Office of Faculty Affairs
Faculty Action Checklist

- New Primary Appointment
  - Clinical Faculty (<50% FTE between both institutions)
  - Employed by Affiliate Institution
  - Primarily Clinical Responsibilities

Last Name __________________________  First Name _______________________  Degree _______
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Required Items for submission to Office of Faculty Affairs:

☐ Letter of Offer (must use template letters of offer)
☐ CV
☐ CU Medicine Member Practice Agreement

The following two items are only needed if also paid by University of Colorado:

☐ Job Description
☐ HR Approval Statement