

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

Assistant Professor, non-tenure track
Assistant Professor, tenure track

1. ___ Chair's Recommendation Letter
2. ___ **CV Verification Form** *
3. ___ Curriculum Vitae
4. Letters of recommendation (at least 3 required, up to 5)
___ **Letter 1** ___ **Letter 2** ___ **Letter 3** ___ Letter 4 ___ Letter 5
5. ___ SOM **Salary Sheet** *
6. ___ SOM **Faculty Appointment Information Sheet (FAIS)** *
7. ___ **Interim FAIS** *
8. ___ **VA Memorandum of Understanding** * (If applicable)
9. ___ Licensure verification (if a clinician)
10. ___ Transcript(s)
11. ___ **Demographic Form** *
12. ___ Offer letter signed by candidate
13. ___ Background check confirmation email from HR
14. ___ **FRCS** * and published ads OR Waiver approval Memo

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>