**Section of Surgical Sciences**

**Faculty Recruitment**

**Offer Letter**

**Review Process**

1. Need identified at department level
2. AO drafts proforma
3. Clinic space required is determined and secured, working with the PCC leader
4. OR Block time is determined and secured, working with Periop leader
5. Proforma and Space/OR time secured are reviewed with CBO, who obtains approval from Section Chair to recruit
6. AO consults with Diversity and Inclusion VC on where to post and recruit
7. AO posts position to recruit for candidates
8. Any second-round candidates must be interviewed by Diversity and Inclusion VC, prior to Section Chair interview
9. Candidate identified with approval from Diversity and Inclusion VC
10. Proforma prepared for Funds Flow and reviewed with CBO (recruit can be TBD)
11. If proforma approved, CBO reviews with Section Chair
12. Dr. Karp, AO, CBO, and chair meet for a Quad Meeting
13. Offer letter drafted
14. Offer letter sent to CBO for review/approval by Section Chair and copy Margie Tattersfield\*
15. Submit offer letter through Interfolio
16. CBO approves final letter for Section Chair and Department Chair to sign after receiving Interfolio approval from Faculty Affairs
17. Letter is sent to candidate.

*\*Anything not itemized on this list will require discussion with CBO.*

*\*Copy Margie Tattersfield*