

Office of Faculty Affairs

Faculty Action Checklist

❖ **Promotion to Assistant Professor**

Regular Faculty (≥50% FTE)

Paid by University

Primarily Non-Clinical Responsibilities

Name _____

Required Items for submission to Office of Faculty Affairs:

Signed by Candidate

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | FRF | |
| <input type="checkbox"/> | Letter of Offer (<i>must use template letters of offer</i>) | <input type="checkbox"/> |
| | (Note: must be signed by Department Chair) | |
| <input type="checkbox"/> | Faculty Oath (<i>should already be on file</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | CV | |
| <input type="checkbox"/> | UPI Member Practice Agreement (<i>should already be on file</i>) | <input type="checkbox"/> |
| | (Note: must be signed by Department Chair as Cost Ctr Director) | |

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, department returns ***entire packet*** to Office of Faculty Affairs, retaining copies in department files.