

Documentation Guidelines for part-time **Appointments** at the ranks of:

**Instructor, part-time, non-tenure track** (*non-clinical*)

**Research Associate, part-time, non-tenure track**

### Process Reminders

- Seek approval of the offer letter from the Dean's Office before letter is sent to the candidate. An offer letter is required for all paid new appointments.  
<https://www.medschool.umaryland.edu/AcademicAdmin/Faculty-Actions/Faculty-Recruitments/>
  - Documentation must be dated no earlier than 90 days prior to the date the packet is submitted to OAA.
  - The candidate's legal name (name that will be entered in the eUMB System) and degree must be consistent throughout all documentation.
  - Effective date must be consistent throughout all documentation and within 60 days of 'on or about' date in offer letter. A retroactive effective date will not be processed without prior approval (Contact OAA before submitting)
  - An approved and active UMSOM faculty appointment is REQUIRED to be effective BEFORE UMMC privileges (temporary or provisional) may be granted and activated.
  - Even if revisions are not needed, faculty appointments at these ranks may take 2 to 4 weeks to process, as they are reviewed by OAA and the Dean.
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### **Required Documents & Guidelines**

- **Chair's Recommendation Letter**

First Paragraph:

- Legal name and degree (degree must be designated as awarded (not US equivalent), per UMSOM policy) Proposed rank/title
- Pay status (part-time)
- Proposed tenure status (non-tenure track)
- Official SOM department name
- Division, Secondary Appointment, Institute, Program and/or Center (if applicable)
- Effective date must be exact date, no "on or about"

Subsequent Paragraphs:

- General background: education, degrees, scholarships/academic honors, special training, employment history
- Detail the Candidate's worthiness for the appointment: address all academic criteria, regardless of strengths, including scholarly contributions to knowledge, clinical contributions (if applicable), teaching contributions and service contributions. See UMSOM APT Policy for criteria.
- Address the quality of research and publications, achievements, stature in the scientific and/or clinical community, and potential for future growth and continued contributions
- State the expectations of the candidate in terms of teaching, research, clinical (if applicable) and service activities at UMSOM. If applicable, explicitly explain why licensure and/or UMMC privileges are not required for this position if the candidate holds a clinical degree, and state that they will not have any patient contact.

- **CV Verification Form\*** (date must be the same or later than date on CV)
  - CV Certification signed by candidate. Typed signatures not accepted

- **Curriculum Vitae**
  - The CV date must be no earlier than 90 days prior to the date the appointment packet is submitted to the OAA.
  - CV follows the **CV Standard Format Guidelines\*** and is in the exact order of the CV format
- **Letters of recommendation** (at least 2, no more than 4; must include all received per UMB policy)
  - Department Chair, Department APT Chair, or APT Partner (*not the candidate*) must solicit letters from reviewers
  - Letters of recommendation must be on institutional letterhead, dated and signed by the reviewer
  - Reviewers must hold the same academic rank or higher than what is being proposed for the candidate
  - Reviewers must state the specific rank and tenure status for the proposed appointment
  - Typed Signatures are not accepted.
  - Date on a letter of recommendation must be no earlier than 90 days before the AP packet is submitted to OAA
- **SOM Salary Sheet \***
  - Complete SOM salary sheet in full with dollar amounts and FTE
  - Will not be any **red** fields if completed properly
  - If no search was conducted, type “n/a” in the position number field at the top of the form
- **SOM Faculty Appointment Information Sheet\* (FAIS)**
  - Title/Rank and effective date should exactly match what is stated in the chair’s letter.
  - The effective date must be consistent on the FRCS, Chair’s letter, and FAIS and within 60 days of the ‘on or about’ date stated in the offer letter.
  - Match the salary breakdown on the FAIS exactly to the salary on the salary sheet
  - Any salary component paid by anyone other than the primary department must be noted next to the dollar amount
  - If a portion of the salary is being paid by a Program, Center, or Institute (P/C/I), FAIS must also be signed by the Director of the P/C/I (use P/C/I form)
  - Must fill in payout amount on Line G.
- **Transcript(s)** *only required if 50% FTE or greater*
  - Include a copy of an **official transcript** stating the degree that was awarded and the date it was awarded, from the institution that granted the terminal degree, as well as any related graduate degrees (e.g., MPH, MBA, etc) that are critical to this position OR any degrees the candidate will use after their name. If the institution does not provide official transcripts, contact the OAA.
  - It is UMSOM policy that all degrees must be designated as awarded (the U.S. equivalent cannot be used)
- **Demographic Form \*** (candidate to complete)
  - Include the candidate’s SOM email address and campus mail address for UMB/SOM. If campus mail address is unknown, use the department APT Partner’s campus address
  - Make sure all questions are answered.
- **Offer letter** signed by candidate
- **Background check confirmation email from HR** *only required if 50% FTE or greater*

- **FRCS \*** and published ads OR Waiver approval Memo *optional- not required for these ranks*
  - All fields on top portion of FRCS completed, with correct effective date, rank, tenure status, and position numbers
  - FRCS signed by search committee chair.

#### FINAL REMINDERS:

- \*Forms and templates referenced in the above can be found here:  
<https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit packet by email, in pdf format, in the same order as listed above, to Ruth Bassford ([rbassford@som.umaryland.edu](mailto:rbassford@som.umaryland.edu)), Rose Drayton ([rdrayton@som.umaryland.edu](mailto:rdrayton@som.umaryland.edu)), and Hannah Andrews ([handrews@som.umaryland.edu](mailto:handrews@som.umaryland.edu))
  - Name the packet using the year, month, day (yyyy-mmdd) the promotion will be effective, followed by the candidate's last name, first name (all lower case) and AP for the action (appointment) being requested  
Example: 2024-0701-smith-john-AP (packet is requesting an appointment for John Smith effective July 1, 2024)