

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

Associate Professor, tenure track
Associate Professor, tenured

Professor, tenure track
Professor, tenured

1. ___ Chair's Recommendation Letter
2. ___ **Secondary Appointment Request Form** *
3. ___ **CV Verification Form** *
4. ___ Curriculum Vitae
5. Letters of Recommendation- **2 Independent letters**, minimum; 3-5 letters, total.
Include **Reviewer Form** * for each external letter
___ 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)
12. ___ Reprint List
13. ___ Citation Report (requested by APT Partner from Nicole Shelawala at HSHSL)
nshelawala@hshsl.umaryland.edu
14. ___ **Demographic Form** *
15. ___ Offer letter signed by candidate
16. ___ Background check confirmation email from HR
17. ___ **FRCS** * and published ads OR Waiver approval Memo

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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>
 - If you have not yet had Interfolio training, submit packet by email to Ruth Bassford (rbassford@som.umaryland.edu) and Hannah Andrews (handrews@som.umaryland.edu)