

Office of Faculty Affairs

Faculty Action Checklist

❖ **Promotion to Assistant Professor**

Regular Faculty (≥50% FTE)

Paid by University

Primarily Non-Clinical Responsibilities

Last Name _____ First Name _____ Degree _____

Required Items for submission to Office of Faculty Affairs:

- ☐ Letter of Offer (*must use template letters of offer*) Faculty Oath (*should already be on file*)
- ☐ *already be on file*
- ☐ CU Medicine Member Practice Agreement (*should already be on file*)
- ☐ CV