 <p>Yale Radiology and Biomedical Imaging</p> <p>Title: Faculty Recruitment Process</p>	SOP 18.0	Effective Date: January 2022
	Version Number: 2.0	RAD Mission: Faculty Recruitment
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Management Approval: Serena DelBasso, Tricia Ginnetti	Date: 12/13/2021	

A. Purpose

The purpose of this document is to establish a uniform policy for recruitment of a new faculty member.

B. Scope

This standard operating procedure (SOP) sets out the procedure for the recruitment and reimbursement process for recruiting a new faculty member. This SOP provides staff with guidelines to follow when setting up interview, scheduling in-person visits and covered reimbursement.

C. Procedure

1. Potential faculty may be identified by answering an advertisement, personal referral or a recruiting firm (Merritt Hawkins).
 - a. All potential faculty must enter an application into Interfolio.
 - b. Details describing the application, interview and offer process is outlined in Appendix A, included below.
2. Screening and arranging the interview day schedule is the responsibility of the relevant section/division chief with the assistance of their administrative assistant and the VC of Clinical Affairs if needed.
 - a. The Section/Division chief is expected to provide timely responses to interview inquiries, interview arrangements, and any subsequent offers.
3. Initial interviews are typically performed via Zoom.
4. The second round of interviews should be performed in-person, if possible
 - a. In-person interviews:
 - The Sr. Admin will reach out to the candidate and offer to make travel arrangements for the candidate. (This makes the reimbursement process simpler since a p-card can be used for all transitions).
 - The Sr. Admin will work with the host to complete the Faculty Recruitment template. This information will be used to complete the itinerary.
 - The Sr. Admin will book the TE-2 conference room.
 - The Sr. Admin will make all lunch and/or dinner reservations, as needed.
 - The Sr. Admin will book a conference room if the candidate will give a presentation.
 - The Sr. Admin will make all travel arrangements if the candidate will meet interviewers at various locations.
 - The Sr. Admin will send the completed itinerary to the candidate at least 4-5 days before the visit.
 - The Sr. Admin will escort the candidate on the day of the recruitment visit.

- The Sr. Admin will compile all receipts and submit them to ydr.expense@yale.edu for processing.
- b. Within 1 day of the interview, the Sr. Admin, using the Qualtrics survey tool, will send out evaluations to each interviewer for feedback, download the report and send the completed evaluations to the Chair of the Search Committee.

D. Covered Expenses

1. Per University policy, the expenses incurred that are directly related to recruitment are allowable and non-taxable. The following items are included as non-taxable and covered reimbursements:

a. Hotels

- Candidates should stay at one of the following hotels, as there are special Yale University rates for these hotels.
 - Omni New Haven: <http://www.omnihotels.com/FindAHotel/NewHavenYale.aspx>
 - New Haven Hotel: <http://www.newhavenhotel.com>
 - The Study at Yale: <http://www.studyatyale.com>
 - The Blake Hotel: <https://www.theblakenewhaven.com/>
 - More information can be found about New Haven (hotels, dining, etc.) at: <http://www.infonewhaven.com/>
- Yale will routinely reimburse for a 1-night stay, but additional nights can be requested and approved by the Chair's office.

b. Travel

- Yale University will reimburse the candidate for recruitment travel expenses. If the candidate decides to make his/own arrangements, we will require the following to process the reimbursements:
 - All original travel receipts. (Including: coach/economy airfare, hotel folio, taxi's, meal receipts and baggage claim tickets). Per University policy, only coach/economy airfare is reimbursable unless travel is over 6 hours but requires prior approval from the department Chair **and** Associate Director, Finance.
 - A copy of the candidate's credit card statement showing all charges he/she wishes to be reimbursed for
 - Flight/train itinerary
- **Travel by Plane**
Per University policy, travelers are expected to select the least expensive airfare with the main cabin class (*coach/economy*).
 - Bradley International Airport, Hartford, CT (BDL) - (55 miles from airport to YNHH)
 - Tweed New Haven Airport, New Haven, CT (HVN) - (5 miles from airport to YNHH)
 - LaGuardia Airport, NYC (LGA) - (74 miles from airport to YNHH)
 - Westchester County, White Plains, NY (HPN) - (55 miles from airport to YNHH)
 - JFK International Airport, NYC (JFK) - (80 miles from airport to YNHH)
 - Newark Liberty International Airport (NWK) - (94 miles to YNHH)

- T.F. Green Airport, Warwick, RI – (96 miles from airport to YNHH)
- Car service to and from the airport will be reimbursed by the department.
- **Travel by Train**
 - Amtrak (MetroNorth or Amtrak (**1st class tickets on Acela Express or business/1st class on Amtrak Regional are not reimbursable*))
- **Travel by Personal Car**
 - Mileage will be reimbursed according to current IRS rate/mile.
 - Note: Any expenses incurred by the candidate unrelated to recruitment are taxable income to the candidate. For example, any expenses incurred for a housing search are taxable income to the recruit and need prior approval from the Chair **and** Associate Director, Finance. This would include the rental car and any nights in the hotel that are not part of the recruitment trip.

E. Spouse/Partner Visits

- a. A potential recruit’s spouse or partner may attend the visit
 - Travel/lodging/meal reimbursement for spouse/partner by YDR requires advanced approval by the Chair’s office.

