



# Feinberg School of Medicine Faculty Recruitment & Business Plans

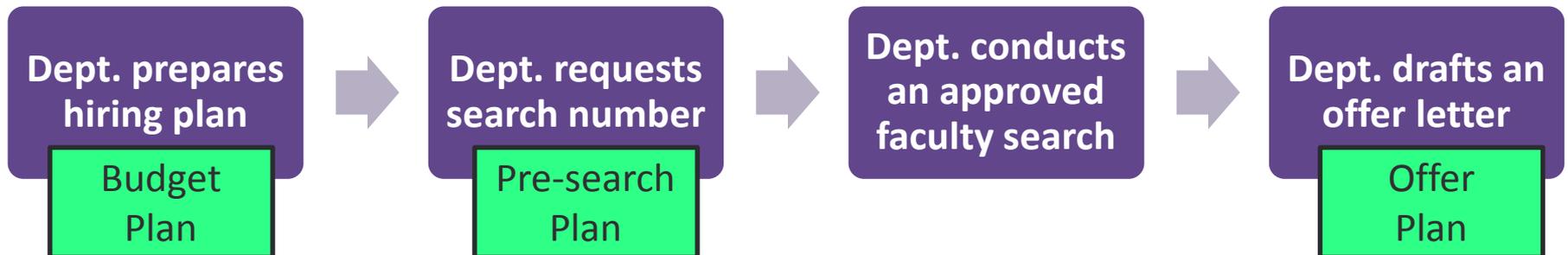
## FSM Business Plan Database Overview

- FSM manages faculty recruitment using an internally-designed electronic system called the Business Plan Database
- A business plan documents the financial and space commitments associated with a particular recruitment, including who provides the commitment
- Departments prepare a business plan for each vacancy and update the plan at key phases of recruitment
- FSM reviews the new or updated business plan at each of three recruitment phases

## Business Plan Database Overview

- A vacancy is identified by an FAO# (i.e., record number) in the database
- The FAO# remains the same across recruitment phases, but a different version of the business plan is prepared at each phase (prior versions are saved and viewable)
  - Budget Plan: created to propose a position on the faculty hiring plan
  - 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



## Faculty Hiring Plan Phase

- FSM Departments prepare their hiring plan in the database by:
  - Carrying forward any approved searches they want to keep open (an approved pre-search business plan already exists for each)
  - Creating a budget plan for each additional vacancy they want to recruit
- FSM exports the hiring plan from the database as a spreadsheet. Each business plan (identified by an FAO#) corresponds to one row on the spreadsheet
- FSM reviews the overall hiring plan at a high level but does not review each individual business plan in detail (there are typically 200-300 positions on the hiring plan)
- Budget plans are approved in the system after FSM receives notice from the Provost that the hiring plan is approved

## Pre-search Phase

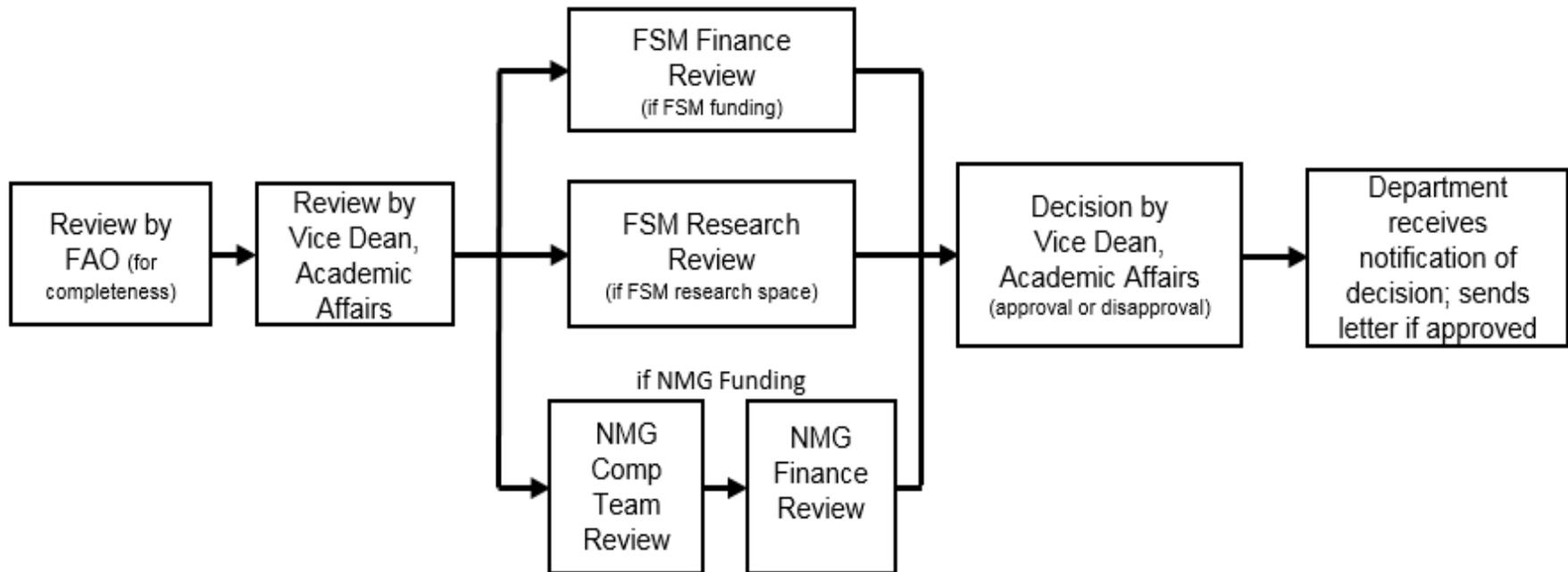
- Departments prepare a pre-search plan by:
  - Updating a budget plan that was approved on the FSM hiring plan **OR** starting a new pre-search plan (with justification) if the position was not anticipated on the hiring plan
  - Attaching required document uploads (pre-search form, draft ad, documentation of funds provided by units outside the home department)
- The pre-search plan is routed electronically and reviewed by FAO, FSM Finance (if FSM funding), FSM Research (if research space is needed), NMG Finance (if NMG funding), and FSM Vice Dean for Academic Affairs
- The pre-search request is sent to the Provost **after** all relevant parties have documented their approval of the resource commitments for the position

## Offer Phase

- Departments prepare an offer plan by:
  - Updating an approved pre-search plan to fill an NU search number **OR** starting a new request with justification (e.g., target of opportunity waiver)
  - Attaching required document uploads (draft offer letter, CV, documentation of funds provided by units outside the home department, etc.)
- The offer plan is routed electronically and reviewed by FAO, FSM Finance (if FSM funding), FSM Research (if research space is needed), NMG Finance (if NMG funding), and FSM Vice Dean for Academic Affairs
- Departments may only provide an offer to a candidate **after** all relevant parties have documented their approval of the resource commitments in the system and the Vice Dean applies final approval
- The approved offer business plan is the guide to enacting the commitments after a candidate accepts an offer

# Example Electronic Routing Workflow

## Offer Review Process for NTE Career Tracks (Clinician-Educators & Team Scientists)



## Key Points

- FSM has multiple opportunities to review the financial plan for a given vacancy and to adjust recruitment strategy if resource availability changes
- Positions are most abstract at the time of hiring plan preparation (and the FSM hiring plan is very large), so detailed business plan review of individual positions occurs at the pre-search and offer phases
- The primary department is required to provide documentation of funding commitments (amount and source) from any collaborating departments before FSM will approve a business plan in the pre-search or offer phases. This improves communication among collaborating departments and helps ensure mutual understanding about the recruitment plan.