

Office of Faculty Affairs

Faculty Action Checklist

❖ **New Primary Appointment**
Clinical Faculty (Volunteer)

Name _____ Degree _____

Required Items for submission to Office of Faculty Affairs:

- ☐ **CV**
 - ☐ **Letter of Offer (*must use template letters of offer*)**
 - ☐ **Volunteer Faculty Application**
 - ☐ **Background check completed**
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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/faculty/faculty-appointments/community-based-medical-education> for information on that process.
- Note: CU Medicine will forward Member Practice Agreement to faculty member for signature, if needed.