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
7. Upload label: Clear to Hire Notice from HR (Criminal Background and Drug Testing)

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., M0#####)
   - 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:

<table>
<thead>
<tr>
<th>CLINICAL</th>
<th>RESEARCH</th>
<th>LECTURER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor – 9177</td>
<td>Professor – 9183</td>
<td>Professor – 9196</td>
</tr>
<tr>
<td>Associate Professor – 9126</td>
<td>Associate Professor – 9179</td>
<td>Associate Professor – 9195</td>
</tr>
<tr>
<td>Assistant Professor – 9140</td>
<td>Assistant Professor – 9179</td>
<td>Assistant Professor – 9194</td>
</tr>
<tr>
<td>Instructor – 9171</td>
<td>Instructor – 9182</td>
<td>Instructor – 9193</td>
</tr>
</tbody>
</table>

   - 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/FacAdmin_TimelineFY11.pdf](http://medicine.utah.edu/facultyadmin/forms/FacAdmin_TimelineFY11.pdf)
   - Once the main campus academic affairs office has received the completed ePAF please allow two (2) business days for processing.

Revised 11/19/20 Jan