

**CHECKLIST FOR NEW FACULTY APPOINTMENT PACKETS**

**FULL-TIME/PAID APPTS. & PART-TIME/PAID APPTS.**

**(Paperwork to be submitted directly to Office of Academic Affairs)**

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| 1. **Faculty Contract (Changes to Faculty Contract subsequent to its original submission must be approved by the Provost)** |  |
| 1. **Approval from P&T Committee (if tenure/tenure track offer)** |  |
| 1. **Recommending memo from department chair and/or appropriate associate/assistant dean indicating title, rank, tenure status** |  |
| 1. **Approval memo from Dean** |  |
| 1. **Current CV (within 3 months)** |  |
| 1. **Transcripts** |  |
| 1. **Human Resources (HR) approved Offer Letter signed by Dean only (Changes to the Offer Letter subsequent to its original submission must be approved by HR and the Provost)** |  |
| 1. **Job Description** |  |
| 1. **Recommending memo from search committee** |  |
| 1. **Three (3) external recommending letters/memos** |  |
| 1. **Letter of approval for Laboratory Space, written by the VP of Research and Biotechnology. (if applicable)** |  |
| 1. **Candidate license (clinical)** |  |
| 1. **Candidate residency certificate, certification (if applicable)** |  |
| 1. **Mandated Reporter Form (MUST be signed and returned to HR prior to start date)** |  |

**ADJUNCT[[1]](#footnote-1)/CLINICAL[[2]](#footnote-2)/NON-PAID APPTS.**

**(Paperwork to be submitted directly to Academic Affairs)**

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| 1. **Recommending memo from department chair/appropriate dean indicating title/rank** |  |
| 1. **Current CV (within 3 months) with current practice address, phone number and email address** |  |
| 1. **License (if clinical/applicable)** |  |
| 1. **Specialty certification (if applicable)** |  |
| 1. **Supporting documentation of a “clear” license (no State board actions, national practitioner data base search, DHHS OIG debarments, etc., for clinical appointments)** |  |
| 1. **Malpractice insurance (if clinical/applicable)** |  |
| 1. **Offer letter (if applicable)** |  |
| 1. **Contract (if applicable)** |  |

1. Used to denote auxiliary faculty whose primary responsibilities involve teaching in a didactic setting. [↑](#footnote-ref-1)
2. Used to denote auxiliary faculty who are licensed professionals and whose primary responsibilities involve teaching in an affiliated clinical setting.

   (revised 8/10/18) [↑](#footnote-ref-2)