

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

Associate Professor, non-tenure track
Professor, 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 3, maximum 5
___ **Letter 1** ___ **Letter 2** ___ **Letter 3** ___ Letter 4 ___ Letter 5
6. ___ SOM **Salary Sheet** *
7. ___ SOM **Faculty Appointment Information Sheet (FAIS)** *
8. ___ **Interim FAIS** *
9. ___ **VA Memorandum of Understanding** * (If applicable)
10. ___ Licensure verification (if a clinician)
11. ___ Transcript(s)
13. ___ **Demographic Form** *
14. ___ Offer letter signed by candidate
15. ___ Background check confirmation email from HR
16. ___ **FRCS** * and published ads OR Waiver approval Memo

FINAL REMINDERS:

- *Forms and templates referenced in the above can be found here:
<https://www.medschool.umaryland.edu/AcademicAdmin/Forms-Letters--Templates/>
- Submit documents through Interfolio: <https://account.interfolio.com/login>