

# Office of Faculty Affairs

## Faculty Action Checklist

❖ **New Primary Appointment**

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

***Paid by University***

***Primarily Clinical Responsibilities***

Name \_\_\_\_\_ Degree \_\_\_\_\_

Required Items for submission to Office of Faculty Affairs:

**Included**

**Signed by Candidate**

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> FRF  |                          |
| <input type="checkbox"/> Letter of Offer (must use template letters of offer)<br><i>(Noted: must be signed by Department Chair)</i>                                       | <input type="checkbox"/> |
| <input type="checkbox"/> Faculty Oath   | <input type="checkbox"/> |
| <input type="checkbox"/> Non-Compete Agreement ( <i>only for Physicians</i> )   | <input type="checkbox"/> |
| <i>(Note: Faculty physicians with <u>any</u> clinical responsibilities must sign a non-compete agreement, which must be signed by Department Chair before submitted.)</i> |                          |
| <input type="checkbox"/> CV   |                          |
| <input type="checkbox"/> Copy of Moving Expense Reimbursement Policy  |                          |
| <input type="checkbox"/> Job Description  |                          |
| <input type="checkbox"/> HR Approval Statement  |                          |
| <input type="checkbox"/> Research Space – Approval email from Director of Facilities<br><i>Initial if research space is not being requested</i> _____                     |                          |
| <input type="checkbox"/> Animal Space – Approval email from Office of Laboratory Animal Resources (OLAR)<br><i>Initial if research space is not being requested</i> _____ |                          |

***Note: UPI Member Practice Agreement will be forwarded to faculty member by UPI***

**Process Notes:**

- After Dean's Office has approved and signed letter of offer and non-compete agreement, 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.