



UNIVERSITY OF MARYLAND
SCHOOL OF MEDICINE

January 19, 2010

Dear Colleagues:

As a reminder, an approved and active UMSOM faculty appointment is required to be effective before UMMC privileges (temporary or provisional) may be granted and activated. Over the past several years, confirmation of the faculty appointment has not always been verified when requests for temporary privileges are made. Following discussions within the Dean's Office and Medical Executive Committee, it has been clarified that this will no longer be the practice.

In light of this requirement, please keep the following in mind:

- UMSOM faculty offer letters should indicate an effective date that allows enough time for all the faculty appointment request paperwork to be completed and submitted to the Office of Academic Administration so that at least, a UMSOM interim faculty appointment can be approved – suggested are a minimum of 120 days if candidate does not already have a Maryland license and 60 days if candidate possesses an active Maryland license
- Offer letters should contain the following contingency clause: “Approval of your faculty appointment and hospital privileges depends upon the timely submission of requested paperwork. Delays in submission of requested paperwork may result in a postponement of your initial start date.”
- Complete appointment packets need to be submitted to the Office of Academic Administration at least 2 weeks in advance of effective date (4 weeks in advance for effective dates of June 15 through August 15 due to perennial fiscal year volume) in order to ensure that at least an interim UMSOM faculty appointment is approved so that UMMC clinical privileges may be granted by the effective date
- As always, UMSOM interim faculty appointments will only be approved after the packet is complete with all the required documentation in sufficient form
- The start date of any faculty appointment which includes clinical expectations should coincide with the privileges effective date
- Any UMSOM faculty appointment is valid for purposes of awarding clinical privileges so if the candidate already has an active UMSOM faculty appointment in some capacity or is awarded an interim UMSOM faculty appointment, this will satisfy the requirement

- Rare exceptions to this requirement may be made for emergency situations and then only with agreement and approval by both the UMSOM Dean and the UMMC Chief Medical Officer

Please be aware that failure to submit completed paperwork on a timely basis may result in delays in clinical faculty start dates and lost revenues. It is critical that you plan accordingly. Please contact Mr. David Ingle, Director for Academic Administration, or Ms. Allison Andrus, Director of Medical Staff Services, if you have any questions.

Thank you for your attention to this matter.

Sincerely,



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