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

**Instructor, non-tenure track**
**Research Associate, 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) *LOR form for clinical appointments*

   \_\_ **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 (if a clinician)

9. \_\_ Transcript(s)

10. \_\_ **Demographic Form \***

11. \_\_ Offer letter signed by candidate

12. \_\_ Background check confirmation email from HR

13. \_\_ **FRCS** \* and published ads OR Waiver approval Memo (optional at these ranks)

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 Ruth Bassford
  (rbassford@som.umaryland.edu), Rose Drayton (rdrayton@som.umaryland.edu), and Hannah
  Andrews (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)