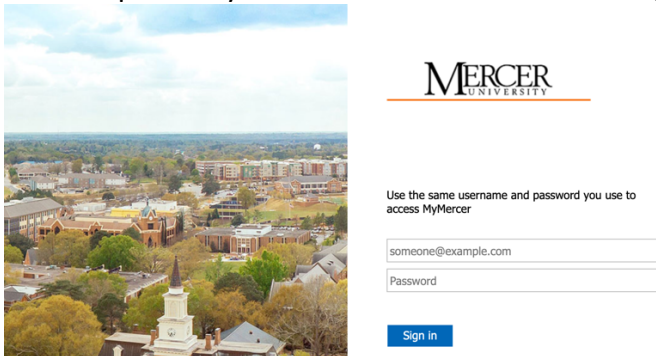


## MUSM CollegeNet Instructions for Department Chairs

1. Using any browser, migrate to:  
<https://admit.applyweb.com/admit/shibboleth/mercer?apptype=v2>
2. This will bring to you to a Mercer sign on page (below). If you do not have a Mercer email address, please email: [musm\\_faculty\\_affairs@mercer.edu](mailto:musm_faculty_affairs@mercer.edu) and ask for a MUSM contractor form to complete. If you have a Mercer email address, use it to log in:



3. Once you are logged in, you will see the screen below. On the left side of screen (1. Chair) shows the number of applications available for your review. On the right, click “view” to view an individual candidate’s application:

Tags	First Name	Last Name	Middle Name	Email	Supervisor or Department Chair	FERPA and Chair Letter Complete	Appi
No tags	Just	Testing		92672sar			View

4. Select “faculty applicant” bubble at the top to begin reviewing an application. This shows the faculty candidate’s name, email, and ID (CollegeNet record number):

First Name	Last Name	Email	XACT_ID
Just	Testing	92672sanclemente@gmail.com	91191873

- 5. Select the “personal information” bubble at the top. This shows more information, including the faculty candidate’s permanent address and demographic information:

**Personal Information** [Edit](#)

<b>Name</b>		
First Name Just	Middle Name <i>(not specified)</i>	Last Name Testing
Alternative First Name <i>(not specified)</i>	Alternative Last Name <i>(not specified)</i>	

<b>Contact Information</b>			
Email 92672sanclemente@gmail.com	Phone <i>(not specified)</i>	Cell Phone <i>(not specified)</i>	Work Phone <i>(not specified)</i>

<b>Permanent Address</b>			
Please provide your permanent mailing address here. The Dean's appointment letter and subsequent reappointment letters will be sent to this address.			
Street 239 Calle Fiesta	Street 2 <i>(not specified)</i>	City San Clemente	State CA
Zip 92672			

<b>Demographics</b>	
Race Native Hawaiian or Other Pacific Islander	MERCERFA-RACE_OTHER <i>(not specified)</i>

- 6. Select the “practice and insurance” bubble at the top. This shows practice information and whether the faculty candidate has malpractice insurance:

**Practice and Insurance** [Edit](#)

<b>Practice</b>			
Board Certifications and Specialties Family Medicine	Hospital Privileges? Yes	Active Privileges Atrium Navicent Health	
Practice Name Department of Family Medicine	Office Manager N/A	Office Manager Phone 4783664343	
Practice Street 111 Atrium Way	Practice Street 2 <i>(not specified)</i>	Practice City Macon	Practice State GA
Practice County Bibb	Practice Zip 31202		

<b>Malpractice Insurance</b>	
Malpractice Insurance? Yes	Malpractice Insurance Carrier MAG

7. Select “recommendations” at the top. This will only be filled out if the faculty candidate has neither have active privileges nor malpractice insurance. The candidate will provide information for two letters of recommendation to be sent and uploaded for your review. Please read those letters:

Decision Workflow / 1. Chair  
Testing, Just

0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: All Pages Chair Faculty Applicant Personal Information Practice and Insurance Recommendations Education and CV Decision

Recommendations Edit

First Name	Last Name	Phone	Email	Online?	Title
(not specified)	(not specified)	(not specified)	(not specified)	(not specified)	(not specified)
(not specified)	(not specified)	(not specified)	(not specified)	(not specified)	(not specified)

