

Packet Checklist –**Appointments** to the ranks of:

**Clinical Instructor, part-time non-tenure track**

1. \_\_\_ Chair's Recommendation Letter
2. \_\_\_ CV Verification Form
3. \_\_\_ Curriculum Vitae
4. LOR Forms *(at least 2 required, no more than 4)*  
 Letter 1  Letter 2  Letter 3  Letter 4
5. \_\_\_ SOM Salary Sheet
6. \_\_\_ SOM Faculty Appointment Information Sheet (FAIS)
7. \_\_\_ VA Memorandum of Understanding (If applicable)
8. \_\_\_ Licensure verification
9. \_\_\_ Transcript(s) *(only required if 50% FTE or greater)*
10. \_\_\_ Demographic Form
11. \_\_\_ Offer letter signed by candidate
12. \_\_\_ Background check confirmation email from HR *(only if 50% FTE or greater)*
13. \_\_\_ FRCS and published ads OR Waiver approval Memo *(not required at this rank)*

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)