Office of Faculty Affairs
Faculty Action Checklist

 New Primary Appointment
   Regular Faculty (>50% FTE)
   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: must be signed by Department 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.