



University of Utah School of Medicine FACULTY APPOINTMENT Process & Checklist

Recommendation for Tenure, Full-time Clinical, Lecturer, Research, Visiting, and Adjunct faculty appointments are initiated at the department level and submitted successively, for evaluation, and recommendation, to the Faculty Administration Office, the School of Medicine (SOM) Appointments and Retention, Promotion and Tenure (A&RPT) Committee, the SOM Executive Committee, the School of Medicine Dean, the Associate Vice President, the Senior Vice President for Health Sciences, and are then forwarded to Central Administration for final approval.

DEPARTMENTAL PROCESS:

1. Solicit required letters of support (refer to appropriate checklist)
2. Schedule Department Advisory Committee Meeting to obtain faculty approval (: [Link to appointment voting policy](#)) ([Refer to U of U PPM 9-5.A.B](#))
3. Prepare Department Chair/Division Chief Letter of Recommendation:
 - **Include:**
 - Address to David J. Bjorkman, M.D., MSPH Dean, School of Medicine
 - state rank & track
 - appointment effective date
 - status of Utah license (valid and unrestricted) if applicable
 - Chronological academic history
 - Assessment of teaching and expectations
 - area of research/scholarly activity related to clinical work (if applicable)
 - number of publications and quality of journals
 - peer-reviewed funding history
 - assessment of independence, national and international reputation
 - expected administrative duties
 - % of time for teaching, research/scholarly, administrative and clinical duties
 - Summary of recommendation letters
 - DAC Vote and discussion
 - Explain appropriateness of track and rank
 - Chair's explicit recommendation
 - If promotion from Visiting Instructor outline any time spent to be counted toward pre-tenure probationary period:
4. OBTAIN CV From candidate in Approved SOM format
 - **SOM CV Style Guide**([LINK TO SOM CV STYLE GUIDE](#))
 - **Request Early Entry into MBM systems** ([LINK TO EARLY ENTRY FORM](#))
5. Submit Completed Appointment Packet to Faculty Administration