Changes to SMHS Hiring Process

Dear Department Managers,

The School of Medicine and Health Sciences has made significant investments in research and education programs over the last several years. These investments have helped us to attain many goals that are crucial to our mission, such as increased research activities, revision of our medicine curriculum, and fully accredited medicine and health sciences programs. We all should be very proud of these accomplishments.

In order for us to continue to reach our goals within our strategic priority areas, we need to maintain our current financial health and sustainability. Recently, our overall compensation has increased beyond budgeted amounts. Over the long-term, this trend will eventually become unsustainable. We are committed to addressing this issue now, before it becomes a more serious problem.

The SMHS senior leadership team is now taking steps to review overall compensation and realign revenue and expenditures. As part of this process, we are implementing a central review and approval process for staff and decanal hires.

Under this process, the school’s Senior Associate Deans will determine if:

- A proposed recruitment or backfill is critical to the mission of the school,
- The recruitment could be delayed, or
- If the duties could be performed by existing capabilities or staff members.

**Please note: Fully externally-funded positions are not subject to this review.**

I understand that there are positions that are vital to the mission that must be filled. This effort is intended to promote efficiencies without impairing the mission of the school or the operations of any department. We remain committed to quality and excellence in our programs.

SMHS Human Resources is assisting in the implementation of this process using the attached template, which should be completed by each hiring manager and submitted to the human resources inbox for all vacant or new positions.

Additionally, we encourage you to be highly discerning when granting approval in the areas of travel, training, and special events. Again, it is critical that any spending in this area is vital to the mission of the school. We remain committed to quality and excellence in our programs.

Thank you for your leadership and continued partnership in managing your teams and your budgets. If you have any questions about the new hiring review process, please contact SMHS HR Director Suzanne Alrutz at salrutz@gwu.edu; if you have budgetary questions, please contact your Financial Director or your Senior Associate Dean.

Warmest regards,

Jeffrey S. Akman, MD
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