



The University of Utah
School of Medicine

TENURE TRACK APPOINTMENT CHECKLIST

1. Original Chair's letter of recommendation (**upload label: *Chairperson's recommendation***)
2. Original letters of support: Save all applicable letters as one document. (**upload label: *Letters of recommendation***)
 - 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. Current Curriculum Vitae (CV) in School of Medicine format (**upload label: *Curriculum Vitae***)
4. Copy of the original Position Request and Recruitment Form (**upload label: *FAARP***)
5. Copy of the signed Applicant Flow Record and Compliance Form (**upload label: *FAFR***)
6. Copy of the signed offer letter (**upload label: *Signed letter of acceptance***)
7. Completed AAMC FAMOUS form (**upload label: *FAMOUS form***)
8. A Tenure Funding (**upload Label: *Tenure Funding Letter***)
9. Faculty Recruitment Compliance Form (**upload label: *FRCF***)
10. **Clear to Hire Notice from HR (Criminal Background and Drug Testing)**
11. The following **must** be included in the **COMMENT BOX** in order for the appointment to be processed:
 - Promotion from Visiting Instructor or Instructor?
 - If yes – Is the candidate counting any years as Instructor towards the pre-tenure probationary period? Number of years requested:
 - **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** at the time the ePAF is submitted; **Partial attachments will not be accepted.**
- **Job Code:**

TENURE TRACK

Professor – 9176
Associate Professor – 9125
Assistant Professor – 9139
Instructor – 9170

- 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.