COMPLETE FACULTY PACKET

ALL ITEMS RECEIVED BY ACADEMIC FACULTY AND STUDENT AFFAIRS SHOULD BE THE ORIGINAL DOCUMENT OR SCANNED FROM THE ORIGINAL

ANY AREAS REQUIRING A SIGNATURE AND DATE MUST BE SIGNED AND DATED; DIGITAL/ELECTRONIC SIGNATURES ARE ACCEPTABLE

HR OFFICE ENCOURAGES FACULTY TO COMPLETE ONBOARDING FORMS PRIOR TO HIRE DATE TO AID IN EXPEDITING THE PROCESS

CONTACT OUR OFFICE BY PHONE OR EMAIL IF YOU HAVE ANY QUESTIONS REGARDING FACULTY APPOINTMENTS

1. FACULTY APPOINTMENT AGREEMENT (FAA)

2. OFFER LETTER

3. APPOINTMENT LETTER

4. LETTERS OF REFERENCE

5. CURRICULUM VITAE (CV)

6. EDUCATIONAL VERIFICATION

7. LICENSE / CERTIFICATION DOCUMENTATION

8. PERSONAL DATA FORM (PDF)

9. RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE (RAFC / FCRA)

10. RECORD/REHIRE FRIEND FORM

11. INITIAL HIRE/REHIRE FORM (PIF)

12. PERSONNEL CHANGE FORM (PCF)

You may access additional information about UTHSC via the following web addresses:

UTHSC home page: http://www.uthsc.edu/

Faculty Resources webpage link: https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php

Faculty Handbook: https://uthsc.edu/afsa/faculty-affairs/documents/faculty-handbook.pdf

UTHSC Benefits: http://www.uthsc.edu/hr/benefits/

UTHSC Onboarding Forms: https://uthsc.edu/hr/employment/new-hires.php

Last updated: 1/22/2021

1. **FACULTY APPOINTMENT AGREEMENT (FAA)**

    *   ALL faculty are required to have an FAA completed (please use the most recent form version dated January 2021).
        o   Paid, non-paid volunteer/affiliate, term special pay (FAA done as non-paid volunteer), part time pay, full time pay

    *   Dates in FAA must coincide with dates in appointment letter.
        o   If faculty is on tenure track, please see below for review date calculations:
            ▪   Calculations: FAA probationary period of **6 calendar years**
                ❖   Required 6 years
                ❖   Example: if effective start date is anywhere between January 1-Dec 31, 2021 (calendar year) then the tenure review date would be June 30, 2027.
                ❖   as seen on FAA "…i.e., no later than **June 30, 2027**"
                ❖   The last year not accounted for is the work-out year. Once the tenure decision is made by June 30, 2027, and tenure NOT awarded, faculty will have between then and June 30, 2028 to adjust work arrangements.

    *   Be sure to appropriately fill out the effective period at the very bottom of the FAA.
        o   Volunteer/Friend and special-pay faculty should have no more than a **3 academic-year** span beginning from the effective start date.
            ▪   If effective start date is between July 1, 2020 and June 30, 2021, the end date is June 30, 2023 / that totals 3 academic years
                ❖   Between July 1, 2020 and June 30, 2021 = 1st academic year
                ❖   July 1, 2021 – June 30, 2022 = 2nd academic year
                ❖   July 1, 2022 – June 30, 2023 = 3rd academic year
                    a. *Example: If start date is January 1, 2021, the volunteer appointment will be effective until June 30, 2023*
                    b. *Example: If start date is July 1, 2021, the volunteer appointment will be effective until June 30, 2024*

        o   All other paid faculty should have an effective period beginning from the effective start date to the end of the current academic year. All academic appointments end on June 30, the end of the academic year.
            ▪   Example: start date is January 1, 2021
                ❖   "…EFFECTIVE FOR THE PERIOD FROM January 1, 2021 UNTIL JUNE 30, 2021."
            ▪   Example: start date is July 1, 2021
                ❖   "…EFFECTIVE FOR THE PERIOD FROM July 1, 2021 UNTIL JUNE 30, 2022."

    *   If changing status due to promotion/position change, a revised appointment letter is needed even if there is no resultant change in pay.

2. **OFFER LETTER**
    *   Should include details of potential pay and how it is to be distributed if coming from more than one source
    *   Must include area for faculty candidate to sign and date.

3. **APPOINTMENT LETTER – all faculty**
    *   Dates in appointment letter must coincide with dates in FAA.
    *   Must include area for faculty candidate to sign and date.
    *   For Friend appointment with Special Pay, an additional, separate letter is required listing the specifics - time period, dollar amount, number of students, etc.

- List of items to be included in the department/college offer and/or appointment letters to faculty and are <u>required for hiring</u> (only include applicable items for each person/position). Please see the Faculty Handbook for additional, detailed guidelines:

  o An **official** transcript from the graduating institution of your doctoral or Terminal degree.

  o Foreign trained MD's in a clinical role must provide their ECFMG (Education Commission for Foreign Medical Graduates) certificate.

  o Credential evaluation (i.e., an agency such as World Education Services (WES) can be used to evaluate foreign transcripts and be sent directly to UTHSC. https://www.wes.org/.
    - Visit this site for the complete listing of approved agencies: https://www.naces.org/ although other agencies may be used.

  o If obtaining/maintaining an appropriate license is required, please state.

  o If obtaining/maintaining hospital privileges at a UT Teaching hospital is required, please state.

  o If obtaining/maintaining certification is required, please state.

  o Documentation of training – i.e., post-doctoral, fellowship, residency, etc. (transcript, form, or letter can be completed by institution, residency coordinator, etc.)

  o Release authorization and Fair Credit Reporting Act Disclosure form – must be completed and submitted for ALL faculty (paid or non-paid) and satisfactory result received, per University policy.

