

FACULTY APPOINTMENT CHECKLIST

Name of Faculty:	Department:
Requested Rank:	Division:
Appointment Type:	Effective Date:

REQUIRED DOCUMENTS:

1. Faculty Appointment Agreement (FAA) signed by Chair & Faculty _____
2. Appointment letter signed by Chair & Faculty (Not the same as Offer Letter) _____
3. Initial Hire/Rehire Form or tracking # for electronic submission of friends _____
4. Certification of English Competency (Required if not a US citizen or native language isn't English) _____
5. Offer letter w/signatures (for paid faculty) _____
6. Letter from Chair to Dean requesting appointment (Waived if Offer letter submitted) _____
7. Letters of recommendation (2) _____
8. Official transcript from US Institution, ECFMG for foreign MD, or credential evaluation for foreign PhD _____
9. TN License verification; printout of profile (<http://apps.health.tn.gov/Licensure/>) _____
10. Documentation of training: Post-doctoral (PhD) / Residency or Fellowship (MD) _____
11. Documentation of Board Certification (MD's @ rank of Assist Prof or higher) _____
12. Curriculum Vitae _____
13. Fair Credit Reporting Act Form for background checks (FCRA) _____
14. Personal Data Form (required if NOT in IRIS) _____
15. Approvals of Requisition & Authorization in ORACLE (Required for ALL paid faculty) PIN # _____

JOINT APPOINTMENTS:

1. FAA signed by BOTH Chairs _____
2. Appointment letter signed by BOTH Chairs _____
3. CV _____
4. Hard copy Personal Change Form (PCF) adding secondary appointment _____

****REVISED APPOINTMENTS:**

1. FAA _____
2. Appointment letter clearly stating the change of their status _____
3. Hard copy Personal Change Form PCF (if applicable) _____

****If revising appointment from friend to paid status, items 5,8,12,13,14 & 15 (above) are required**