

Office of Faculty Affairs

Faculty Action Checklist

❖ **New Primary Appointment**

Instructor/Fellow (both GME and non-GME)

Paid by University

Name _____ Degree _____

Required Items for submission to Office of Faculty Affairs:

☐ **Letter of Offer (*must use template letters of offer*)**

☐ **Faculty Oath**

☐ **CV**

Process Notes:

- Note: For non-GME Instructor/Fellows, please enter faculty member into PeopleSoft as an Instructor/Fellow Job Code 1469.
- Note: CU Medicine will forward Affiliate Member Practice Agreement to faculty member for signature.