the hiring official must ensure that a Request for Personnel (RP) form is completed and submitted to HRD in accordance with the instructions on the back of the form. All proposed advertising shall be-coordinated through the employment unit of the HRD. Departments are responsible for paying for employment advertisements.

HUMAN RESOURCES

Reviews RP for completeness and accuracy. Upon signature of AVP, the HRD employment unit will announce vacant non-faculty positions exclusively for MSM employees, for a period of five (5) working days. The employment unit is responsible for distributing the fully approved RP. Vacancies will be posted in "common/public" areas throughout MSM locations. Outside advertising may be conducted by the HRD during the employee application period. However, no outside applicants may be referred until the MSM employee application period expires without the selection of a suitable internal applicant.

FINANCE

The Budget, Grants and Contracts unit of the Finance Division reviews RP forms for correct account numbers(s) and availability of funds. HRD is notified of RP's disapproved for insufficient funds. Disapproved RP's are immediately returned to the requesting hiring official. Approved RP's are returned to the HRD for proper distribution.

B. SCREENING & SELECTION:**PERFORMED BY****ACTION TAKEN****DEPARTMENT HEAD
HIRING OFFICIAL**

Hiring official may only interview candidates referred by HRD. During the employee application period, interviews may be conducted only with MSM employees referred by the HRD and no offer of employment may be made before consulting with the AVPHR. All referred MSM employees must be interviewed by the hiring official. After the employee application period, employees may continue to apply, however during this period the hiring official may determine the applicants to be interviewed. After all interviews are conducted, the hiring official completes and returns the HRD applicant referral sheet to HRD with 1st, 2nd, and 3rd ranked candidates indicated. Upon receipt of a positive reference check, the hiring official initiates a PA after coordinating with the HRD employment unit.

HUMAN RESOURCES

During the employee application period, the HRD will refer all MSM employees who have applied and meet or exceed the minimum requirements of the posted vacant position(s).

All persons seeking employment at MSM must apply to the HRD by completing an Application for Employment form. The signed application form will be evaluated by the employment unit to determine the education, training, experience and salary history of each applicant. Only those applicants who meet or exceed the minimum requirements of the posted vacancy(ies) will be referred to the hiring official. The employment unit may conduct interviews as required to ensure that applicants meet the stated minimum requirements.

Upon receipt of the department's return of the applicant referral sheet with the recommended top three candidates indicated, the employment unit will complete reference and background checks on the candidates. The AVPHR may initiate other validated final screening devices as required for the top candidate(s). Upon completion of an acceptable reference and background investigation, the employment unit coordinates with the hiring official to determine a feasible effective hire date and in-processing schedule. Should the selected candidate be an MSM employee, the employment unit will advise the employee's current department head of the pending transfer to ensure that an equitable start date is determined between the losing and gaining departments prior to notifying the employee. Every effort should be made to establish an effective start date within three weeks of offer.

C. POST SELECTION:**PERFORMED BY****NEW EMPLOYEE****ACTION TAKEN**

Must report to the Human Resources Department for in-processing on or before their first day of employment. The new employee must have the following information when reporting or for in-house processing to ensure receipt of Authorization to Start Work.

- Drivers License
- Social Security Card
- Passport (non U.S. Citizen)
- Green Card (non U.S. Citizen)
- Copy of Degrees (if applicable)
- A void check or deposit slip (only for direct deposit)

DEPARTMENT HEAD

Ensures that in-processing occurs on or before the new employee hire date. The hiring official must receive an Authorization To Start Work (ASW) form before the new employee is allowed to begin work.

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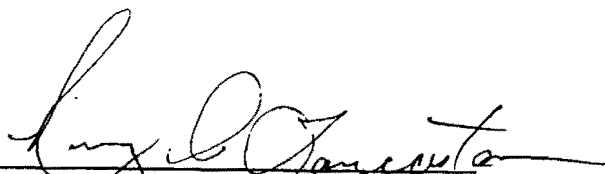
HUMAN RESOURCES

Coordinates in-processing with hiring official and selected candidate. Conducts in-processing on or before the date the new employee starts to work.

FINANCE

Processes appropriate forms and salary allocation information for generation of a payroll check.

By Direction of the President



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and Policy