

SCHOOL OF MEDICINE

VISITING INSTRUCTOR APPOINTMENT CHECKLIST

EPAF Attachments:

1. Original Chair's letter of recommendation (**upload label: *Chairperson's recommendation***)
2. Two (2) Original letters of support: Save all applicable letters as one document. (**upload label: *Letters of recommendation***)
3. Offer letter (**upload label: *Offer letter to applicant***)
4. Current GME Resident or Fellow?
 - a. Yes – Attach a copy of the GME appointment letter (**upload label: *GME appointment letter***)
 - b. No – Go to #4
5. Current Curriculum Vitae (CV) in School of Medicine format (**upload label: *Curriculum Vitae***)

Comments:

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.

Keep in mind:

- **All attachments must be included** at the time the ePAF is submitted; **Partial attachments will not be accepted.**
- **Job Code: 9190**
- Appointments **require** College A&RPT Committee and SOM Executive Committee approvals prior to finalizing the ePAF.
 - Meeting timeline: <http://medicine.utah.edu/facultyadmin/forms/appttimelines.pdf>
- Appointments **require** College Appointment and Retention Promotion Tenure (A&RPT) Committee and School of Medicine (SOM) Executive Committee approvals prior to finalizing the ePAF.