

## 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: Initial, revised, or joint. Enter the "Base Department" for joint appointments

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

If this is a tenure track position, the probation period is 6 years. Approval for tenure track faculty appointments must be approved by Sr Associate Dean, Polly Hofmann, before offering to the faculty.

If this is a non-tenure track position enter the appropriate reason for non-eligibility of tenure from the dropdown list on the form. The reason must conform to one of these choices. Note that affiliated appointments must name the affiliated institution (use the FAA for Affiliated Appointments). Joint appointments must state the base department in their 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.**

Complete the effective date section for paid appointments only. The effective date on the FAA must match the appointment letter. The appointment ending date is the current academic year.

Example for Paid Faculty: July 1, 2020 until June 30, 2021. Mid-Year Example: June 1, 2020 until June 30, 2020.

Three-year appointments Example: July 1, 2020 until June 30, 2023.

Mid-Year Example: February 1, 2020 thru June 30, 2022.

**The effective date field is left blank for Non-Paid Appointments.** Their appointment is effective the date of their background clearance. The Dean's office will complete that field

**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.

**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 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** <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. 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** This form is required if the individual is NOT a US Citizen, or primary language is not English.

**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 Senior Associate Dean of Faculty Affairs, Polly Hofmann, for approval of rank & tenure status.** The Offer letter outlines expected responsibilities, 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, affiliated 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. *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 or Search Committee and reference the individual's pending **faculty appointment at UT and rank**. 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 of reference is an objective evaluation of one's accomplishments and professional standing. 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 and Electronic transcript - Do NOT print the transcript.** Instead, download the transcript in .pdf format to your desktop. Forward the transcript along with a copy of the e-mail communication from the institution to 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](http://www.uthsc.edu/Medicine/facultyaffairs/faculty_recruitment/documents/foreign-credential-evaluators.pdf)

**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 (screens 1 & 2 are required in lieu of transcript for volunteer faculty. If the profile is unavailable, an official transcript or copy of ECFMG must be submitted – Ref #8)

**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 Sr Associate Dean of Faculty Affairs, Polly Hofmann. Specific verbiage must be included in the Offer & Appointment letters for these instances. The link below will take you to a listing of 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. Background clearance notification will be forwarded to the hiring department. ***No appointments will be approved by the Dean until the background check is cleared through Human Resources.***

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

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). The letter should include signature lines for the Chair, Dean and the faculty. At any time if you're unsure of the process, please call and check.