INITIAL APPOINTMENT:
1. Faculty Personnel Appointment Form (PAF 500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form). Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) account.
2. Original signed offer letter
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.
4. Copy of Intellectual Property Agreement Form – (original IPA should be forwarded to ORPA, Box 270140)
5. Affirmative Action Form – form is only for the use of OAA and will not be forwarded to the HR Service Center
6. Completed Faculty Recommendation Form
7. Department Chair/Center Director recommendation letter - Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment
8. Current Curriculum Vitae
9. Referee letters (1-2, can be from either internal or external referees). Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.

PROMOTIONS:
1. Faculty Personnel Action Form (PAF 510). Note: Research Assistant Professors should not be paid 100% on a GR 5 account.
2. Completed Faculty Recommendation Form
3. Department Chair/Center Director recommendation letter - Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the SMD Regulations of the Faculty, pages 38-40), or eCV format
5. Referee letters (2-5). Note: ALL received letters of recommendation must be included, regardless of content, in the reappointment packet.

REAPPOINTMENTS:
1. Faculty Personnel Action Form (PAF 510) Note: Research Assistant Professors should not be paid 100% from a GR 5 (grant) account.
2. Department Chair/Center Director recommendation letter – Must include information regarding the funding sources from which the faculty member’s salary will be paid throughout the term of the appointment.