

Documentation Guidelines for volunteer **Appointments** at the ranks of:

Clinical Instructor, non-tenure track
Adjunct Instructor, non-tenure track
Research Associate, non-tenure track

Process Reminders

- 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.
 - 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

- **Volunteer Faculty Appointment Information Sheet***
(Because it includes the required volunteer language, this form eliminates the need for a separate chair's letter.)
 - Choose the correct form for the level of patient care the faculty member will provide. For researchers and clinicians who will not be working clinically, choose the "no patient care" form.
 - Make sure to state, specifically, what the candidate will be doing in their faculty role.
 - If candidate will have a membership in a Program, Center, or Institute, or a secondary appointment, please state after the description of their role
- **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 contains no personal information.
- **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
 - For clinical appointments only, use **LOR Form***
 - 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
 - All letters of recommendation received by the department included in the packet even if exceeds the maximum number of four (per campus policy)

- **Licensure verification** (if a clinician)
 - Include verification of the Maryland license if the candidate is a licensed professional (e.g., medical doctor, psychologist, nurse, etc.) and the position requires the candidate to be licensed in the State of Maryland. Do not provide a copy of paper license; obtain proof of license from Maryland Board of Physician's website. <https://www.mbp.state.md.us/bpqapp/>
- **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.

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here: <https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents by **email**, [in pdf format, in the same order as listed above, to Rose Drayton \(rdrayton@som.umaryland.edu\). Ruth Bassford \(rbassford@som.umaryland.edu\) and Hannah Andrews \(handrews@som.umaryland.edu\)](#)
 - 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)