

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

**Instructor, part-time, non-tenure track (*non-clinical*)**  
**Research Associate, part-time, 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. \_\_\_ Transcript(s) *only if 50% FTE or greater*
8. \_\_\_ **Demographic Form \***
9. \_\_\_ Offer letter signed by candidate
10. \_\_\_ Background check confirmation email from HR *only if 50% FTE or greater*
11. \_\_\_ **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](mailto:rbassford@som.umaryland.edu)), Rose Drayton ([rdrayton@som.umaryland.edu](mailto:rdrayton@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)