

# Office of Faculty Affairs

## Faculty Action Checklist

- ❖ **New Primary Appointment**  
***Regular Faculty ( $\geq 50\%$  FTE)***  
***Paid by Affiliate Institution***  
***Primarily 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*)
- ☐ Dual Appointment MOU (only for faculty paid by VAMC)
- ☐ CV

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

- ☐ Job Description
  - ☐ HR Approval Statement
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Process Notes:

- Note: CU Medicine will forward Member Practice Agreement to faculty member for signature, if necessary. DHHA faculty are exempt from needing to sign Member Practice Agreements.