

Faculty affairs conference call: December 3, 2013Minutes

Faculty recruitment process:

- We are live in ARIBA!! HR Business managers have started to enter the requests electronically.
- Thanks to the many people who made this happen over a 3 year period including Elizabeth Coker, Enrique Zamudio, Irma Riccio, the HR team, and the IT team
- What about the position requests already in process? Faculty affairs team will review with the requesting departments one by one.
- **ARIBA Flow chart** available on the faculty affairs web site. Discussion was led by Enrique Zamudio

The process, initiated by HR, will now be entirely electronic up through the creation of the position. Required documents are noted on the flow chart. The RAC timetables are not changed. Position requests are due **9 days** before the RAC (Tuesday the week prior)

- **RAC Data Requirements for Clinical Faculty Positions:** Available on the faculty affairs web site. Discussion led by Mark Messmer and Marvin Katz

Process now includes 9 item data requirement form to provide information necessary for the RAC to contextualize each request. The goal of this form is to provide as complete a set of information as possible to the RAC committee in order to facilitate a decision on initial presentation. We have had a substantial number of requests get deferred on initial review because the committee wanted more information. This should decrease turnaround time for RAC actions

Questions:

- Please clarify what is meant by question #2-- CART analysis with division headcount?

The CART is an individual analysis of effort distribution.

C: Clinical

A: Administrative

R: Research

T: Teaching

Headcount is intended to give us a sense of scale (eg. one GI doctor in a division of 20 docs versus one pediatric subspecialist in a division of 3 people)

- Is this going to be added work without extra value? The intent is to get all the information to the RAC so that the RAC can adjudicate the first time, rather than defer and have to return to the department and take an extra cycle.

- RAC requirements- does this replace the BJF? No, the bjf is for all requests. The clinical data is added to the BJF for clinical positions only. You do not need to repeat information in two places. All requests need a BJF. However, if you also are submitting a Clinical Data form, you can refer to that attachment for those information pieces that are presented there.
- Timeline for posting the position? Once the process is completely up electronically, the posting should be quicker. As we continue the process roll out, we will give very specific timelines.
- Will you be able to view them in Dolfin? Yes. However, understand that it will only go to RAC if it has been received 9 days in advance (per required timeline)
- There will be a report in Dolfin that will identify what will be going to RAC for both faculty and staff positions. Current report has included only staff positions
- Access to Dolfin requires medical finance approval (e-mail Mark or Marvin)

Payroll: December

- December short month-- department deadline is 12-12-2013 which is next Thursday at noon.
- Voluntary faculty: Discussion led by Vanessa Moreno. We are trying to ‘clean up’ our voluntary faculty files. Several steps have been taken such as revising checklists for required documentations for Initial and Reappointments for our voluntary/affiliated faculty (checklists have been uploaded to our website). With much effort, we have populated a report with all active voluntary faculty with a DHRS assignment active for FY14. How many have active voluntary with an active FY14 assignment? Currently there are 2,000+ people with an active assignment. Reports were generated but are not fully complete due to multiple coding paradigms for voluntary faculty that have changed throughout the years, which has made it difficult to track. We are currently on a “handwritten” tracking system. Voluntary appointments will be easier to track with the new ERP System in the future. An active FY14 assignments report was sent to the departments for feedback. This is the first step in a series to accurately document our voluntary faculty.

Many thanks to Vanessa Moreno for her leadership and hard work with voluntary faculty appointments.

- Affiliated faculty and other VA faculty members. National VA Office of Academic Affiliations is requesting a report describing faculty positions in VA providers and clinical faculty. The department must provide the list of names and C- numbers to faculty affairs if they wish for assistance in getting this information. That will facilitate our helping to provide the appointment information most rapidly.

Happy Holidays! Next call in January