

## **DEPARTMENTAL FELLOWS**

Submit all documents to the Office of Academic Affairs *via BOX or by email*.

### **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. 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.
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