

SCHOOL OF MEDICINE
CLINICAL, RESEARCH, AND LECTURER TRACK APPOINTMENT CHECKLIST

1. Upload label: **Chair Rec** - Original Chair’s letter of recommendation:
2. Upload label: **Letters of Rec** - Original letters of support combine all applicable letters as one document.
 - Junior Faculty – Instructor or Assistant Professor
 - Two (2) letters:
 - If trained at the University of Utah: from outside of the department
 - If trained not at the University of Utah: from outside the institution
 - Two (2) letters from within the department
 - Senior Faculty – Associate Professor or Professor
 - Three (3) letters from within the University of Utah
 - Three (3) letters from outside the University of Utah
3. Upload label: **CV** - Current Curriculum Vitae (CV) in School of Medicine format
4. Upload label: **FAARP, FAFR, FRCF** - Copy of the original Position Request and Recruitment Form, copy of the signed Applicant Flow Record and Compliance Form (if applicable), combined as one document.
5. Upload label: **Offer, Acceptance Ltrs** - Copy of the signed offer letter
6. Upload label: **FAMOUS form** - Completed AAMC FAMOUS form

- ❖ The following **MUST** be included in the **COMMENT BOX** in order for the appointment to be processed:
- **LOG NUMBER** as assigned by the Office of Diversity or School of Medicine, Faculty Administration. (i.e., MO#####)
 - **DATE and VOTE** of the Department/College faculty for appointment.
 - For regular faculty hires with the title of Associate Professor or Professor both the Vote to Hire and the Vote on Rank **must** be included.

Keep in mind:

- **All attachments must be included**, with the appropriate labels, at the time the ePAF is submitted; **Partial attachments will not be accepted.**
- **Job Code:**

CLINICAL	RESEARCH	LECTURER
Professor – 9177	Professor – 9183	Professor – 9196
Associate Professor – 9126	Associate Professor – 9179	Associate Professor – 9195
Assistant Professor – 9140	Assistant Professor – 9180	Assistant Professor – 9194
Instructor – 9171	Instructor – 9182	Instructor – 9193

- Appointments **require** College Appointment and Retention Promotion Tenure (A&RPT) Committee and School of Medicine (SOM) Executive Committee approvals prior to finalizing the ePAF.
 - Meeting timeline: <http://medicine.utah.edu/facultyadmin/forms/appttimelines.pdf>
- Once the main campus academic affairs office has received the **completed** ePAF please allow two (2) business days for processing.