Office of Faculty Affairs
Faculty Action Checklist

- **New Primary Appointment**
  Clinical Faculty (<50% FTE between both institutions)
  Paid by Affiliate Institution
  Primarily Clinical Responsibilities

Name ___________________________

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**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)
- [ ] CV

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**This 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.
- Note: UPI will forward Associate Member Practice Agreement to faculty member for signature.
- 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](http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Pages/VolunteerFaculty.aspx) for information on that process.