Office of Faculty Affairs
Faculty Action Checklist

❖ New Primary Appointment

Clinical Faculty (<50% FTE)
Paid by University
Primarily Non-Clinical Responsibilities

Name ________________________________

Required Items for submission to Office of Faculty Affairs:

☐ FRF

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

☐ Faculty Oath

☐ CV

☐ UPI Associate Member Practice Agreement
(Note: MPA must be signed by Dept Chair as Cost Ctr Director)

☐ Job Description

☐ HR Approval Statement

Signed by Candidate

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.
• Note: If faculty member is requesting rank of Associate Clinical Professor or Clinical Professor, the appointment will need to be approved by the Sr. Clinical Appointments and Promotions Committee. See: http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Pages/VolunteerFaculty.aspx for information on that process.