

Packet Guidelines/ Checklist – Secondary **Appointments** all ranks:

## Secondary Appointments- ALL Ranks

- A secondary faculty appointment is only awarded to faculty with a primary appointment within SOM or a primary appointment at another UMB School (Dentistry, Law, etc.) or another University System of Maryland institution (UMCP, UMBC, etc.).
- Secondary appointment ranks should only be prefixed with “Adjunct” or “Clinical” if the primary appointment has that prefix.

### 1. **Secondary Appointment Request Form** \*

- For faculty with primary appointments outside of SOM, in the primary department field, choose UMB School or University System of Maryland campus where the primary appointment is held.
- For faculty with primary appointments within SOM, leave end date blank
- For faculty with primary appointments outside of SOM, end date can be up to 2 academic years from effective date. The end date is always June 30.

### 2. **CV Verification Form** \*

### 3. Curriculum Vitae

- Must include static date the same as or before the date on the CV verification
- Make sure there are no gaps in employment
- Not to include personal information, license or certification #s

### 4. **Demographic And Contact Information Form** \*

- 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 two questions at end are answered.

## FINAL REMINDERS:

- Put documents in the packet in the same order as listed on this checklist
- **\*Forms and templates** referenced in the above can be found here: <https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Name the packet using the year, month, day (yyyy-mmdd) the appointment will be effective, followed by the candidate’s last name, first name (all lower case) and SEC for the action (secondary appointment) being requested Example: 2023-0701-smith-john-SEC (packet is requesting a secondary appointment for John Smith effective July 1, 2023)
- Send a PDF of the complete packet to OAA via email to Hannah Andrews (handrews@som.umaryland.edu), and Ruth Bassford (rbassford@som.umaryland.edu)