Faculty Hiring Plan
What is the Faculty Hiring Plan (FHP)?

- List of faculty positions your dept. anticipates conducting searches for in FY19
- Includes only the following positions:
  - **Full-time Investigators** (including those paid 100% by an affiliate)
  - **Full-time Team Scientists** (including those paid 100% by an affiliate)
  - **Full-time Clinician-Educators, if any of the following conditions are met:**
    - FSM salary is 10% or higher OR
    - There are FSM commitments beyond salary (e.g., start-up funding) OR
    - The Clinician-Educator would fill a leadership role (e.g., Division Chief)
  - The Clinician-Educators being excluded from the 2019 FHP still must go through the regular faculty hiring process beginning at the pre-search stage.
  - **Positions that already have an approved search number and you intend to keep open** (even if they are Clinician-Educators that don’t meet the conditions above) so that the Provost’s Office knows we aren’t closing them
- Includes positions with early FY20 start dates if you will conduct the search in FY19
- Includes replacement positions for known faculty departures
Creating Your Faculty Hiring Plan

• Build your FHP in the business plan database by creating a business plan for each position
• FHP is due along with your FY19 budget
• Follow the detailed checklist on the FAO website: http://www.feinberg.northwestern.edu/fao/administrators/general/annual-fhp.html
Business Plan Database Overview

- FAO number is **not** a search number; it is a record number for each faculty position in the database
- Types of business plans
  - Budget Plan: created to propose a position on the FHP
  - Pre-search Plan: created to request permission from NU to conduct a search
  - Offer Plan: created to extend an offer to a candidate

Phases of Faculty Recruitment

1. Dept. prepares hiring plan
2. Dept. requests search number
3. Dept. conducts an approved faculty search
   - Must use FRS in FY19
4. Dept. drafts an offer letter
Creating Your Faculty Hiring Plan

- Determine which of your approved or pending searches you will continue to recruit for in FY19
- Create budget plans for any additional positions you plan to conduct searches for next fiscal year
- Assign positions to (or exclude them from) the FHP using the link to “Create / Edit Hiring Plan for 2019”
- Close any open positions you do not intend to recruit
- If your financial plan for an approved pre-search has changed significantly so that you need to revise an approved business plan, contact FAO to discuss. We may use the revision process to migrate the search into the Faculty Recruiting System (FRS) if it is not already active there.
Tips for Preparing Business Plans

• Write short but meaningful descriptions on the demographics page of the business plan
  – If a position is part of an offer or retention package for another faculty member, indicate that in the description and upload offer or retention letter to business plan, e.g., Smith Recruit (retention): Junior Investigator

• Choose accurate funding sources on FSM pages

• When existing NMCat funding is used, include a note on each line to identify whose package is being used

• If “Dean’s commit new request” funds are needed, this will be considered a funding request, but a separate SBR is not required for FY19.
Tips for Preparing Business Plans

• Upload documentation (e.g., PDF of email correspondence) to confirm any funding commitments from departments/units outside your own

• On the NMG and FSM pages, write short but meaningful notes to clarify line items for reviewers

• On the FSM pages, put separate commitments on separate lines rather than lumping multiple commitments together on a single line
Faculty Hiring Plan Important Reminders

• All positions—even those that already have pre-search numbers assigned—are reviewed as part of the hiring plan

• Approval of a budget plan is not an approval to conduct a search!
  – When the hiring plan is approved, any budget positions included on it must then go through the pre-search process to obtain search numbers.

• You must continue to follow the pre-search process before recruiting a full-time Clinician-Educator, regardless of whether the position is on the hiring plan

• All full-time, faculty searches that are active in FY19 will be conducted using NU’s new Faculty Recruiting System (FRS)