8. Select “education and CV” at the top. This will show the faculty candidate’s educational history, current or previous faculty appointments which will help you determine academic rank, and postgraduate work. A CV is optional but may be attached for your review:

Decision Workflow / 1. Chair  
Testing, Just

0 Tags 0 Notes 1 Pools Actions

Pages Documents Activity

Pages: All Pages Chair Faculty Applicant Personal Information Practice and Insurance Recommendations Education and CV Decision

Education and CV Edit

**Educational History**

Medical Degree Institution Harvard	Degree Earned MS	Medical Degree Graduation Year 1998	Institution of Residency Memorial
Residency Graduation Year 1994	Additional Degrees PhD	Additional Degree Institutions Tulane	Degree Dates 1990

**Current or Previous Faculty Appointment**

Current/Previous Med School Faculty Appointment Yes	Academic Rank 1 Professor/Clinical Professor	Title 1 (not specified)	Years of Service 1 1997-2002
Faculty Appointment Med School 1 MCG	Academic Rank 2 (not specified)	Title 2 (not specified)	Years of Service 2 (not specified)
Faculty Appointment Med School 2 (not specified)	Wants Preceptor Information? Yes		

**Postgraduate Work**

Postgraduate Work  
(not specified)

**CV**

CV  
(no file attached)

9. The decision tab does not require your review, however it shows the stage of the application is with you as chair:

The screenshot shows the 'Decision' tab selected in the 'Testing, Just' workflow. The page title is 'Decision' with an 'Edit' link. Below the title are four sections, each with a table of data:

- Application Status:** Application Status: Department Chair; Today's Date (for templates): (not specified)
- FERPA:** Supervisor or Department Chair: (not specified); Supervisor or Department Chair Email: (not specified); Date Chair Completed: 2022-05-04
- Campus Dean:** Campus Dean Name: (not specified); Campus Dean Email: (not specified); Date Campus Dean Completed: (not specified)
- Sr. Associate Dean of Faculty Affairs:** Senior Associate Dean of Faculty Affairs Name: (not specified); Senior Associate Dean of Faculty Affairs Email: (not specified); Date Senior Associate Dean of Faculty Affairs Completed: (not specified)

10. Select "chair" at the top to begin to complete your review and make recommendations to the dean:

The screenshot shows the 'Chair' tab selected in the 'Testing, Just' workflow. The page title is 'Chair' with an 'Edit' link. Below the title are three sections:

- Candidate's FERPA Pledge:** A table of FERPA information:
 

FERPA for Instructional Faculty (not specified)	FERPA for Academic Advisor (not specified)	FERPA for Administrator/Staff (not specified)	FERPA for Student Employee (not specified)
FERPA - no access needed Yes			
FERPA Acknowledgement N	Confirm Pledge X	Pledge Date 2022-05-04	
- Your information:** A form with two fields: 'Supervisor or Department Chair' (not specified) and 'Title' (not specified).
- Faculty candidate information:** A section header for the next part of the form.

11. To fill out the selections, click on the “edit” button next to the word “Chair” that has a pencil icon. This will allow you to type within the relevant fields of the application. The information you enter here will be compiled automatically to create your chair letter to the dean:

The screenshot shows the Mercer Admit system interface. At the top, there is a navigation bar with 'Mercer - Admit' on the left and 'Records', 'Communications', and 'EC' on the right. Below this, the breadcrumb trail reads 'Decision Workflow / 1. Chair' and the page title is 'Testing, Just'. There are buttons for '0 Tags', '0 Notes', and '1 Pools'. A 'Pages' section contains tabs for 'All Pages', 'Chair', 'Faculty Applicant', 'Personal Information', 'Practice and Insurance', 'Recommendations', 'Education and CV', and 'Decision'. The main content area is titled 'Chair' and contains two sections: 'Candidate's FERPA Pledge' and 'Your information'. The 'Candidate's FERPA Pledge' section includes a text block explaining the FERPA information, followed by four dropdown menus for 'FERPA for Instructional Faculty', 'FERPA for Academic Advisor', 'FERPA for Administrator/Staff', and 'FERPA for Student Employee'. Below these are 'FERPA - no access needed' (set to 'Yes') and 'FERPA Acknowledgement' (set to 'N'). There are also fields for 'Confirm Pledge' and 'Pledge Date' (05/04/2022). The 'Your information' section has a text block and two input fields for 'Supervisor or Department Chair' and 'Title'.

