

Instructional Guidance for Submitting an RTR

Developed in partnership with CPUP for Department Administrators

Getting Started

- Log in to the eRTR application via [my.med](#) (PennKey and password required)
- Once launched, you will see a dashboard with your department RTRs that are: In Progress, In Review, Approved, and For Your Review.
- To create a new RTR, click “Add Candidate.”
- From there, you have 2 Options:
 - Import from FADS: Appropriate for individuals who already work within PSOM (e.g., Instructors, Research Associates, Post Docs, Fellows, Residents, Faculty changing tracks)
 - Start New Candidate: Appropriate for external recruits

Planned distribution of faculty effort

| Type | % |
|-----------|-----|
| Admin | 0 |
| Clinical | 85 |
| Education | 10 |
| Research | 5 |
| Total | 100 |

Candidate Info

- Confirm or enter demographic information.
- Ensure degree(s) are accurately reflected

| Year 1: Mission Effort %'s | | | | |
|----------------------------|----------|----------|---------|---------|
| Clinical | Research | Teaching | Admin-D | Admin-H |
| 85% | 5% | 10% | 0% | 0% |

Appointment

- Provide an accurate proposed start date.
- If replacing someone, list the individual being replaced.
- Adverse Effect: please provide business justification

Allocations

- Effort must align with Track expectations (see Effort Allocation guide available in the [Faculty Coordinator Resource Center](#))
 - If clinical time is distributed across entities, total the effort into the Clinical Section. For example, 45% at HUP and 45% at PMUC should be listed as 90% clinical.

Salary sources

| |
|----------------------------|
| Source |
| CPUP Operations |
| CPUP Unrestricted |
| EVP / Dean's funds |
| IET Support |
| Provost funds |
| PSOM ADF / SIF |
| PSOM Special Purpose Funds |
| Endowments / Gifts |
| Foundation |
| Grants / Contracts |
| Industry |
| CHOP |
| GSPP |
| VA |
| Other |
| Total |

Salary Sources

- Total value must equal annual total salary (base + target incentive).
- If incentives are not guaranteed during the first few years, please indicate this. In those instances, the total compensation may consist solely of the base salary.
- Include existing IET support in the salary sources summary.
- Start Up Package: If yes, please identify funding source(s)

IET Support

- List all requested amounts by entities.
- Make note of new vs existing support.
- State the nature of the request (e.g., clinical loss, teaching support).
- Explain any existing support being used.

- If any current support is being used, list that under revenue section of financials and note that in the notes section.

Proposed Salary

- Academic Base for Full-time Faculty must reflect the current Fiscal Year amount.
- Breakdown must match the compensation statement and P&L annual breakdown.
- Do not include guaranteed funds (e.g., sign-on bonuses, moving expenses, etc.). Guaranteed funds must be indicated in the “Accommodations” section of the Draft Offer Letter.

| REVENUE | | | |
|---------|--------------------------------|--|--|
| | Inflation Factor | | |
| | NPR | | |
| | Contractual Allowances | | |
| | RRR (revenue recognition rate) | | |
| | Bad Debt Expense | | |
| | Net Patient revenue | | |
| | Chair Package Support | | |
| | IET - Scholarly Support | | |
| | TOTAL REVENUE | | |

Enter existing IET support in the revenue section.

Incremental Personnel

- List out all new incremental personnel and expenses related
- For **replacement positions**, if new support is required and new IET support is requested, give an explanation as to the need for new positions.

Space & Equipment

- Details of space and equipment needed to be reviewed by CPUP and hospitals where applicable.
- Any new equipment expenses need to be listed.
- Ensure floor plan is included in submission.

Documents

- [4-year Mission-Based Financial Statement](#) (if Applicable)
- [Floor Plan](#) (if applicable)
- [Malpractice form with signature or e-signature](#) (if applicable)
- Candidate CV (personal CV accepted)
- [Draft Offer Letter](#)
- [Draft Compensation Statement](#) (if applicable)
- Emails showing pre-approved admin-H or other support requests (if applicable)

Notes

- Use the notes section to add any information you think may be beneficial for approvers.

Activity Log

NOTE: At any time during the approval process, you can log in to view the current status of the RTR. There may be comments or changes to make as necessary based on the review.

Supplemental Guidance

4-Year Mission-based Financial Statement (If applicable)

NOTE: CPUP Finance is working on an RTR P&L form to be completed in Hyperion, but that is not available yet.

- Mission Effort % must equal allocations.
- List existing IETs in the revenue section.
- Total annual base should be listed in the assumptions tab.
- Distinguish between guaranteed and variable incentives.
- Include all sign-on bonuses, moving expenses, etc.
- IET requests should be tied to a clinical mission loss

Offer Letters

- Draft Offer Letters are required for all Full-time faculty, Academic Clinician Part-time, Penn Medicine Clinician, and Academic Support Staff
- Must use the current [Template](#)
- Must be unsigned and in Word Document format

Compensation Statements

- Compensation Statements are required for Tenure, Clinician Educator, Academic Clinician, Academic Clinician Part-time, and Penn Medicine Clinicians
 - **NOTE:** Research Track and Academic Support Staff salaries are not given a Compensation Statement. Annual salary is indicated in the Offer Letter, and funding sources must be clearly identified.
- Must use the current [Template](#)
- Must be unsigned and in Word Document format