Overview of New Faculty Appointments

Updated 07/27/2018

M-Recruit

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

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, Departament submits PAR through MPathways

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, Medcare/Tricare, Professional Liability
- *MSS PROCESS: ECCA Approval

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

Work on concurrently