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Recruitment and Retention Committee For the School of Medicine

Purpose of the Committee

The complexity of the recruitment and retention processes for research faculty has increased with the use of funds and critical collaborations originating from multiple sources. Further, involvement of diverse faculty in the selection process can help establish the multi-disciplinary teams that are needed to advance research. Anticipated decreases in state funds require effective management of recruitment and retention packages.

Questions regarding use of the committee can be directed to the Vice Dean for Research in the SOM. The Recruitment and Retention Committee will serve in an advisory role to the Dean of the SOM to provide recommendations for the following research faculty recruitments and retentions:

- 1) Opportunistic recruitments with research support not involving a search committee
- 2) Recruitments with research support involving resources from more than one department, center or school
- 3) Retentions with research support involving resources from more than one department, center or school

Tenure and tenure track recruitments involving research support with funds emanating from a single department will not routinely be reviewed; however, a review can be requested at the discretion of the Dean of the SOM.

Composition of the Committee

The committee will be composed of at least 6 permanent senior faculty members from clinical and basic science departments from the SOM. Ad hoc committee members will be chosen based on their expertise in the specific area of the candidacy and may include faculty from any school at UTHSCSA. To facilitate timely review and allow for travel, etc., permanent faculty members are not required to attend every meeting; every effort will be made to provide the committee review by 1 week after receiving the requested materials. The committees will be chaired by the Vice Dean for Research in the SOM and will consist of at least 5 faculty.

Committee Procedures

Prior to sending an offer/retention letter to a prospective faculty member, the chair/center director, or representative will contact the SOM Vice Dean for Research to schedule a committee meeting to discuss the applicant. The chair/center director will present the candidate to the committee and provide the following documents to the Vice Dean for Research for distribution to the committee:

Recruitments 1) Candidate's CV 2) Evaluations by search committee and/or interviews 2) Retentions 1) Candidate's CV 2) Current funding

- 3) Letters of recommendation
- 4) Any additional supporting documents
- 5) Anticipated offer

- 2) Current funding and lab space
- 3) Evaluation of faculty's "citizenship" to UTHSCSA
- 4) Any additional supporting documents
- 5) Anticipated retention

The chair/center director and any other invested party will present the candidate to the committee. The committee will evaluate the candidate and provide recommendations to the SOM Dean; the committee's assessment will consist of one of three "grades" as well as providing an opinion regarding the match of the offer to the perceived strengths of the candidate:

A: outstanding candidate; must be recruited/retained at all reasonable costs

B: excellent candidate; should be recruited/retained if resources allow

C: inadequate candidate; recruitment/retention should not proceed

A chair or center director can challenge the committee's assessment directly to the Dean.