

Office of Faculty Affairs

Faculty Action Checklist

❖ New Primary Appointment

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

Paid by University

Primarily Non-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 (<i>must use template letters of offer</i>)
(<i>Note: 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>)
(<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"/> |
| <input type="checkbox"/> | UPI Member Practice Agreement
(<i>Note: must be signed by Department Chair as Cost Ctr Director</i>) | <input type="checkbox"/> |
| <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
<i>Initial if research space is not being requested</i> _____ | |
| <input type="checkbox"/> | Animal Space – Approval email from Office of Laboratory Animal Resources (OLAR)
<i>Initial if research space is not being requested</i> _____ | |

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.