

Packet Checklist – Part-time **Appointments** to the rank of:

**Clinical Associate Professor, non-tenure track**  
**Clinical Professor, non-tenure track**

1. \_\_\_ Chair's Recommendation Letter
2. \_\_\_ **CV Verification Form \***
3. \_\_\_ Curriculum Vitae
4. Letters of recommendation (at least 2 required, up to 4)  
\_\_\_ **Letter 1** \_\_\_ **Letter 2** \_\_\_ Letter 3 \_\_\_ Letter 4
5. \_\_\_ SOM **Salary Sheet \***
6. \_\_\_ SOM **Faculty Appointment Information Sheet (FAIS) \***
7. \_\_\_ **Interim FAIS \***
8. \_\_\_ **VA Memorandum of Understanding \*** (If applicable)
9. \_\_\_ Licensure verification
10. \_\_\_ Transcript(s)
11. \_\_\_ **Demographic Form \***
12. \_\_\_ Offer letter signed by candidate
13. \_\_\_ Background check confirmation email from HR
14. \_\_\_ **FRCS \*** and published ads OR Waiver approval Memo (if 50% or higher)

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 Rose Drayton ([rdrayton@som.umaryland.edu](mailto:rdrayton@som.umaryland.edu)), Ruth Bassford ([rbassford@som.umaryland.edu](mailto:rbassford@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)