

## DEPARTMENTAL FELLOWS

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

### INITIAL APPOINTMENT:

1. Faculty Personnel Action Form (PAF 500) – Note: Faculty Recruitment Form not required for Departmental Fellow appointments.
2. Completed [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. 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 (PAF 510)
2. Re-verify I-9 form, if necessary
3. Re-verify NYS Medical License, if appropriate