> See below under "EDUCATION VERIFICATION" for further explanation

> See below under "EDUCATION VERIFICATION" for further explanation regarding these items

4. **LETTERS OF REFERENCE**
   - Make sure the reference letter has the signature of the person who initiated it and written on letter head.
   - Be sure content is relevant to faculty member and their appropriate position.
   - A minimum of two letters of reference are required.

5. **CURRICULUM VITAE (CV)**
   - Must be dated and current – updated within 6 months of receipt.
   - Must be TYPED.
     o If CVs arrive to your office handwritten please type it if legible or request a typed one from the faculty candidate.

6. **EDUCATION VERIFICATION**
   - <u>OFFICIAL TRANSCRIPT</u>: To be considered official, the transcript or credentialing must be sent directly from the university/institution to UTHSC – not to the student/faculty member, and preferably sent to Academic, Faculty and Student Affairs, 62 S. Dunlap, 400 Hyman, Memphis, TN 38163.
     o If the department/college receives the hard copy transcript, please forward the <u>envelope and transcript</u> to Academic, Faculty and Student Affairs.
     o Electronic transcripts are acceptable if coming directly from the institution. The email can be sent to processing.faculty@uthsc.edu (AFSA) from the university/institution.
       - It's preferable that the email(s) to download the transcript be sent directly to our office, where we can download correctly and save in the faculty folder.

     o If the electronic transcript message is sent to the college/department, it may be forwarded to our office, with the link and passcode to access the transcript, if you prefer that we download the transcript.

- If the college or department receives and accesses the transcript, it must be downloaded and saved correctly, without showing 'copy' or 'printed' across the transcript (this download is not considered official and cannot be used for verification). Save as a PDF and forward to our office. Contact our office for questions about this process.

   o If the transcript has any indication that it was issued to student, it will not be accepted by AFSA.

- CREDENTIAL (COURSE-BY-COURSE) EVALUATIONS: An agency such as World Education Services (WES) can be used to evaluate foreign transcripts and be sent direct to UTHSC. https://www.wes.org/.
   o Visit this site for the complete listing of approved agencies: https://www.naces.org although there are other agencies that provide credential evaluations.

- ECFMG: Foreign trained MD's in a clinical role must provide their ECFMG (Education Commission for Foreign Medical Graduates) certificate.

- For transcripts, credential (course-by-course or degree) evaluations, or ECFMGs that have been requested/ordered prior to sending faculty packet to Academic, Faculty and Student Affairs, the process will not be delayed if documentation (email, fax, order #, etc.) from the university or agency used for the order is provided with the rest of the faculty's paperwork. Please make sure this type of documentation includes the date it was requested/ordered.

7. **LICENSE / CERTIFICATION DOCUMENTATION**
   - License/Certification documentation must list faculty's full name, license/certification #, and expiration date
   - Make sure to follow up on licenses/certifications that come to you as pending or expired.
   - Verification checks should be done via appropriate state verification sites. Make sure only the name of the faculty member you are handling is on the sheet. Narrow the search down to where only their name and information is visible prior to printing.
      o If the practitioner profile is available on the verification site, print that as well.

8. **PERSONAL DATA FORM (PDF)**
   - Make sure form is completely filled out and that faculty has signed and dated the form.

9. **RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE (RAFC / FCRA)**
   - Make sure form is completely filled out and that faculty has signed and dated the form.
   - Social Security # is needed on this form for HR to perform the background check.

10. **RECORD/REHIRE FRIEND FORM**
   - To be done for those who ONLY hold faculty role that is unpaid (volunteer or affiliate)
   - Use IRIS transaction: ZPHRRECORD000
   - Be sure all information entered is consistent with appointment paperwork (social security number, birth date, etc.)

11. **INITIAL HIRE/REHIRE FORM (PIF) – if applicable**
   - All PIFs must be initially submitted to Human Resources. HR processes the PIF upon receipt of onboarding forms, then forwards to Academic, Faculty and Student Affairs for approval. Once the PIF is approved in Academic, Faculty and Student Affairs it will be forwarded to Finance and Operations. They are to be in our office no later than 3 days before Payroll deadlines.
      o Complete the Tenure section with the tenure status, tenure department cost center, rank and academic rank date.
   - A PIF is required for new Friend appointments with Special Pay – not the Friend form.

12. **PERSONNEL CHANGE FORM (PCF) – if applicable**

Last updated: 1/22/2021

- Please include PCF in faculty packet. PCF must be submitted to Academic, Faculty and Student Affairs BEFORE Finance and Operations. This is to reduce duplicate handling of documents. Once the PCF is approved in Academic, Faculty and Student Affairs it will be forwarded to Finance and Operations. They are to be in our office no later than 3 days before Payroll deadlines.