



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## **DOM Departmental Policy**

**SUBJECT:** New/Re-filling of Staff positions

**EFFECTIVE DATE:** October 1, 2011

**PURPOSE:** To clarify the Department's position on new and/or re-filling of staff positions

**POLICY:** Only new/re-fill positions that are 100% grant funded or funded with restricted endowment/gift accounts will be eligible to be filled. Any new/re-fill position that is not funded needs approval from the Chairman's Office Senior Management Team.

**PROCEDURE:**

1. Divisions wanting to add new, or re-fill staff positions that are 100% grant funded or funded with restricted endowment/gift accounts can go through the normal process for creating new positions.
2. Divisions wanting to add new, or re-fill staff positions that are not funded need to submit the position with justifications, including proposed budget for funding the position to the Chairman's Office Senior Management Team for approval.

**RESPONSIBILITY:** Division Administrator

**SIGNED BY:**

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Professor and Chair  
Department of Medicine  
Spencer Chair in Medical Science Leadership

**Date revised:** October 1, 2011

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