

VOLUNTARY FACULTY

(Clinical Assistant Professor, Clinical Senior Instructor, Clinical Instructor
Clinical Associate, and Clinical Assistant)
(No-Pay, Time-As-Reported (TAR), or less than .5FTE)



IF TIME-AS-REPORTED (TAR), % OF EFFORT MUST BE SUPPLIED

APPOINTMENTS:

1. 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)
Note: If there is any possibility of the faculty member receiving any salary, compensation, honorarium, etc., the I-9 is mandated.
2. Faculty Personnel Action Form (PAF #500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
3. Completed and signed Faculty Recommendation Form
4. Department Chair/Center Director recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))
5. Current Curriculum Vitae

PROMOTIONS:

1. Completed and signed Faculty Recommendation Form
2. Department Chair/Center Director 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 *SMD Regulations of the Faculty*, pages 38-40), or eCV format
4. Faculty Personnel Action Form (#510)

REAPPOINTMENTS:

1. Faculty Personnel Action Form (#510)