Office of Faculty Affairs  
Faculty Action Checklist

- **New Primary Appointment**  
  *Clinical Faculty (<50% FTE)*  
  *Paid by University*  
  *Primarily Non-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)*  
- [ ] 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

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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: 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.