INITIAL APPOINTMENT:

**Professor of Clinical, Associate Professor of Clinical, and Clinical Professor:** MEDSAC Steering Committee and Provost approval required for initial appointment.

**Clinical Associate Professor:** Provost approval required for initial appointment.

**PLEASE SUBMIT ITEMS 1-5 to OAA via BOX or by email**

1. Faculty Personnel Action 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 or professional service contract; e.g., Primary Care contract. (Offer letter is required only if faculty member is to be paid)

3. 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. Note: the I-9 is not required for voluntary faculty if they are unpaid.

4. Copy of [Intellectual Property Agreement Form](#) – (original IPA should be forwarded to ORPA, Box 270140)

5. [Faculty Demographics Form](#) – form is only for the use of OAA and will not be forwarded to the HR Service Center.

**PLEASE SUBMIT ITEMS 6 –8 VIA the Promotion & Reappointment Manager (PRM)**

6. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

7. Current Curriculum Vitae

8. Referee letters – for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). **Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet. Letters of recommendation should be written by those at the same rank as the proposed rank, or higher**
PROFESSIONAL SERVICE
Professor of Clinical and Associate Professor of Clinical

VOLUNTARY FACULTY
Clinical Professor and Clinical Associate Professor
No-Pay, TAR (under 0.5FTE, % effort must be supplied)

PROMOTIONS:
Professor of Clinical, Associate Professor of Clinical, and Clinical Professor: MEDSAC Steering Committee and Provost approval required for promotion.
Clinical Associate Professor: Provost approval required for promotion.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (PAF 510).

PLEASE SUBMIT ITEMS 2 - 4 VIA the Promotions & Reappointment Manager (PRM)
2. Department Chair 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 the SMD Regulations of the Faculty, pages 38-40), or eCV format
4. Referee letters - for Professor 3-5; for Associate Professor 2-4 (May be from either internal or external referee). Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet. Letters of recommendation should be written by those at the same rank as the proposed rank, or higher.

REAPPOINTMENTS:
Professor of Clinical, Associate Professor of Clinical, Clinical Associate Professor, and Clinical Professor: Provost approval required for reappointment.

PLEASE SUBMIT ITEM 1 to OAA via BOX or by email
1. Faculty Personnel Action Form (PAF 510)
2. Current, valid email address for the faculty member

PLEASE SUBMIT ITEM 3 VIA the Promotion & Reappointment Manager (PRM)
3. Department Chair recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))