

Packet Checklist – Part-time **Appointments** to the rank of:

Clinical Assistant Professor, 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. ___ **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 packet by **email**, in pdf format, in the same order as listed above, to Rose Drayton (rdrayton@som.umaryland.edu), Ruth Bassford (rbassford@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)