

## M-Recruit

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1. EIS/RFP	2. Job Posting: Posted in e-recruit, but tracked in M-Recruit	3. Offer Letter Approval: drafted off-line, Uploaded into M-Recruit with AAR for OFA Approval	4. Offer Letter Extended/Accepted: Handled off-line, tracked in M-Recruit



Start Pre-Hire			
Immigration	Authorization, Release and Immunity	Background and Education Verification	Drug Screening



## Import into M-ACE

## M-ACE

Work on concurrently

### Faculty Appointment (Department)

- **Solicitation Packet:** CV, Bibliographic Notes, Recent/Significant Publications
- **Academic Evaluations** Requested and Uploaded into M-ACE: Arm's Length or Non-Arm's length based on appointment type
- **Other documents** required based on appointment: Teaching Evals, Form B, Chair Transmittal, Educator's Portfolio, Research Portfolio, Talking Points
- **Submit Packet** to OFA
- **\*Appointment Approval Handled by Office of Faculty Affairs:** (30-90 Days: Varies by title)
- **Once Approved, Department submits PAR** through MPathways

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### Credentialing (Medical Staff Services)

- If a faculty will require Credentialing, that work will be completed in M-ACE. See MSS Website <http://www.med.umich.edu/i/oca/mss/iaForms.htm>
- **Forms:** Service and Rank, Delineation of Privileges, PICCA, FPPE, Clinical Assessments, Education Verification, DEA and Michigan Licenses, Specialty Diplomas, Medicare/Tricare, Professional Liability
- **\*MSS PROCESS: ECCA Approval**

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### Provider Enrollment (Revenue Cycle)

- If a faculty will require enrolling, that work will be completed in M-ACE.
- **Forms:** Provider Change Form, NPI Info, Mini Packet