Office of Faculty Affairs
Faculty Action Checklist

- **New Primary Appointment**
  - Regular Faculty (>50% FTE)
  - Paid by Affiliate Institution
  - Primarily Non-Clinical Responsibilities

Name ________________________________

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**Required Items for submission to Office of Faculty Affairs:**

- [ ] Signed by Candidate
- [ ] FRF
- [ ] Letter of Offer *(must use template letters of offer)* *(Note: must be signed by Department Chair)*
- [ ] Dual Appointment MOU (only for faculty paid by VAMC)
- [ ] CV
- [ ] UPI Associate Member Practice Agreement *(Note: must be signed by Department Chair as Cost Ctr Director)*

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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:**

- 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.