

ADJUNCT APPOINTMENT CHECKLIST

1. Original Chair’s letter of recommendation (**upload label: *Chair Rec***)
2. Original Dean’s letter of recommendation (**upload label: *Dean Rec***)
3. Is the adjunct faculty member paid any other department (including MIP/CIP)? Save all applicable letters as one document. (**upload label: *Letters of Rec***)
 - a. Yes – Include two (2) letters of support either internal or external
 - b. If FTE is greater than .75 attach criminal background clear to hire documentation (**upload Label: *Criminal Background***)
 - c. No – Go to #4
4. Current Curriculum Vitae (CV) or bibliography (**upload label: *CV***)
5. Current certificate of malpractice coverage.
6. The following **must** be included in the **COMMENT BOX** in order for the appointment to be processed:
 - a. **DATE and VOTE** of the Department/College faculty for appointment.
 - i. 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.
 - ii. Vote format 0/0/0 (this represents 0 in favor, 0 opposed, 0 abstention)

Keep in mind:

- **All attachments must be included** at the time the ePAF is submitted; **Partial attachments will not be accepted.**

- **Job Code:**

ADJUNCT PAID	ADJUNCT UNPAID
<ul style="list-style-type: none"> <input type="radio"/> Professor – 9106 <input type="radio"/> Associate Professor – 9102 <input type="radio"/> Assistant Professor – 9104 <input type="radio"/> Instructor – 9105 	All ranks - 6001

- - Meeting timeline: <http://medicine.utah.edu/facultyadmin/forms/appttimelines.pdf>
- Once the School of Medicine faculty administration office has received the **completed** ePAF please allow two (2) business days for processing.