

CHECKLIST DETAILS

1. Faculty Appointment Agreement (FAA) There are 2 interactive FAA's posted on the Faculty Affairs website. One dedicated to affiliated appointments and one dedicated to all other types of appointments

Check the type of appointment in the top right-hand corner: Initial (new), revised (or rehire), or joint. If this is a Joint appointment, enter the name of the "Base Department". If it is NOT a joint appointment that field remains blank.

Complete candidate information: Full name including degree designation (MD, DO, PhD), Rank (volunteer appointments include the prefix "Clinical" for MD's and "Adjunct" for PhD's. Affiliate faculty do not require a prefix).

ALL UT SALARY sources are typed on the FAA. UT salary listed first, followed by GME, ADA, Supplements, etc. **DO NOT include practice salary.** Only University Compensation associated with ones' faculty appointment is listed on the FAA. Do NOT refer to UTHSC salary as "Base" salary. If this is a non-paid appointment enter \$0 (not N/A, or none)

If this is a tenure track position, the probation period is 6 years. Approval for tenure track faculty appointments must be approved by Associate Dean, Alicia Diaz Thomas, **BEFORE** offering to the faculty. (Refer to Recruitment Process)

If this is a non-tenure track position enter the appropriate reason for non-eligibility of tenure from the drop-down list on the form. The reason must conform to one of these choices:

Clinician Educator or Research Educator (for full-time faculty)

Part-Time (appointment less than 100% effort)

Funded primarily from a grant/contract (Funding sources must be included in appointment letter)

Volunteer (NOT paid)

Time limited term appointment (Fellowship or teaching appt with a known end date – no more than 3 years)

DO NOT USE THE AFFILIATE DROP DOWN REASON – USE THE AFFILIATE FAA

Note that affiliated appointments must name the affiliated institution in the appointment letter and Joint appointments must state the base department in the appointment letter.

Before sending to the Dean's office for approval, the FAA must have the Chair and Candidates signatures. If this appointment includes a joint appointment, BOTH Chairs must sign the FAA.

Type the Chair and Dean's name on the FAA under the signature line.

Leave the effective & end date fields of the FAA blank. Due to many issues outside of our control (visa & licensure delays, I9 completion) the Dean's office will complete these fields.

2. Appointment letter to the faculty -The letter will contain all pertinent information related to the individual's faculty appointment: department, rank, tenure track, salary, and effective date. The faculty's practice plan salary is **NOT** included on this letter. Only salary that is considered University Compensation is listed. The letter should match the FAA.

Affiliate appointments must include the name of the affiliate institution in the letter.

Joint appointments must include the name of the primary department AND have the signatures of both Chairs.

Salary from GME and grants are considered supplements and additional verbiage is required. Faculty may receive a supplement for serving as a Program Director. ADA is for additional duties and also require additional verbiage containing the amount and duties associated with it.

Before sending to the Dean's office for approval, the appointment letter must have the Chair and Candidates signatures. If this appointment includes a joint appointment, BOTH Chairs must sign the FAA and letter.

PROOF-READ & EDIT YOUR LETTERS. Please read it over and be sure it makes sense. Remove items in parenthesis: [Include all that apply] [Add department specific address] etc.

3. Initial hire / Rehire Form (2019 version) <https://iris.tennessee.edu/forms/human-resourcespayroll-forms/>

This form is required for paid appointments. It is to be completed and included with the candidate's appointment paperwork. It must be signed by the Department Director before sending to Dean's office. Faculty revisions or joint appointments are processed electronically in IRIS (ZXFERCHGLOA). The Dean's office will enter Friend positions (affiliate & volunteer) into the IRIS system electronically with an effective date that matches their background clearance.

4. Certification of English Competency (UTHSC Faculty Handbook 5.1.6) It is completed and signed by the Chair of the department. It is required if the individual is NOT a US Citizen, or primary language is not English. It is signed by the Department Chair before sending to Dean's office. **DO NOT GIVE IT TO THE FACULTY**

5. Offer Letter w/signatures (Posted on COM Dean Share point site only) Prior to the letter being written, the candidate's CV must be forwarded to Associate Dean of Faculty Affairs, Alicia Diaz Thomas, for approval of rank & tenure status. The Offer letter outlines effort, expected responsibilities (always equals 100% - **even if part-time**), requirements and various salaries including practice plan salary and expenditures that are NOT listed on the FAA and faculty appointment letter. The letter must have signatures of the Chair, Dean, practice partners and candidate. The offer letter templates contain the required signature lines for each practice.

6. Letter from Chair to Dean requesting appointment (Waived if an Offer Letter has been submitted). This letter comes from the Department Chair and sometimes the Division Chief, addressed to the Dean, requesting appointment. This is NOT a letter of recommendation. **The letter should clearly detail the individual's role in the department.**

7. Letters of recommendation – Minimum (2) The table below outlines what rank the individual writing a reference letter should be. Letters should be addressed to the Chair of the Department and reference the individual's pending **faculty appointment at UT and their support**. The content must describe the relationship and address one's knowledge of the faculty member and evaluate his/her abilities as an educator, clinician, scientist or leader/administrator. The letter **MUST** be signed and preferably on letterhead. E-mails are NOT accepted.

