Packet Checklist – Part-time **Appointments** at the ranks of:

Clinical Associate Professor, part-time, non-tenure track
Clinical Professor, part-time, non-tenure track

1. __ Chair's Recommendation Letter

2. __ **Secondary Appointment Request Form** *

3. __ **CV Verification Form** *

4. __ Curriculum Vitae

5. Letters of Recommendation minimum 2, maximum 4
    __ Letter 1   __ Letter 2   __ Letter 3   __ Letter 4

6. __ SOM **Salary Sheet** *

7. __ SOM **Faculty Appointment Information Sheet (FAIS)** *

8. __ **Interim FAIS** *

9. __ **VA Memorandum of Understanding** * (If applicable)

10. __ Proof of Licensure   (Maryland Board of Physicians)

11. __ Transcript(s) *only if 50% FTE or greater*

12. __ **Demographic Form** *

13. __ Offer letter signed by candidate

14. __ Background check confirmation email from HR *only if 50% FTE or greater*

15. __ **FRCS** * and published ads OR Waiver approval Memo *req. if 50% FTE or greater*

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 appointment 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)