Office of Faculty Affairs
Faculty Action Checklist

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

Name ________________________________    Degree _____________________

Required Items for submission to Office of Faculty Affairs:

☐ Letter of Offer (must use template letters of offer)
☐ CV
☐ UPI Associate Member Practice Agreement

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

☐ Job Description
☐ HR Approval Statement

Process Notes:

- Note: If faculty member is requesting rank of Associate Clinical Professor or Clinical Professor, the appointment will need to be approved by the Sr. Clinical Appointments and Promotions Committee. See: https://medschool.cuanschutz.edu/faculty-affairs/for-faculty/faculty-appointments/community-based-medical-education for information on that process.