F. References

Appendix below: Faculty Recruitment Template and Sample Itinerary

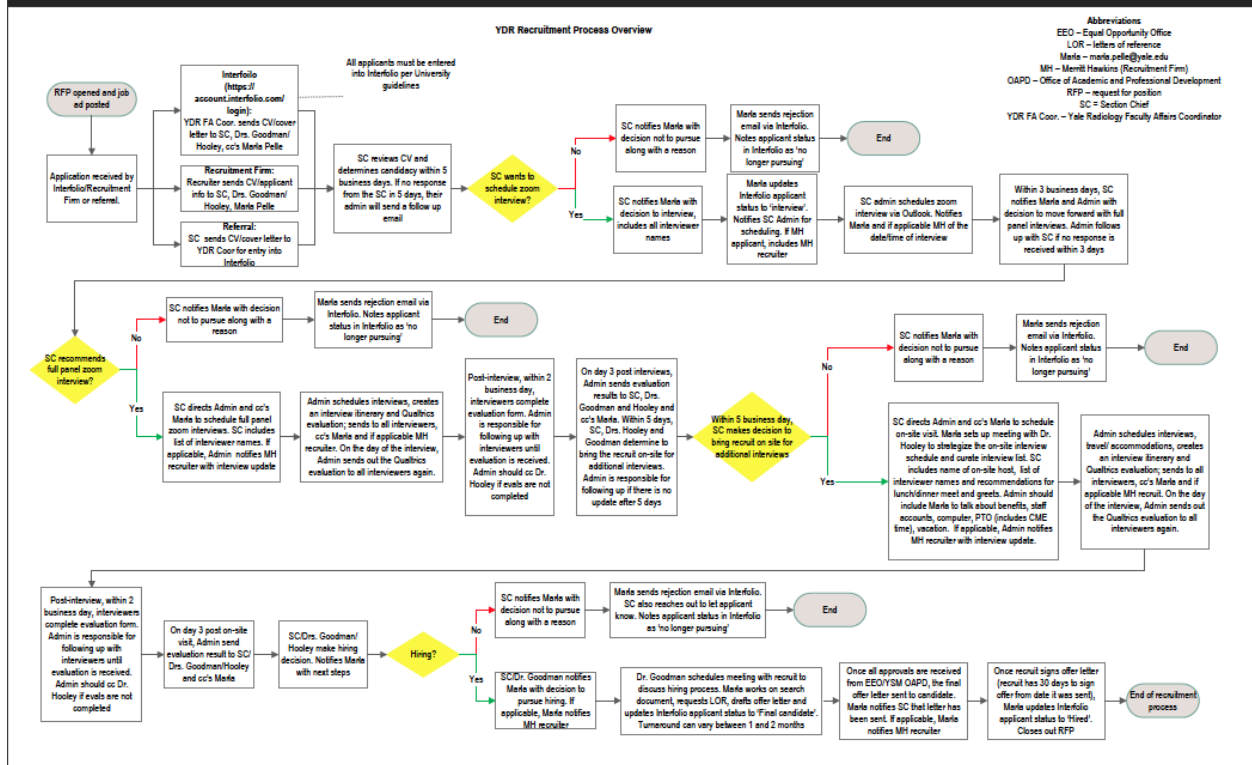
Directions to Yale New Haven Hospital can be found at:

<http://www.ynhh.org/visitor-information/hospital-locations-directions-parking-and-lodging.aspx>

G. Revision History

Version	Date	Reason For Revision
2	Dec 2021	Added flow chart and made additional updates
3	March 2022	Added details regarding spouse/partner and meals

APPENDIX



ITINERARY
Candidate for _____ in (Section Name)
Department of Radiology & Biomedical Imaging
Yale School of Medicine



Name of Candidate, Degrees (MD, PhD, DO)
Title of Candidate (Professor of Pediatrics)
Current Location of Candidate (Harvard Medical School)
Dates Visiting

YDR Contact Information:

Names: Admin: cell xxx-xxx-xxxx; office xxx-xxx-xxxx; Host: office xxx-xxx-xxxx; cell xxx-xxx-xxxx

Monday, January 11, 2018

5:00 pm Arrive at ABC Airport
_____ will pick you up in Baggage Claim, Confirmation# _____
_____ Phone: _____

Hotel: XYZ Hotel
Address
Phone Number
Confirmation# _____

Tuesday, January 12, 2018

8:30 am _____ will pick you up from the lobby of XYZ Hotel (breakfast meeting?)

9:00- 9:30 am **Name of Interviewer, MD, PhD**
Title(s) of Interviewer
Location of Meeting

9:30 - 10:00 am

10:00 - 10:30 am

10:30 - 11:00 am

11:00 - 11:30 am

11:30 - 12:00 pm

12:00 – 1:00 pm **Presentation:** *Title of Presentation*
Location of Presentation

1:00 – 1:30 pm

1:30 – 2:00 pm

2:00 – 2:30 pm

2:30- 3:00 pm

3:00 – 3:30 pm

3:30 – 4:00 pm

4:00 – 4:30 pm

4:30- 5:00 pm

6:15 pm _____ will pick you up for dinner in the lobby of XYZ Hotel

6:30 pm Dinner with Drs. _____, _____, _____
Name of Restaurant
Address of Restaurant
Phone Number of Restaurant

Wednesday, January 13, 2018

8:30 am _____ will pick you up from the lobby of XYZ Hotel

9:00 – 9:30 am

9:30 – 10:00 am

10:00 – 11:00 am

11:30- 12:00 pm

12:00 – 1:00 pm **Lunch with _____**
Location of Lunch

1:00 – 1:30 pm

1:30 pm _____ will pick you up at _____ and then will bring you to ABC
Airport

3:30 pm Arrive at ABC Airport
5:00 pm Depart ABC Airport, Flight# _____
7:00 pm Arrive at DEF Airport