

Packet Checklist –**Appointments** to the ranks of:

**Assistant Professor, part-time non-tenure track** (research faculty)

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. \_\_\_ Transcript(s) (only required if 50% FTE or greater)
10. \_\_\_ Demographic Form
11. \_\_\_ Offer letter signed by candidate
12. \_\_\_ Background check confirmation email from HR (only if 50% FTE or greater)
13. \_\_\_ FRCS and published ads OR Waiver approval Memo (only if 50% FTE or greater)

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>
  - If you have not yet had Interfolio training, submit packet by email to Ruth Bassford ([rbassford@som.umaryland.edu](mailto:rbassford@som.umaryland.edu)) and Hannah Andrews ([handrews@som.umaryland.edu](mailto:handrews@som.umaryland.edu))