1. **Original** Chair’s letter of recommendation – **ePAF label: Chair Rec**
2. **Original** letters of support: Save all applicable letters as **one document** – **ePAF label: Letters of Rec**
   - Junior Faculty – Instructor or Assistant Professor
     - Two (2) letters from within the department *and*
     - Two (2) letters from **one** of the categories listed below:
       1. If trained at the University of Utah: from outside of the department
       2. If not trained at the University of Utah: from outside the institution
   - Senior Faculty – Associate Professor or Professor
     - Three (3) letters from within the University of Utah *and*
     - Three (3) letters from outside the University of Utah
3. Current Curriculum Vitae (CV) in School of Medicine format – **ePAF label: CV**
4. Copy of the signed offer letter – **ePAF label: Offer, Acceptance Ltr**
5. Clear to Hire (Criminal Background & Drug Test–FTE .75 or higher) from HR – **ePAF label: Clear to Hire**
6. Education Verification Documentation (FTE .75 or higher) – **ePAF Label: Education Verification**
7. A Department Tenure Funding Letter for appointments with Tenure – **ePAF label: Tenure Funding Letter**

> The following **MUST** be included in the **ePAF COMMENT BOX** in order for the appointment to be processed:

- Promotion from Visiting Instructor or Instructor?
  - Is the candidate counting any years as Instructor towards the pre-tenure probationary period?
  - If yes – Number of years requested
- **PRN NUMBER** (if not pre-populated by PeopleAdmin System) i.e., PRN#####F
- **DATE and VOTE** of the Department faculty for appointment
  - For faculty hires with the rank of Associate Professor or Professor the Vote to Hire and the Vote on Rank (and if applicable the Vote on award of Tenure) **must** be included
  - Vote format 0/0/0 (represents: in favor/ opposed/ abstention)

Keep in mind:
- **All** attachments **must be included** at the time the ePAF is submitted. **Partial attachments will not be accepted**
- **Job Code:**

<table>
<thead>
<tr>
<th>TENURE TRACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor – 9176</td>
</tr>
<tr>
<td>Associate Professor – 9125</td>
</tr>
<tr>
<td>Assistant Professor – 9139</td>
</tr>
<tr>
<td>Instructor – 9170</td>
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</tbody>
</table>

- Appointments **require** College Appointment Retention Promotion Tenure (ARPT) Committee and School of Medicine (SOM) Executive Committee approvals prior to finalizing the ePAF
- Once the **main campus** Academic Affairs office has received the **completed** ePAF please allow three (3) business days for processing