# FACULTY APPOINTMENT PROCESS

## NON-TENURE TRACK AND TENURE TRACK (RESEARCH)

**NAME:** ___________________________  
**TITLE/TRACK:** ___________________  
**EFFECTIVE DATE:** ________________  
**DEPARTMENT:** _____________________  
**FTE:** __________

**FORM I-9 – MUST BE COMPLETED ON OR BEFORE 1ST DAY OF EMPLOYMENT**

<table>
<thead>
<tr>
<th>DOCUMENT(S)</th>
<th>DATE SENT</th>
<th>DATE REC’D</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>
| Faculty Search Form - Required for FT & PT (≤ .5 FTE) appointments  
- Selected Candidate’s CV  
- References (vetting process) | | | |
| Offer Letter Process:  
- Draft Offer Letter information received from department  
- Draft Offer Letter Prepared – by OFA  
- Executive Vice Dean Approval  
- Sr. Assoc. Dean Research Approval  
- Executive Director of RBHS Faculty Affairs Approval  
- Provost Approval  
- Signed by Dept. Chair  
- Signed by Dean  
- Sent to candidate with forms | | | |
| Faculty Forms (send with offer letter):  
- Personal Data Form  
- Authorization to Obtain a Consumer Report  
- CV (RBHS Format and Instructions)  
- Pre-Medical Evaluation Form (send after acceptance) | | | |
| Clearances required prior to hire date:  
- Email Dept. (re: acceptance, initiate background check)  
- Email Pre-Medical Evaluation Form to OMS (L. Budnick)  
- Medical (clearance email from L. Budnick)  
- Background Check (clearance email from Faculty Check) | | | |
| Academic Appointment:  
- Chair’s Letter (see RBHS guidelines for Chair’s Letters)  
- Review Sheet  
- Letters of Recommendation (see chart for required minimum number and types of letters)  
- Copy of 3 Articles (required for all appointments to the ranks of Assoc. Professor & Professor on all tracks except for the Professional Practice Track)  
- FCAP Recommendation (for all appointments to the ranks of Assoc. Professor and Professor)  
- Dean’s Approval Memo (required) | | | |
| Complete Appointment Process:  
1. Request G/L string & Dept. ORG/ID from Dept.  
2. Prepare FTF/Upload into Perceptive Content  
3. Finance approval  
4. Dean’s approval  
5. RBHS approval  
6. Send FTF & New Hire Form to UHR  
7. Finalize FTF, change ID (for New Hire), & Update FIS  
8. Prepare and Email Appointment Confirmation Letter | C: Dept. | | |
| 9. File Faculty Folder | | | |