<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>
Assistant Prof. or higher at UT or other institution	Associate Prof. or higher at UT or other institution	Professor at another institution

8. Official Transcripts, ECFMG, & Credential Evaluation Report

As noted in the UTHSC Faculty Handbook, Section 4.7.2, Execution of a faculty appointment requires documentation of the candidate's credentials.

- Individuals who obtain their doctoral/terminal degree (MD or PhD) from a US accredited institution must request their official transcript be sent directly to UTHSC. If it is sent to your department, **KEEP THE ENVELOPE** and include it with the hardcopy transcript. **If you receive an Electronic transcript - Do NOT print the transcript.** If the transcript is printed and then re-scanned, it leaves a watermark. Instead, forward the e-mail communications to the Office of Faculty Affairs (Donna Wilkinson).
- Non-US MD's in a clinical role must provide a copy of their ECFMG (Educational Commission for Foreign Medical Graduates)
- Non-US PhD's or MD's serving in a research role must provide a report from a third-party credential evaluation agency. It must be sent directly to UTHSC electronically or hardcopy. Refer to the link for a list of Evaluators that may be used:
http://www.uthsc.edu/Medicine/facultyaffairs/faculty_recruitment/documents/foreign-credential-evaluators.pdf
- There are a number of US accredited institutions in Canada and Puerto Rico. Contact the Office of Faculty Affairs to verify if your faculty's institution is one of them.

9. TN License Verification – Required for an MD appointment where the faculty have clinical responsibilities. To verify if one has a TN license refer to <https://apps.health.tn.gov/Licensure/> Print out their license **AND** profile information

10. Documentation of training: Post-doctoral (PhD) / Fellowship or Residency (MD) There is a verification form on the faculty affairs website that the department can submit to their training institution to verify residency, fellowships and postdoc training. A verification letter on institutional letterhead sent directly to UTHSC is also considered official documentation by SACs. **These may also be submitted as a reference letter from the program director, post-doctoral mentor, or PI stating that they did their post-doc or fellowship at their institution and the outcome.** Machine copy of residency & fellowship certification is acceptable but not recognized as official by SAC's.

11. Documentation of board certification (if applicable) Only required for MD's requesting a rank of Assistant Professor or higher. A copy of their certificate, an official letter from their specialty board, or a printout from the appropriate website should be included in their appointment packet. If the website does not provide the date they were certified, please be sure it's on their CV. Individuals not yet board certified can only be appointed at the rank of Instructor unless they receive written approval from Associate Dean of Faculty Affairs, Alicia Diaz Thomas. Specific verbiage must be included in the Offer & Appointment letters for these instances. The link below will take you to a listing of free specialty websites for verification <http://www.uthsc.edu/medicine/faculty-affairs/index.php>

12. Curriculum Vitae (CV) Must be a full CV in UT format. **No bio-sketches.** Refer to the UTHSC Faculty Handbook for UT format <https://academic.uthsc.edu/faculty/info.php>

13. Fair Credit Reporting Act Form for background checks (FCRA) Required for ALL appointments, paid and unpaid. This includes UT Residents moving into faculty positions. **Complete the top right portion with your department name & cost center/WBS#.** Department Contact should be Donna Wilkinson because that's who H/R will contact once it's cleared. If the appointment requires international clearance, a copy of the individual's passport is required and the department will be charged a fee to the account # Cost Center. Chinese Nationals must provide their Government ID. Canada and the UK require their own criminal clearance forms to be completed. Background clearance notification will be forwarded to the hiring department.

14. Personal Data Form http://www.uthsc.edu/Medicine/facultyaffairs/Fac_Appts/index.php Required for all new hires, paid and unpaid, not in IRIS. **Pre-populate the Office Address section with the employee's new UT office and phone number.** Otherwise, they tend to enter their current address. It may be necessary to resubmit a PDF for those being rehired or revised to "Update" an existing record with a new address or marital status. Must check "Complete Information" (A) on the PDF for the faculty's office address & phone number to feed to UT Directory.

Faculty Appointment Revisions: An FAA & letter explaining the revision of an appointment is required if:

- Tenure is affected – Extending probation period or removing from tenure track
- Moving from full time to part time or from part time to full time
- Changing your primary department appointment (If faculty is tenured, additional steps required)

Most salary revisions can be initiated with just a letter stating the change (i.e., ADA, API or Market increase, reduction in responsibilities but not % of effort). Letter templates for these revisions are on the Dean's Share Point site. At any time if you're unsure of the process, please call and check.

ALL documents are on the College of Medicine Faculty Affairs website
<https://www.uthsc.edu/medicine/faculty-affairs/index.php>