

## Office of Faculty Affairs

### Faculty Action Checklist

❖ **Promotion to Assistant Professor**

***Regular Faculty ( $\geq 50\%$  FTE)***

***Paid by Affiliate Institution***

***Primarily Non-Clinical Responsibilities***

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 (*should already be on file*)**