

Packet Checklist – Volunteer **Appointments** at the ranks of:

Clinical Instructor, non-tenure track
Adjunct Instructor, non-tenure track
Research Associate, non-tenure track

1. ___ **Volunteer Faculty Appointment Information Sheet ***
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. ___ Licensure verification (if a clinician)
6. ___ **Demographic Form ***

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)