

**ASSISTANT PROFESSOR**  
(Full-Time or Part-Time)

Hard copy documents must be submitted to the Office of Academic Affairs.

**INITIAL APPOINTMENT:**

1. Faculty Personnel Appointment 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
3. One copy of Employment Eligibility Verification (I-9) form – Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen)
4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA)
5. [Affirmative Action Form](#) – form is only for the use of the Academic Affairs Office and will not be forwarded to the HR Service Center
6. Completed [Faculty Recommendation Form](#)
7. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
8. Current Curriculum Vitae
9. Referee letters (2-5, may be from either internal or external referees). **Note: ALL received letters of recommendation must be included, regardless of content, in the appointment packet.**

**PROMOTIONS:**

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
5. Referee letters (2-5). **Note: ALL received letters of recommendation must be included, regardless of content, in the appointment packet.**

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**REAPPOINTMENTS:**

1. Faculty Personnel Action Form (PAF 510)
2. Completed [Faculty Recommendation Form](#)
3. Department Chair/Center Director recommendation letter for reappointment – see [Template for Assistant Professor Reappointment Letter](#), and refer to pages 8 and 9 in the [SMD Regulations of the Faculty](#) as well as [Appendix D](#) for further information on the departmental evaluation of Assistant Professors. (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

Additionally, the Department Chair/Center Director recommendation letter must include the following concurrence sentence, at the end of the letter, with the appropriate components, to be signed by the Dean, School of Medicine & Dentistry:

I concur with the above reappointment in the anticipated components of (select appropriate components: Research, Scholarship, Institutional Scholarship, Clinical) and Teaching, effective \_\_\_\_\_ through \_\_\_\_\_.

\_\_\_\_\_  
Mark B. Taubman, MD  
Dean, School of Medicine & Dentistry  
CEO, University of Rochester Medical Center  
University Senior VP for Health Sciences

***Alternate language for faculty with expiring work authorization:***

I concur with the above reappointment in the anticipated components of (select appropriate components: Research, Scholarship, Institutional Scholarship, Clinical) and Teaching, effective \_\_\_\_\_ through \_\_\_\_\_. Upon the renewal of their work authorization, this appointment will be extended to the full complement of the reappointment period.

4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format
5. Referee letters (3-5, may be either internal or external referees). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.**