

## **REQUIREMENTS FOR HIRING FACULTY**

The following guidelines are intended to assist departments through the recruiting and hiring process for faculty at the University of Massachusetts Medical School:

- Obtain a Recruitment Authorization Number from the Office of Faculty Affairs.
- Complete *Authorization for Faculty Recruitment* form. This form must be completed prior to any search being initiated. [http://umassmed.edu/uploadedFiles/FacRecruit\(1\).pdf](http://umassmed.edu/uploadedFiles/FacRecruit(1).pdf).
- Initiate department recruitment process.
- Once a candidate has been identified, complete the *Faculty Hiring Report* form. This form must be completed before a formal employment offer can be extended. [http://umassmed.edu/uploadedFiles/FacHiringRep\(1\).pdf](http://umassmed.edu/uploadedFiles/FacHiringRep(1).pdf)
- To coordinate payroll/benefits, contact Human Resources, Shaw Building 1<sup>st</sup> floor, at (508) 856-5260.
- To coordinate pre-employment physical examinations, contact Family Health Services, Benedict Building 3<sup>rd</sup> floor, at (508) 856-2818.
- To coordinate the credentialing process, contact the Medical Staff Office, Hahnemann Campus, at (508) 334-8015.
- Initiate faculty appointment process, referring to our *Requirements for Appointment to the Faculty* form. [http://umassmed.edu/uploadedFiles/Req\\_Appt.pdf](http://umassmed.edu/uploadedFiles/Req_Appt.pdf)