Office of Faculty Affairs
Faculty Action Checklist

❖ **New Primary Appointment**

*Clinical Faculty (<50% FTE between both institutions)*

*Paid by Affiliate Institution*

*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)*
- [ ] CV
- [ ] UPI Associate Member Practice Agreement
  
  *(Note: MPA must be signed by Dept 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

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](http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Pages/VolunteerFaculty.aspx) for information on that process.