INITIAL APPOINTMENT:

Professor of Clinical, Associate Professor of Clinical, and Clinical Professor: MEDSAC Steering Committee and University Board of Trustees approval is required for initial appointment.

Clinical Associate Professor: University Board of Trustees approval is required for initial appointment.

PLEASE SUBMIT ITEMS 1-5 to OAA via BOX or by email

1. Faculty Personnel Action Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Please note the HR Posting Number on the form)

2. Original signed offer letter or professional service contract; e.g., Primary Care contract. (Offer letter is required only if faculty member is to be salaried)

3. Employment Eligibility Verification (I-9) form – please ensure the candidate completes the I-9 prior to their start date. OAA will verify I-9 completion with HR. Do not submit the I-9 or supporting information to OAA.

4. Copy of Intellectual Property Agreement Form – (original IPA should be forwarded to ORPA, Box 270140)

5. Affirmative Action Form – form is only for the use of OAA and will not be forwarded to the HR Service Center.

PLEASE SUBMIT ITEMS 6 –8 VIA the Promotion & Reappointment Manager (PRM)

6. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

7. Current Curriculum Vitae

8. Referee letters – for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**
PROMOTIONS:
Professor of Clinical, Associate Professor of Clinical, and Clinical Professor: MEDSAC Steering Committee and University Board of Trustees approval is required for promotion.
Clinical Associate Professor: University Board of Trustees approval is required for promotion.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (PAF 510).

PLEASE SUBMIT ITEMS 2 - 4 VIA the Promotions & Reappointment Manager (PRM)
2. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
3. Current Curriculum Vitae – following either URSMD (see Appendix II of the SMD Regulations of the Faculty, pages 38-40), or eCV format
4. Referee letters - for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.

REAPPOINTMENTS:
Professor of Clinical, Associate Professor of Clinical, Clinical Associate Professor, and Clinical Professor: University Board of Trustees approval is required for reappointment.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (PAF 510)

PLEASE SUBMIT ITEM 2 VIA the Promotion & Reappointment Manager (PRM)
2. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))