

DEPARTMENTAL FELLOWS

APPOINTMENTS:

1. Faculty Personnel Action Form (#500) – **Note: Faculty Recruitment Form not required for Departmental Fellow appointments**
2. Completed and signed Faculty Recommendation Form
3. Department Chair/Center Director recommendation letter
4. Current Curriculum Vitae
5. 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)
6. Department must verify the M.D. Departmental Fellow has a valid, current NYS Medical License –provide proof with initial appointment packet. Note: the end date of the appointment cannot exceed the term of their NYS Medical License.
7. For those Departmental Fellows with a research component as part of their fellowship, include a copy of the signed Intellectual Property Agreement (IPA)

REAPPOINTMENTS:

1. Faculty Personnel Action Form (#510)
2. Re-verify I-9 form, if necessary
3. Re-verify NYS Medical License, if appropriate