12. Review the “candidate’s FERPA pledge” section to “make sure that the level of access to student data is appropriate for that faculty member. Under “your information” add your name and title:

This screenshot is identical to the one above, showing the Mercer Admit system interface for the 'Chair' section of a FERPA form. It includes the same navigation bar, breadcrumb trail, page title, and 'Pages' section. The 'Candidate's FERPA Pledge' section shows the same dropdown menus and fields as the previous screenshot. The 'Your information' section also shows the same input fields for 'Supervisor or Department Chair' and 'Title'.

13. Under “faculty candidate information” assign the department the faculty candidate will join (your department), the faculty type, promotion track, and academic rank using the definitions to guide you. Contact faculty affairs if you have questions. The section below titled “chair letter comments” allows you to write any specific comments to the dean for her review. This will be part of your letter to the dean:

**Faculty candidate information**

The information you add below will be used by this program to create your chair letter for review by the campus dean.

**Faculty Type:** This indicates time the faculty member will allocate to teaching MUSM students:

**Full-time:** Faculty members contributing 50% or more time in support of the Medical school’s mission, including teaching, scholarship, clinical practice, administration, and service. Full-time, non-salaried faculty members include those faculty associated with clinical affiliates of MUSM (Atrium Health Navicent, Piedmont-Macon, Piedmont Columbus Regional, Memorial Health, HCA Healthcare South Atlantic Division, St. Francis Hospital, Gateway Behavioral Health, etc.)

**Part-time:** Faculty members contributing less than 50% in time in support of the Medical school’s mission, including research, teaching, clinical practice, administration, and service. These faculty usually provide a variety of individualized services or skills to MUSM that are primarily teaching and service. Part-time faculty may be paid by the school of medicine or a clinical affiliate for their services.

**Volunteer:** Faculty who a variety of individualized services or skills to the school of medicine. These services are primarily teaching and service to a department, program, the school, or a clinical affiliate. Volunteer faculty receive no pay from the school of medicine or the clinical affiliate for their contribution to training Mercer medical students.

**Promotion Track:** This refers to the academic promotion tracks available to our clinical faculty:

**Clinical Preceptor:** Non-MUSM-employed clinical faculty who are either community-based physicians in private practice who serve as volunteer preceptors in the school’s population health course for medical students, or community- and hospital-based physicians who teach or train medical students and/or residents in the clinical environment and receive either no remuneration (i.e., volunteer faculty) or a stipend from the School of Medicine for their work with medical students and/or residents.

**Clinical Educator:** Faculty in the clinical practice and educational domains in both undergraduate (MD) and graduate (residency) medical education. Faculty appointed to this track are usually core residency faculty who actively participate in medical student education in the 6 required core clerkships. It is expected that time spent in clinically activities will overlap with educational activities related to mentoring, teaching, and supervising medical students, residents, and fellows. Faculty on this track include both full- and part-time faculty who are MUSM-employed and non-MUSM-employed faculty.

**Clinical Scholar:** Faculty with a commitment to active participation in the education of medical students and residents/fellows. These faculty maintain a clinical practice, disseminate clinical knowledge and techniques through scholarly publications and professional communications, and generate extramural funding.

Department  Faculty Type  Track  Rank

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**Chair Letter Comments**

Please provide here any additional information you wish to display in your chair letter, such as: faculty candidate’s credentials, expertise, role teaching Mercer medical students, valued addition to the department, resource for students and/or residents, current role, titles, positions, background, reputation, attitude, teaching experience, etc.

Chair Letter Comments

14. The “FERPA signature” allows you to select “yes” when you have reviewed the candidate’s FERPA selection in the previous steps. Click the blue “save” button at the lower right corner. This will allow you to click on the word “preview” to view both the FERPA document and your chair letter. Then click the “save and exit” button at the lower right corner and this information will be transmitted to faculty affairs and the campus dean for review before it is reviewed by the dean:

**FERPA Signature**

Please make sure all FERPA and Chair fields above are complete prior to setting this record as complete. If it is complete, indicate “yes”. If not, please notify faculty affairs via email: musm\_faculty\_affairs@mercer.edu

FERPA and Chair Letter Complete

[Clear Selection](#)

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**Chair letter and FERPA**

FERPA Document Upload

Chair Letter

Editing Record