

Office of Faculty Affairs

Faculty Action Checklist

❖ **Promotion to Assistant Professor**

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

Paid by Affiliate Institution

Primarily Clinical Responsibilities

Name _____

Required Items for submission to Office of Faculty Affairs:

Signed by Candidate

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FRF

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Letter of Offer (*must use template letters of offer*)
(*Note: must be signed by Department Chair*)

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CV

Process Notes:

- After Dean's Office has approved and signed letter of offer, packet will be returned to department for candidate's signature.
- Once candidate's signature has been obtained on letter of offer and non-compete agreement, if required, department returns ***entire packet*** to Office of Faculty Affairs, retaining copies in department files.
- Note: UPI will forward Associate Member Practice Agreement to faculty member (if needed) for signature.