

Recruitment Procedure at FM

The administration of the FM is committed to accelerated growth to sustain its structure and high academic standards nationally and regionally. A culture of managing growth and improving accountability to balance the achievement of individual, departmental, and faculty goals, will be reinforced.

The strategy for faculty recruitment should be primarily driven by academic talent which is a key factor for the long term success and competitiveness of the Faculty of Medicine, departments and programs. The objective is to identify the most qualified candidate for the vacant position through a timely, thorough, and fair process and as open as discretion permits; it is also important that the search process reflects well on the Faculty.

Procedure for Appointment of New Faculty Members

- Procedures for faculty recruitment are developed to assist departments, search committees, and faculty at large in identifying and considering for employment a wide pool of applicants. To achieve these ends, defined procedures should be followed whenever possible, tempered by flexibility where appropriate.
- Recruitments will proceed through the relevant department. The department chair requests from the Faculty Affairs Office a new (incremental) position or to fill an existing position describing the nature of the position desired including the track, title, the role of the position and how it will meet the needs of the department and the mission of the FM.
- The department with the help of the Faculty Affairs Office, initiates a process to identify the minimum qualifications for the position, develop recruitment and interview procedures and candidate selection criteria.
- Posting and advertisement: to ensure all qualified candidates are aware of open positions and have an equal opportunity to apply. Open positions at the professorial ranks shall be posted on AUB website, AUB Bulletin and at least in one journal in the discipline. Advertisement may be waived when a leading candidate for whom the appointment would be possible (e.g. expertise in a limited field, the university acquires a physician's practice, spousal recruitment, or serious shortage of faculty in the specific field, etc...).
- In the communication to the Dean and to the applicant, the Chairperson should outline the expected teaching load, clinical workload, and research quality and output, faculty development plan, and prepare a financial plan for the concerned faculty member.
- The chairperson's recommendation to the Dean should be accompanied by the letter of intent, applicant's CV (hard and electronic copies), four letters of recommendations, and applicant's summary of his/her accomplishments in the areas of clinical scholarly activities, teaching and research, and future plans.