

## **GEISEL FACULTY APPOINTMENT & RANK APPROVAL PROCESS – D-H PROVIDER HIRING**

- If the person is coming onto the faculty through DH payroll, there is no requirement to do a national college-overseen search—that is, the Dean’s Office does not need to approve the position nor oversee the search process. You will not need to upload CVs to dashboard (except requested hire) or to have IDE approve hires (and therefore will not need to enter reason codes).
- DH paymaster positions still need to be entered onto [Dashboard](#) so that the School can track what positions are open and have a record of needed approval from DH.
- When a search is approved by the Service Line Leader (SLL) and Chair (if a separate individual than the SLL), the Department should notify the Dean’s office by completing the new Form A (Appendix 1) via Dashboard. This form provides the basic information needed by the School for clinical faculty hires. This is an abbreviated form from the original Form A, updated as for 12/2015.

For general clinician (physicians or associate providers) hires, general template language that pertains to the school language must be used in any ad: Successful candidates who meet criteria for a faculty appointment at the Geisel School of Medicine at a Dartmouth may be provided with an academic title commensurate with experience.

We also want ads to use standard language when referring to the School (Geisel or Dartmouth College) as part of the local environment: Please do not include language that states that "prestigious Ivy League Dartmouth College" in this ad or any ad from DH—this language reflects on Dartmouth, and it is viewed by The College (and Geisel) as being elitist and therefore off-putting to many under-represented groups. Since it is not clear to the general public reading an ad that this was not vetted and approved by The College, we feel it reflects poorly on us.

- If there is to be a more specific set of expectations—i.e., successful candidates will be those who would be eligible for appointment at a senior rank (e.g., Professor), then the Dean’s Office should review that ad language before it goes out. Please note that setting this out as an expectation in the ad does not guarantee that the school will appoint a candidate at that level if he/she does not meet criteria.
- Once the department has identified a preferred candidate, the following must be entered on Dashboard by the Department indicating intent to hire and to gain approval of the faculty appointment:
  - Candidate’s CV
  - requested rank
  - brief description of expected academic responsibilities. For example: it is expected that you will teach 3rd year students of the Geisel School of medicine in the clerkship in Internal Medicine. These performed in the

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context of clinical care and are expected to constitute 5-10% of your effort.

- Chair approval.
  - If the Dean's Office approves of the hire, it will be indicated on dashboard and the status will be move to "Requested Hire Approved".
  - Approval of hire and corresponding academic rank must be confirmed prior to an offer letter/employment agreement (see below) going out to the clinician.
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- All employment packages from DH must include an appropriate Terms of Appointment Statement (i.e., the appropriate one for the approved rank). This statement is to be included for all hires: physicians, PhDs scientists, associate providers, psychologists, social workers, and non-faculty academics—e.g., research associates.
  - No new faculty appointments will be added to the personnel agenda for DAB approval in the absence of a signed copy of the terms of appointment being returned to the Dean's Office.
  - DH Bylaws approved in March 2016 state that any clinician who has the majority of her/his time at DH Lebanon must hold an academic title with Geisel.
    - This may be a non-prefixed or prefixed academic title (e.g., Assistant Professor or Clinical Assistant Professor)
    - DH Bylaws do not obligate Geisel (Dartmouth College) to provide an academic title to individuals who do not meet the criteria set out by The School to hold such titles.
    - Individuals who are D-HC employees outside of Lebanon may qualify for non-prefixed titles, if they meet metrics, whether or not they were hired through a national search.
  - DH Department will notify via dashboard of accepted hires and Dean's Office will change status to search closed/position filled.

## Appendix 1: Form A

Geisel School of Medicine - Faculty Recruitment Dashboard

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### Faculty Search (Form A Request) D-HC/MHMH Paymaster

**Summary Information**

**This request is for**

Position Title:	<input type="text"/>
Primary Department/Center:	-- Please Select --
Section:	<input type="text"/>
Secondary Department/Center:	-- None --
Section:	<input type="text"/>
Proposed Start Date:	<input type="text"/> <a href="#">Calendar</a>
Proposed Faculty Rank:	<input type="text"/>
This position is:	-- Please Select --
If replacement, it is for:	<i>(i.e., person, FTE, search, etc.)</i>
Requisition Number:	<input type="text"/>

**Additional Information**

**Additional Information Not Previously Covered**

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Affiliated Teaching Hospitals: Dartmouth-Hitchcock Medical Center • White River Junction VA Medical Center • California Pacific Medical Center • Indian Health Service medical centers  
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Appendix 2:

*“Academic Responsibilities and Geisel School of Medicine Faculty Appointment”* section of the new physician employment agreement.

Education and research are fundamental to the mission of Dartmouth-Hitchcock (“D-H”) as an academic medical center. Mary Hitchcock Memorial Hospital (“MHMH”) is the primary teaching hospital of The Geisel School of Medicine at Dartmouth (“Geisel”) and operates a broad array of graduate medical education programs accredited by the Accreditation Counsel for Graduate Medical Education.

Physician will be obligated to play an important role in the Department’s educational responsibilities and/or research activities in addition to Physician’s clinical responsibilities within the Department. In connection with Physician’s academic activities, Physician will be required to obtain and maintain throughout the term of Physician’s employment a faculty appointment at Geisel. The classification, rank and title of appointment to be recommended will be determined by the Dean and/or his designee (The Senior Associate Dean for Faculty Affairs) in coordination with the Department Chair, and appointment to a faculty title will be pursuant to approval by Geisel according to its policies and procedures (including endorsement by the Dean, the Dean’s Academic Board, and the Provost of Dartmouth College).

The duties, term of appointment, and other terms associated with the faculty appointment will be specified in a letter of appointment from The Geisel School of Medicine. Physician’s initial faculty appointment and any subsequent renewal of appointment terms will be contingent upon meeting the academic criteria for that appointment and upon adherence to standards and policies and procedures outlined by Dartmouth College and Geisel, including, but not limited to, those outlined in the College’s Faculty Handbook.

It is D-HC’s expectation that no less than five percent (5%) of Physician’s time will be spent on academic responsibilities to be assigned by the Department Chair (and/or his or her designee) in consultation with the Dean of the Medical School (and/or his designee). Academic responsibilities will often take place contemporaneously with the clinical care provided to patients by Physician, and activities may include, by way of example, leading small group resident conferences, training of residents, teaching medical students through clerkships and clinical curriculum opportunities, participation in clinical trials or other sponsored research. Geisel obligations (if any) to support these activities shall be specified separately by Geisel.

Other components of academic endeavors may include expectations for research, scholarship, and presentation on topics related to Physician’s area of expertise in academic medicine. Physician’s accomplishments and future goals and objectives will be reviewed at least annually by the Department Chair to support Physician’s academic development and to ensure that Physician is meeting expectations for continued appointment in rank.

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Should Physician resign or be terminated from his or her employment with D-HC, Physician's faculty appointment shall terminate effective as of Physician's employment termination date, unless otherwise agreed upon in writing by the Dean of Geisel . In addition to the non-renewal of a faculty appointment under the terms and conditions in any letter of appointment between Physician and Geisel, Physician's faculty appointment may also be terminated for cause by Geisel/Dartmouth College, independent of employment by D-HC.